

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, January 14, 2020**

CALL TO ORDER

President Garza called the monthly Executive Board meeting to order at 12:00 PM at Brody Hall, Mangers Conference Room, 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, Sam Fortino, Joe Garza, Heather Hazzard, Elizabeth Hood, Aaron Minnis, Mike Ouderkirk, and Sharon Potter.

APSA Members excused: Jaci Sayen

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- Jeff Donahue (via telephone)

APPROVAL OF AGENDA

Agenda of January 14, 2020

Motion made by Vice President Minnis to approve the January 14, 2020 agenda as amended; seconded by Director Potter agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from December 10, 2019; seconded by Director Barton, motion passed without dissent.

Questions asked of APSA Legal Counsel regarding new lease –Treasurer Deneau noted that we do not have a termination clause. APSA legal counsel and APSA President will inquire about adding this to the contract. Also, tenants are responsible for all custodial services, electric, gas, and lightbulbs. President Garza offered to inquire about this as well.

APSA legal counsel noted that there have been changes with the OIE investigation process. Specifically zoom can now be used for interviewing witnesses.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning:

CLO (Coalition of Labor Organization)

- President Garza and APSA legal counsel will be meeting with the University and OIE scheduled tomorrow -January 15, 2020. Questions will be on new interview process and Clery Act Resolution and how both of these impacts our members.

- Recap of discussion with President Stanley – Discussed shortage of staffing, OIE process, and University’s position of potential future centralization of services

JHCC (Joint Health Care Committee)

- President Garza shared recent JHCC meeting agenda and discussed 2020 objectives.
- Beginning preliminary research regarding dental coverage. All members of the JHCC to support exploring this issue.
- President Garza distributed information related to Livongo;
- President Garza shared information from recent vendor summit.

Other items:

- Operating Calendar-President Garza noted that we need to do annual review and approve our legal contract with APSA legal counsel Donahue as well as updating rental insurance and fraud insurance.
- President Garza noted that all new member orientations will be personally held with corresponding member.

Vice President for Contract Administration – Aaron Minnis /Mike Ouderkirk - Electronically mailed and reviewed labor report.

- President Garza reviewed G1 and answered questions related to case.
- President Garza reviewed Grievance G2. A motion was made by Vice President Minnis to allow G2 to be taken to arbitration if necessary; seconded by Director Espinosa, one board member opposed, all others supported the motion, motion passes.

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

- Reviewed previous months expenses and balances related to APSA accounts.
- Treasurer Deneau noted that 1099 have been mailed and should arrive in homes this week;
- Treasurer Deneau also noted APSA audit is in the final stages and should be complete soon;
- Treasurer Deneau noted that he has issued a refund to an APA employee that was paying APSA monthly dues.

Recording Secretary – Kathleen Deneau

- Recording Secretary noted that we have secured MSUFCU community room for April 21, 2020 for the APSA biannual membership meeting.

Report of the Corresponding Secretary – Randy Brown

- No report

Report of the Membership Secretary- Karla Bauer- Electronically mailed and reviewed Membership Secretary’s report

- 1306 on November Roster
- Up 76 members from one year ago

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

Member's Privilege

- None

Unfinished Business:

- Logo Contest- we had 23 entries in all- Committee shared final selection of the new logo
 - Motion made by Director Espinosa to approve the winner of the APSA logo contest and to issue a \$100 gift card; seconded by Director Hazzard; motion passes without dissent.

New Business:

- Business Committee - Treasurer Deneau shared recommended changes proposed by Business Committee Members; Handout of recommendations was reviewed with all board members present;
 - Motion made by Director Hazzard to approval mileage reimbursement requested by APSA President Garza; APSA board will review and approve APSA President mileage reimbursement each month; seconded by Director Fortino, two board members opposed all others in favor; motion passes.
 - Business committee recommended that the bylaws committee review several areas of the bylaws and make recommendations for change.
- Member Outreach Committee Report- no report
- By Law Committee Report
 - Bylaws chair distributed proposed bylaw changes to all board members present.
- 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: no report

Employee Assistance Program: No report

All-University Traffic Committee: no report

Other Committees: None

By Laws Committee: No report

ADJOURNMENT

MOTION by Director Espinosa to adjourn meeting; seconded by Director Hood, motion approved without dissent. Meeting adjourned at 1:55 PM.

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