

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, October 8, 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, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Sharon Potter, and Jaci Sayen.

APSA Members excused: Elizabeth Hood

Absent: none

Associate Member- Mike Gardner (absent)

Member's present- none

APPROVAL OF AGENDA

Agenda of October 8, 2019

Motion made by Director Espinosa to approve the October 8, 2019 agenda as amended; seconded by Vice President Minnis agenda approved without dissent. Vice President Ouderkirk requested that the agenda be modified to include a discussion regarding compensation of APSA President Garza in regards to becoming an agent of the Board based on additional duties.

APPROVAL OF MEETING MINUTES

Motion made by Vice President Minnis to approve APSA meeting minutes from September 10, 2019; seconded by Director Espinosa, 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 the MSU Shares Campaign including sharing campaign information;
- Clery Act – President Garza reviewed compliance handout and noted that APSA was notified about this change at the end of the contract negotiations meeting with the university. Special conference will be scheduled to discuss this policy and its effects on our members.
- President Garza discussed the University's Modified Operations policy/procedures. President Garza had sent feedback to the University questioning the new policy language. Waiting for a response.
- President Garza updated Board on an upcoming training related to the labor education program – November 6, 2019; Board members interested in attending are encouraged to notify President Garza.

- President Garza circulated information about the Green Folder program on campus. This program was developed by the MSU Behavior Threat Assessment Team and is the protocol for addressing this issue in the workplace.
- President Garza shared information on nominating employees for the Distinguished Staff Award.
- President Garza submitted Membership Secretary Bauer's name to serve as a member of the Provost hiring committee. Committee on hold due to resignation of Executive Vice President Udpa.
- President Garza updated Board members on MLK events including sharing minutes from recent planning meeting;

JHCC (Joint Health Care Committee)

- President Garza updated Board on current open enrollment for health care including reminding everyone the importance of signing the health care affidavit.
- President Garza updated Board on final healthcare dashboard numbers for 2018-2019.
- President Garza updated Board and distributed a handout on the Health care Saving Account Presentation Summary;
- President Garza updated Board on Opioid Utilization Management System. Change in policy for children 19 and younger. Only allowed to prescribe three days' worth of medication.
- Reviewed with the Board CLO announcement related to 2020 wage increases tied to health care;
- Health Care Vendor Summit – November 14, 2019 at MSUFCU Farm Lane branch – 8:00 am – noon;

Other items:

- Operating Calendar- Semi- Annual Meeting/Open Enrollment Process/Quarterly Labor Meeting
- New Member Orientation- October 22, 2019 prior to the semi-annual meeting;
- Update on ratification CBA process/VOTENET – will be live tonight;
- Sick Policy Special Conference Request
- Increased Board Embezzlement/Crime policy-from \$300,000 to \$600,000. Additional annual cost is \$397 (\$1184 to \$1581).
- Board approves semi-annual meeting lunch expenditure;
- President Garza shared the updated maintenance request policy from the Eyde company.

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

- Vice President Minnis noted it was a very active month;
- President Garza reviewed Grievance number G2.
 - **Motion by Director Hazzard, to pre-approve taking G2 to arbitration if necessary; seconded by Director Espinosa, motion approved without dissent.**

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

- President Garza asked a few questions for clarification.

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown

- Votenet will go live tonight
- Board members continue to have issues with receiving APSA officer reports via Outlook and specifically the APSA listserv.

Report of the Membership Secretary- Karla Bauer

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

- 1283 on August 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:

- Semi-Annual discussion and action plan
- **On Monday September 30, 2019 President Garza requested a motion to approve the APSA tentative contract. Electronic motion made by Vice President Ouderkirk to accept the tentative contract agreement with the university; seconded by Vice President Minnis; motion approved without dissent.**

New Business:

- Business Committee Report- No report
- Member Outreach Committee Report- No report
- By Law Committee Report – No report
- Grievance Committee Report- No report
- Member Outreach Committee Report-
 - President Garza requested that the Board members provide celebration ideas for APSA 35th Year Anniversary in 2020. Celebration could launch in April 2020. Topic will be added to unfinished business for the November board meeting for further discussion.
- By Law Committee Report – no report
- Grievance Committee Report- no report
- Vice President Ouderkirk requested that the Board revisit the agenda item proposed, regarding appointing President Garza as an agent of the Board based on additional duties, and as such compensating him for this position.
 - **Motion made by Vice President Ouderkirk to appoint APSA President Garza as an agent of the Board based on additional duties, at a compensation of \$1000 monthly. Vice President Ouderkirk also requested back pay to September 2019. Motion was seconded by Vice President Minnis; Six members voted in support of this motion, four opposed and three members abstained from voting. Board believed the motion did not pass because of those members that abstained from voting.**

The Board discussed this issue and agreed that the Board would hold a special meeting to discuss this issue further and come up with a resolution. The meeting was scheduled for 2:00 pm October 22, 2019.

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: President Garza shared AUTCC notes from September 19, 2019 meeting

Other Committees: None

By Laws Committee: No report

ADJOURNMENT

MOTION by Vice President Ouderkirk to adjourn meeting; seconded by Vice President Minnis, motion approved without dissent. Meeting adjourned at 1:42 PM.

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