

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

Minutes of Meeting

Tuesday, September 10, 2019

CALL TO ORDER

President Garza called the monthly Executive Board meeting to order at 12:00 PM at the APSA Office at 4700 Hagadorn Road, Suite 145, East Lansing, Michigan. Those in attendance and constituting a quorum were:

Executive Board Members Present: – Sean Barton, Karla Bauer, Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Joe Garza, Heather Hazzard, Mike Ouderkirk, Sharon Potter, and Jaci Sayen.

APSA Members excused: Natan Espinosa, Sam Fortino, Elizabeth Hood, and Aaron Minnis.

Absent: none

Associate Member- Mike Gardner (absent)

Member's present- none

APPROVAL OF AGENDA

Agenda of September 10, 2019

Motion made by Vice President Ouderkirk to approve the September 10, 2019 agenda as submitted; seconded by Treasurer Deneau agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Hazzard to approve APSA meeting minutes from August 13, 2019; seconded by Director Barton, motion passed without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning:

CLO (Coalition of Labor Organization)

- No meetings were held in August

JHCC (Joint Health Care Committee)

- Update on 2019-2020 objectives for JHCC
 - Vendor summit – November 14, 2019 at MSUFCU community room on Farm Lane Road.

Other items:

- Operating Calendar- End of Fiscal Year- Begin Audit/
 - Board approves the Annual Record Storage Expense – fee, \$107 per month.
 - **Motion by Director Brown to approve this expenditure, seconded by Vice President Ouderkirk; motion passes unanimously.**

- Board approves Semi-annual lunch expenditure
 - **Vice President Ouderkirk to approve \$15 per person to be spent on lunch for the semiannual meeting; seconded by Director Potter; motion passes unanimously.**
- New Member Orientation- September 12, 2019 at 4:45pm at APSA office.
- Update on bargaining – President Garza updated board members on the status of bargaining meetings with the University.

Vice President for Contract Administration – Aaron Minnis (absent) /Mike Ouderkirk - Electronically mailed and reviewed grievance report.

Treasurer’s Report – Ken Deneau - Electronically mailed and reviewed treasurer’s report.

- No questions by members present

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown

- Corresponding Secretary Brown shared timeline for semiannual meeting.
- Anti-virus software for APSA office
 - **President Garza made a motion to allow Corresponding Secretary Brown to purchase antivirus software on behalf of APSA with the total cost not to exceed \$250; seconded by Vice President Ouderkirk; motion passes unanimously.**

Report of the Membership Secretary- Karla Bauer

Membership Secretary sent electronically and reviewed with all board members present.

- 1280 on July Roster

Motion by Membership Secretary Bauer to accept all officer reports; seconded by Director Del Rio motion approved without dissent.

Member’s Privilege

- None

Unfinished Business:

- Semi-Annual discussion - action plan

New Business:

- Business Committee Report- no report

- Member Outreach Committee Report-
 - **Motion made by Director Hazzard to approve purchasing 250 bound journals as gifts for APSA members, seconded by Director Barton; Motion passes without dissent.**
 - President Garza requested that the board members think about celebration ideas for APSA 35th Year Anniversary in 2020. Celebration could launch in April 2020. Topic will be added to unfinished business for the October board meeting for further discussion.
- By Law Committee Report – no report
- Grievance Committee Report- no report

Standing Committee Reports

Member Outreach Committee Report – no report

By Law Committee Report – no report

Grievance Committee Report – no report

Business Committee: no report

PACDI: None

Employee Assistance Program: no report

All-University Traffic Committee: Director Barton requested that someone sub for him at the meeting next week; Treasurer Deneau will attend meeting on Sean's behalf.

Other Committees: None

By Laws Committee: No report

ADJOURNMENT

MOTION by Treasurer Deneau to adjourn meeting; seconded by Director Hazzard, motion approved without dissent. Meeting adjourned at 1:30 PM.

Meeting minutes respectfully recorded by Kathleen Deneau, APSA Recording Secretary.