

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

**Minutes of Meeting  
Tuesday, February 12, 2019**

**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: – Sean Barton, Karla Bauer, Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Joe Garza, Aaron Minnis, Bill Morgan, Mike Ouderkirk, Sharon Potter, Jaci Sayen and Matt Winowiecki.

APSA Members excused – Heather Hazzard.

Absent: none

Associate Member- Mike Gardner

Member's present- none

**APPROVAL OF AGENDA**

Agenda of February 12, 2019

**Motion made by Vice President Minnis to approve the February 12, 2019 agenda as submitted seconded by Director Barton agenda approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from January 8, 2019; seconded by Director Morgan, motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President's Report

President Garza presented his report with discussion concerning:

**CLO** (Coalition of Labor Organization)

- President Garza updated the board on recent meeting with University Interim President and members of the CLO.
  - Discussed the merger with MSU College of Law and the University
  - Centralization of IT –discussed transition and process
- President Garza reviewed Guidelines for Maintaining Critical Functions/Services at MSU
  - Discussion on how critical employees are compensated for time worked or payroll process for those that did not report to work (essential and non-essential employees).
  - ⊖ President Garza noted that he requested the university to outline changes to the OIE policy. Meeting is being scheduled with CLO.
  - President Garza updated board on MSU survey that is being sent out to Faculty/Staff/Students on their opinion of the climate on campus regarding sexual misconduct.
  - ⊖ President Garza mentioned that he will be asking for board support to fund BOT/CLO reception to meet new Board of Trustees.

- President Garza provided information to the board on Unemployment benefits.

**JHCC** (Joint Health Care Committee)

- President Garza updated board on CVS presentation-there are three recommendations that the CLO will explore to save money.
- Review of marketing communication for members to use MSU radiology
- Update on Health Care RFP process – Five vendors have submitted proposals for review.
- Review of presentation given by the University on the Consumer Drive Health plan (CDHP) /HSA they provide on campus.
- AEPC Selection of CVS Health as Preferred Pharmacy Benefit Manager- Savings over \$93 million (over three years, University represents 25% of total)
- Teledoc – update on usage for through January 2019

**Other items:**

- Operating Calendar- Appoint Election Committee (Aaron Minnis and Kathleen Deneau)
- New Member Orientation- February 14, 2019- 4:45pm- APSA Office
- Recap of Labor meeting with University
- President Garza made a motion (via an electronic vote on February 25, 2019) to renew contract with White Schneider, APSA Legal Counsel, seconded By Vice President Ouderkirk, motion passes without dissent.
- President Garza made a motion (via an electronic vote on February 26, 2019) to approve the purchase of 300 pins costing \$683.15. These pins will be given to members in attendance at our APSA semiannual membership meeting, seconded by Membership secretary Bauer, motion passes without dissent.

Vice President for Contract Administration – Mike Ouderkirk -Electronically mailed and reviewed grievance report.

- January 2019 very busy month and all grievances were resolved;

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

- Reviewed details related to APSA board financials.
- Requested that we add legal contract to the agenda for the March board meeting.

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown –

- Gave updates to APSA website and changes he has recently made
- E- Ballot has a limitation of four elections annually
- Corresponding secretary noted he will miss the APSA semiannual meeting

Report of the Membership Secretary- Karla Bauer

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

- 1245 on January Roster

**Motion by Director Espinosa to accept all officer reports; seconded by Vice President Ouderkirk motion approved without dissent.**

Member's Privilege

- None

Unfinished Business:

- Approval/Vote for moving from two financial institution to one
- Special Committee Report - President Compensation (was directed by EBOARD to report by December meeting).
  - Vice President Minnis updated board on committee's recommendation to increase APSA President's monthly stipend. Issue will be revisited by the committee after the CBA for APSA is ratified in Fall 2019.
- Director Espinosa to discuss office space requirements

New Business:

- Business Committee Report-
  - Director Espinosa attended labor relations courses on behalf of APSA board and is recommending that we offer this benefit to our membership;
    - Director Espinosa proposed to create an education committee- Goal is to generate a good pool of candidates to serve on behalf of the APSA executive board. (Proposal will be added to the March meeting agenda for further discussion).
      - Including opening up all educational opportunities offered to the board to all APSA members;
    - Director Morgan recommended that the APSA Board create an investment policy for the Association. Motion by President Garza to create a policy related to APSA investments; seconded by Director Espinosa; motion carries without dissent.
  - Treasurer Deneau updated board on Jumbo CD options through our financial institution. Proposal from Business Committee: Does the APSA Board feel comfortable with having all APSA financial assets deposited in one institution or would it prefer that we have several different financial institutions to protect our investments?
    - Motion made by Treasurer Deneau to move all APSA financial assets to MSUFCU; seconded by Director Espinosa; motion carries without dissent.
- Member Outreach Committee Report – no report
- By Law Committee Report – no report
- Grievance Committee Report- no report

Standing Committee Reports see above for APSA Committee Reports

Business Committee: none

Grievance Committee: none

PACDI: none

Membership outreach: None

Employee Assistance Program: None

All-University Traffic Committee: Director Winowiecki shared electronic updates from last meeting.

Other Committees: none

By Laws Committee: none

#### **ADJOURNMENT**

**MOTION by Director Morgan to adjourn meeting; seconded by Director Espinosa, motion approved without dissent. Meeting adjourned at 2:00 PM.**

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