

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, April 10, 2018**

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, Karla Bauer, Randy Brown, Ken Deneau, Kathleen Deneau, Natan Espinosa, Joe Garza, Connie James, Aaron Minnis, Bill Morgan, Mike Ouderkirk, Sharon Potter, Jaci Sayen and Matt Winowiecki.

APSA Members excused – none

Associate Member- Mike Gardner

Members present – none

APPROVAL OF AGENDA

Agenda of April 10, 2018

Motion made by Director Ball to approve the March 13, 2018 agenda; seconded by Corresponding Secretary Brown and agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Vice President Minnis moved that the minutes of the meeting on March 13, 2018, be approved as submitted; 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)

- Administrative Briefing with Satish Udpa- March 23, 2018- provided update.
- IPF Union Stakeholder meeting-March 28, 2018-provided summary.
- Lugnut Labor Night – information shared.

JHCC (Joint Health Care Committee)

- Wellness Strategic Project- RFP for Health and Wellness Vendor to provide health risk assessments. Met March 28, 2018 to review vendor's proposals. Provided summary.
- JOOL Health Pilot Test began February 7, 2018-will report to executive board when complete (7-week test) – gave an update to the executive board.
- Autism – offering unlimited visits for patients under both healthcare plans. Effective May 1, 2018.
- Opioid presentation – gave update to Executive Board on presentation from CVS.

- Center of Excellence – provided update on medical services provided by MSU at a discounted rate.
- Launching two programs in April-Livongo and Co-Pay card. Telemedicine the committee is reviewing options and working out details. University has indicated that Launch for this would be in fall 2018. Provided update to executive board.

Other items:

- Operating Calendar-Semi-annual meeting/Quarterly Labor Management meeting
- New Membership meeting - April 17, 2018- 11:30am
- Working with legal counsel on two departments requesting to join union

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

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

Motion by Director Ball to accept the Labor Relations report dated April 10, 2018 to be approved as distributed, seconded by Director Espinosa, motion was approved without dissent.

Treasurer’s Report – Ken Deneau

Treasurer submitted report electronically and reviewed with all board members present.

Motion by Director Espinosa to accept the Treasurer report dated March 2018 to be approved as distributed, seconded by Director Minnis, motion was approved without dissent.

Recording Secretary – Kathleen Deneau

Recording Secretary will bring 40 copies of the agenda and fall semiannual membership meeting minutes to next week’s membership meeting.

Report of the Corresponding Secretary – Randy Brown

Corresponding Secretary updated board on time he has spent trying to help President Garza with issues related to computer.

- Reviewed the process for the upcoming elections.
- Added new member link to website

Report of the Membership Secretary- Karla Bauer

Report was sent electronically to all board members.

1254 members on roster

Member’s Privilege

- None

Standing Committee Reports

Business Committee: Treasurer Deneau sent information about current lease, rent will increase by \$40 per month.

Grievance Committee: no report can you line this up with other headers

PACDI: no report

Membership outreach: Was reported that new member link was added to web page.

Employee Assistance Program: no report

All-University Traffic Committee: Director Winowiecki updated board members on recent meeting discussions.

Other Committees: no report

By Laws Committee: No report

Motion by Vice President Ouderkirk to approve the committee reports, and seconded by Director Espinosa; motion passes without dissent.

UNFINISHED BUSINESS

- Records management status-files were picked up from formal legal counsel 3/28/18- 76 boxes.
- Semi-annual meeting -April 17, 2018
- Attendance Policy-this was moved to By Law committee to discuss
- June Retreat-each chairperson was advised on creating action plan items for the following year.

NEW BUSINESS

- New web link for new members
- Approve nominations
 - Vice President Minnis reviewed status of nominations for upcoming APSA executive board elections.
 - **Motion made by Director Espinosa to approve nominations for upcoming APSA elections; seconded by Director Ball; motion passes without dissent.**
- May Committee Meetings –scheduled for next month.

ADJOURNMENT

MOTION by Vice President Minnis to adjourn meeting; seconded by Director Sayen, motion approved without dissent. Meeting adjourned at 1:38 PM.

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

