

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, June 11, 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, Natan Espinosa, Sam Fortino, Joe Garza, Elizabeth Hood, Aaron Minnis, Mike Ouderkirk, Sharon Potter, Jaci Sayen.

APSA Members excused – Heather Hazzard

Absent: none

Associate Member- Mike Gardner

Member's present- none

APPROVAL OF AGENDA

Agenda of June 11, 2019

Motion made by Director Espinosa to approve the June 11, 2019 agenda as submitted seconded by Director Fortino agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from May 14, 2019; seconded by Vice President Minnis, motion passed without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning:

CLO (Coalition of Labor Organization)

- University has indicated that they are looking to begin APSA negotiation around August 1, 2019.
- Lunch meeting with new President took place on May 30, 2019
- College of Law employees transitioning to APSA –President Garza circulated a document that reviewed changes.
- President Garza passed around the new policy related to sharing a room when traveling;
- Labor Institute Training set for August 15, 2019 – President Garza and Vice President Ouderkirk will attend representing APSA;

JHCC (Joint Health Care Committee)

- RFP process – update provided to all board members present.
- CVS presentation recap including the letter of agreement proposal for university;
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Other items:

- Operating Calendar- Annual Retreat/Dues Recommendation from Business committee/New Elected Board Orientation (complete)/Approval for Auditing Firm from Board
- **Electronic motion made by President Garza I am making a motion to increase the balance of our Business Visa from \$15,000 to \$25,000; seconded by Recording Secretary Deneau, Motion passes 10-0 to increase APSA Visa Credit Card balance from \$15,000 to \$25,000**
- New Member Orientation- June 13, 2019 at 4:45pm at APSA office.
- MERC decision and transition of Neighborhood Directors. Back to APSA.
- POOL posting letter of agreement shared with board members present

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

- No questions asked by board members present;

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

- No questions asked by board members present;

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown

- No report

Report of the Membership Secretary- Karla Bauer

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

- 1275 on May Roster

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

Member’s Privilege

- None

Unfinished Business:

- June Retreat
- Proposal report from Membership Committee on cost for monitor and equipment to do meetings.
 - Membership Secretary Bauer shared recommendation for the Smart TV for APSA office; \$599.99 for the 65 “TV and set up \$199.99 for install;
 - POD conference phone – cost \$322 from Amazon and \$326 from Dell;
 - Corresponding Secretary Brown noted that the cost for a 75” monitor is \$1000;
 - We will also need to purchase a router for approximately \$200;
- **Motion made by Director Espinosa to proceed to work out logistics with getting this technology purchased and installed up to \$4000 and to purchase two POD conference phones up to \$600; seconded by Vice President Minnis; motion passes without dissent.**

- Associate member approval –
 - **Motion made by to Director Espinosa to approve Associate Director Gardner for August 2019-July 2020; seconded by Vice President Minnis; motion passes without dissent;**

New Business:

- Business Committee Report-
 - Director Del Rio updated board on possible audit firms that may be retained for the annual APSA audit. More information will be shared once it is available.
- Member Outreach Committee Report- No report
- 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: updated outlined above;

PACDI: None

Employee Assistance Program: None

All-University Traffic Committee: None

Other Committees: None

By Laws Committee: None

ADJOURNMENT

MOTION by Director Espinosa to adjourn meeting; seconded by Director Potter, motion approved without dissent. Meeting adjourned at 12:49 PM.

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