

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, July 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: – Sean Barton, Karla Bauer, Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Joe Garza, Heather Hazzard, Aaron Minnis, Bill Morgan, Sharon Potter and Matt Winowiecki.

APSA Members excused – Mike Ouderkirk, and Jaci Sayen,

Associate Member- Mike Garner

Member's present- none

APPROVAL OF AGENDA

Agenda of July 10, 2018

Motion made by Director Espinosa to approve the July 10, 2018 agenda; seconded by Director Hazzard, agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from June 12, 2018; seconded by Treasurer Deneau 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)

- Memorandum from the BOT regarding presidential search update
- IT Services realignment Update – moving entire university to office 365; all residence halls will have Wi-Fi internet services available.
- Communication/Marketing Review Update
- EBS two Absence codes added – tracking time to cover sick and personal time.
- Update on University Youth Programs Operational requirements

JHCC (Joint Health Care Committee)

- Signed Telemedicine MOU.
- CVS Opioid MOU was not signed due to new State of Michigan Law effective July 1, 2018.
- Developing Health Care Summit with partners within University to plan out next year's objectives-update on meeting including presentation.
- Wellness Strategic Team - we will be having presentations from Evite and Limeade vendors August 2, 2018
- Livongo sign up is at 167 members or 11.9% - goal is 17%.
- Best Doctors- looking to expanding options of plan-to include treatment decision support and EMedical Summary (electronic summary of your complete medical history).

Other items:

- Operating Calendar-discuss Audit process for the year.
- New member meetings – no meeting until August.

Motion by Vice President Minnis to accept the President's report; motion seconded by Director Espinosa motion approved without dissent.

Vice President for Contract Administration – Mike Ouderkirk (absent) Report reviewed by Vice President Minnis– Electronically mailed and reviewed grievance report.

- **President Garza reviewed grievance number G2 requesting permission to move this to arbitration if necessary. Motion by Vice President Harris to approve moving grievance number G2 to arbitration if necessary; seconded by Director Morgan; motion passes without dissent.**
- **President Garza reviewed grievance number G5 requesting permission to move this to arbitration if necessary. Motion by Director Espinosa to approve moving grievance number G5 to arbitration if necessary; seconded by Vice President Harris; motion passes without dissent.**
- **Vice President Minnis reviewed grievance number G6 requesting permission to move this to arbitration if necessary. Motion by Director Espinosa to approve moving grievance number G6 to arbitration if necessary; seconded by Corresponding Secretary Brown; motion passes without dissent.**
- **President Garza reviewed grievance number G7 requesting permission to move this to arbitration if necessary. Motion by Vice President Minnis to approve moving grievance number G7 to arbitration if necessary; seconded by Director Espinosa; motion passes without dissent.**

Motion by Director Espinosa to approve as distributed, the Labor Relations report dated July 10 2018; seconded by Director Barton, motion approved without dissent.

Treasurer's Report – Ken Deneau

- Treasurer submitted report electronically and reviewed with all board members present.
- Reviewed recent committee meeting notes from June retreat.

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

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown

Corresponding Secretary thanked Director Del Rio for assisting with resenting passwords using Outlook 360.

Report of the Membership Secretary- Karla Bauer –

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

- 1256 on June Roster

Member's Privilege

- none

Unfinished Business:

- June Retreat- recap from each committee –tabled until August 2018 board meeting.

New Business:

- East Lansing City Tax –election on August 7, 2018.
- APSA Dues - President Garza noted that human resources stated they would need approximately two weeks to change APSA dues taken out of paychecks.
 - President Garza would like the board to review annual dues for its members. Tabled until August board meeting.
- President Garza updated board members of the anticipated number of hours our new legal counsel will need to represent us in in the next negotiations process.

Standing Committee Reports

Business Committee: none

Grievance Committee: none

PACDI: none

Membership outreach: none

Employee Assistance Program: none

All-University Traffic Committee: none

Other Committees: none

By Laws Committee: none

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

ADJOURNMENT

MOTION by Director Potter to adjourn meeting; seconded by Director Hazzard, motion approved without dissent. Meeting adjourned at 2:03 PM.

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