

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, September 12, 2017**

CALL TO ORDER

President Garza called the monthly Executive Board meeting to order at 12 noon 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: Katherine Ball, Randy Brown, Ken Deneau, Kathleen Deneau, Natan Espinosa, Joe Garza, Connie James, Paul Kuchek, Bill Morgan, Mike Ouderkirk, Sharon Potter, Jaci Sayen and Matt Winowiecki.

APSA Members excused – Karla Bauer, and Aaron Minnis.

Associate Member- Mike Gardner

APSA Legal counsel – Jayne Flanigan

Members present – None

APPROVAL OF AGENDA

Agenda of September 12, 2017

Director Espinosa moved that the agenda for September 12, 2017 be approved as submitted; motion seconded by Director Sayen and was approved without dissent.

APPROVAL OF MEETING MINUTES

Director Espinosa moved that the minutes of the meeting of August 15, 2017, be approved as submitted; motion was seconded by Director Morgan and was approved without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning:

CLO (Coalition of Labor Organization)

- Conversations and Briefings with administrators – Fall 2017
- Update on East Lansing City Income Tax proposal
- Updated status on Health Care ratification

JHCC (Joint Health Care Committee)

- Update on status of future meetings
- Discuss recent Health Care Dashboard
- Wellness Strategic Project- Pilot Program to test JOOL App
- Open enrollment begins in October 1, 2017

Other items:

- Operating Calendar- Audit Begins, Board Stipends Paid, Board approval for any Changes to Bank Account signers
- Reviewed Title IX changes that we sent out by the University
- Diversity excellence award
- MSU Labor Education Program-six Board members will be attending sessions
- New Membership meeting - September 14, 2017- lunch will be provided
- Flu clinics on campus
- CT newsletter

MOTION BY Director Ball to accept the President's report; motion seconded by Director Espinosa, motion approved without dissent.

Vice President for Contract Administration – Mike Ouderkirk

Mike Ouderkirk Grievance Report was sent electronically to all board members. **Motion by Director Ball to accept the Grievance report dated September 12, 2017 to be approved as distributed, seconded by Director Espinosa, motion was approved without dissent.**

APSA President Garza reviewed grievance number 3 on Grievance Report and requested permission to proceed to file for arbitration. Motion made by Treasurer Deneau to allow APSA counsel to file for arbitration for grievance #3, seconded by Director James; motion passes without dissent.

Treasurer's Report – Ken Deneau

Treasurer Ken Deneau reviewed financial statements for August 2017.

Motion made by Vice President Ouderkirk to approve the Treasurer's report for August 2017; seconded by Director Espinosa, motion passes without dissent.

- Treasurer Deneau reviewed two Standard Operating Procedures, which had recently been updated.
- Business committee will meet directly after the board meeting on November 14, 2017

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown

- Corresponding Secretary updated board members on the recent membership outreach committee meeting.

Report of the Membership Secretary- Karla Bauer –absent (report given by Director Ball)

- Report was sent electronically to all board members
- 1228 members on roster

Member's Privilege

- Mike Gardner updated board members on retiree's association happenings.

Standing Committee Reports

Bylaws Committee: no report

Business Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach: no report

Employee Assistance Program: no report

All-University Traffic Committee – next meeting September 21, 2017

Other Committees: no report

UNFINISHED BUSINESS

- Retreat update from committees
- Committees to set Quarterly meetings for 2017-2018
- Operating Calendar-review and update
- MSU labor educational program needs board approval for fees
 - **Motion made by Treasurer Deneau to approve the fees associated with the educational program offered to APSA board members, seconded by Vice President Ouder Kirk; motion passes without dissent**

NEW BUSINESS

- Semi-annual meeting on Thursday October 19, 2017
- New Labor Quarterly meeting - set for October 10, 2017 at 9:00 am;
- Cell phone policy

ADJOURNMENT

MOTION by Director Espinosa to adjourn meeting; seconded by Director Morgan, motion approved without dissent. Meeting adjourned at 1:38 p.m.

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