

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, August 14, 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, Bill Morgan, Mike Ouderkirk, Sharon Potter Jaci Sayen, and Matt Winowiecki.

APSA Members excused – Aaron Minnis

Associate Member- Mike Garner (absent)

Member's present- none

APPROVAL OF AGENDA

Agenda of August 14, 2018

Motion made by Director Sayen to approve the August 14, 2018 agenda; seconded by Director Morgan, agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Sayen to approve APSA meeting minutes from July 10, 2018; seconded by Director Morgan, motion passed without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning:

CLO (Coalition of Labor Organization)

- Shared CT newsletter
- Update on IT Services realignment
- Update on Communication/Marketing Review
- Shared policy for special pay increases for support staff

JHCC (Joint Health Care Committee)

- Reviewed projected wage increase for fall 2019.
- WST - had presentations from Evite and Limeade vendors August 2, 2018-update was provided
- Telemedicine will go into effect October 1, 2018.
- Livongo sign up is at 201 members or 12.4% - goal is 17%.
- Best Doctors- expanding options of plan- Treatment Decision Support/EMedical Summary

Other items:

- Operating Calendar- End of fiscal year.
- Ensure all files are organized for audit
- All committees meet
- Board needs to approve continuation of non-board payments

Motion by Director Potter to accept the President's report; motion seconded by Director Hazzard motion approved without dissent.

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

- President Garza updated board on grievances, which were reviewed last month and approved to move to arbitration if necessary; all were resolved prior to filing for arbitration.
- President Garza updated board on the recent election results of community directors to join APSA, which passed.

Motion by Director Hazzard to approve as distributed, the Labor Relations report dated August 14 2018; seconded by Director Espinosa, motion 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 July 2018; seconded by Director Morgan, motion was approved without dissent.

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.

- 1248 on June Roster

Member's Privilege

- none

Unfinished Business:

- June Retreat- Recap from each committee

- Special Committee Report given by Director Potter: Committee is recommending that President Garza have his monthly cell phone bill and monthly parking reimbursed by the association through December 2018.

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- Director Espinosa motioned that the board approve monthly reimbursement for APSA President Garza cell phone and monthly parking pass for campus up until December 31, 2018 when the committee will report on comparison compensation for other MSU union presidents; seconded by Director Morgan, motion passes unanimously.

New Business:

- Update on East Lansing city tax -1% tax for all individuals working in East Lansing.
- Discussed APSA Dues for 2018-2019
- Tenant Appreciation Picnic-August 16, 2018 – all invited
- Semi-annual meeting scheduled for Tuesday, October 23, 2018
- CBA Negotiations – Let President Garza know if you are interested in serving on this committee. Review of requirements will be discussed at next EBOARD meeting.

Standing Committee Reports

Business Committee: see attached document for items reviewed.

Director Espinosa motioned that ACH board remuneration will be mandatory for all current and new board members; seconded by Director Sayen; motion passes unanimously.

Grievance Committee: see attached report report

PACDI: none

Membership outreach: reviewed following issues: opt out issue; locate a system for member preferences; purchasing swag for members; updates to web; listing member anniversary is on the website 5 years or more. Host town hall meetings; host zoom presentations on specific topics; hosting a family friendly event for members; explore a mentor program; Contest for APSA members to design the artwork for APSA tee shirt that can be purchased at a discount through APSA.

Employee Assistance Program: none

All-University Traffic Committee: none

Other Committees: none

By Laws Committee: see attached recommendations.

Motion by Treasurer Deneau to approve the committee reports, seconded by Director Espinosa; motion passes without dissent.

ADJOURNMENT

MOTION by Treasurer Deneau to adjourn meeting; seconded by Director Hazzard, motion approved without dissent. Meeting adjourned at 2:00 PM.

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

Committee reports:

Business Operations Committee (BOC) Retreat

1. Dues Recommendation – June Review (p 2)
 - The BOC will recommend no dues raise for FY19 to the board at July meeting
2. Business Operations Committee Purpose – Review (p 3)
 - Natan will work with Ken to review the quarterly standing agenda items for the BOC meetings to include review of existing SOPS annually some each quarter
 - Completed by August quarterly
3. Insurance was reviewed and is satisfactory per counsel.
 - Heather will see quotes for similar insurance policies. All insurance documents are in the finance folder – Reporting at August Quarterly
 - BOC decided to not pursue a raise in the dishonesty policy to \$400K until rates are compared
4. Issuing of Funds – Two Signature By Law change proposed
 - Information and awaiting by-law recommendation and vote
5. Board Stipends- By Law Attendance policy is proposed
 - Information and awaiting by-law recommendation and vote
6. Fund Investments and Liquidity - Do we need a SOP? (p 4)
 - BOC to seek Board advisement at the July meeting on investing in higher return instruments such as annuities or mutual funds.
 - BOC recommends a financial position statement be formulated by the board for the investment of funds.
7. Fund Balance Review SOP- Likely will activate in future if we exceed the \$450K level (p 5)
 - Information estimate is 12-15 months to reach review threshold
8. Audit vs Financial Review -Discuss of cycling between review and audit (P 6-8)
 - Ken is seeking price quotes and will report the difference
 - BOC is recommending an established cycle of reviews and then audit
9. Office Lease Market Study
 - Natan will begin study of geographically local rates for similar square feet. Current rate here is 1890 Monthly

It is agreed:

1. **TERM:** The **Expiration Date** shall read: "**the last day of April, 2019**", effective upon full execution of this Addendum To Lease;
2. **EARLY TERMINATION:** **Tenant shall have the ongoing option to cancel the Lease by giving Landlord sixty (60) days' prior written notice.**

10. ACH Stipend payments mandatory
 - BOC supports this and recommends adoption by board
11. Credit Card used for all allowed payments
 - BOC supports.
 - Treasurer will coordinate
12. Board Stipend Rate Review
 - This is a current gap in the business process of the board and results in ad hoc proposals.
 - It is the recommendation of the BOC that it be established as an annual review or tied to an annual benchmark rate
 - Sub-committee of Minnis, Hazard, Espinosa are meeting to discuss per board direction.

Grievance Committee:

1. Labor Relations Training
 - Will seek labor training opportunities. Will reach out to colleagues and other departments.
2. Survey Members For Negotiation Topics
3. Form Negotiation Team. (Set up Prep Meeting)
4. Regular Committee Meetings
 - Prior to monthly or every two weeks.

By Laws Committee: Proposed Changes:

APSA Bylaws meeting May 15, 2018

1. All Officers will review and update their job description within the bylaws sending to APSA President by October 1, 2018. Treasurer Deneau, and Bill Morgan will review APSA Director Job description; changes should be submitted to APSA president by October 1, 2018.
2. 5.5 c- newly elected EBoards begin term August 1
 - a. Paragraph should read: Members of the Executive Board shall commence their term of office and voting privileges on the first day of August following their election. However, following the election in April, newly elected members of the Executive Board are expected to attend all Executive Board meetings and participate in the activities with the outgoing incumbent of their particular position until the first day of August, when they commence their term of office and voting privileges.
3. 5.9 b- in regards to our attendance policy

- a. (b) Paragraph should read: Four (4) absences from a duly called meeting, during a twelve-month period shall automatically result in a review of the position with the APSA President. If necessary a committee comprised of APSA board members will further review the situation and consequences associated with the member and their position on the Executive Board.
- 4. 6.2 Term of office language is wrong for Secretaries
 - a. Paragraph should read: The term of office shall be four years for the President, the Vice Presidents and the Treasurer. The term of office shall be three years for the Membership, Corresponding and Recording Secretaries. The term of office for the Directors ~~office~~ shall be two (2) years, or until a successor is elected and qualified, or until resignation or removal. All terms of office are for the length specified or until a successor is elected and qualified or until resignation or removal. Section 5.5 of these Bylaws shall apply.
- 5. 8.3 Banking- two person signing
 - a. Paragraph should read: The Executive Board shall by resolution designate the bank or other depository in which funds shall be deposited in the name of the Association. All accounts activity or other instruments for the payment of money shall be reviewed monthly by President, Vice Presidents, and Treasurer.
- 6. 12.1 Effective Date- it is currently not correct
 - a. Paragraph should read: These Bylaws shall take effect on their adoption and on approval by this membership. They shall supersede and render void all pre-existing Bylaws, rules, regulations, or policies governing the Association. These Bylaws are effective February 10, 2018, unless otherwise provided herein.