

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION
Minutes of Semi Annual Membership Meeting
Thursday, October 27, 2016

CALL TO ORDER

President Garza called the semiannual membership meeting to order at 5:20 PM at the MSUFCU Farm Lane Branch Community Room, East Lansing, Michigan. Board members in attendance were:

Katherine Ball, Karla Bauer, Randy Brown, Dan Chegwidden, Ken Deneau, Kathleen Deneau, Joe Garza, Aaron Minnis, Mike Ouder Kirk, Jaci Sayen and Matt Winowiecki.

Board members absent – Debra Russel, Connie James, Paul Kuchek, and Bill Matt

APSA Legal Counsel – Jayne Flanigan

APPROVAL OF AGENDA

Agenda of October 27, 2016

Director Sayen moved that the agenda for October 27, 2016, be approved as distributed. The motion was seconded by Brandon Baswell and was approved without dissent.

APPROVAL OF MEETING MINUTES

Minutes of April 28, 2016

Director Sayen moved that the minutes of the semi-annual membership meeting of April 28, 2016 be approved as submitted; motion was seconded by Vice President Chegwidden and was approved without dissent.

President Garza requested that we move unfinished business to the top of the agenda. **Motion made by Vice President Chegwidden to move unfinished business to the top of the agenda; seconded by Aaron Minnis, motion passes without dissent.**

UNFINISHED BUSINESS

APSA Legal counsel Flanigan reviewed proposed bylaw changes with members present and noted that voting will take place via Votenet. Votenet will go live on November 3, 2016 for members to vote and will remain open until November 10, 2016. Electronic voting will take place for the proposed changes to Section 5.5(c) and Section 5.11(c) only.

Section 11.1 speaks to the Bylaw amendment requirements. We must notify the membership of the proposed Bylaw amendment at least fourteen (14) days prior to voting. Passage of the amendment shall be by a two-thirds (2/3) vote of the regular members voting.

Elections and Terms

Proposed change to Section 5.5(c) to read as follows:

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 APSA 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.

Executive Board Remuneration

Proposed change to Section 5.11(c) to read as follows:

Remuneration schedules shall be ratified by a majority vote of the regular members, excluding those individuals recommended for proposed remunerations, pursuant to Section 4.3 of these Bylaws. Remuneration issues must be a scheduled item of business.

APSA Legal Counsel Flanigan presented the proposed remuneration changes.

The current language of Section 5.11 was reviewed.

Proposal:

Effective December 1, 2016, the remuneration for the Executive Board members will be:

- President \$1,000.00
- Vice President for Contract Negotiations \$675.00 (effective 2017 Election cycle)
- Vice President for Contract Administration \$675.00
- Treasurer \$350.00
- Recording Secretary \$250.00
- Membership Secretary \$250.00
- Corresponding Secretary \$250.00
- Directors \$60.00

Discussion ensued. Voting took place. Legal Counsel Flanigan picked up the ballots from members present so that official results could be reported.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with all members present. Update included:

- Implemented By Law Changes from April Election results
- Represented those employed in APSA positions through their work place issues
- Revised the Web Page
- Orientating new Executive Board Directors
- Conducted Board Retreat
- Hosting the monthly new membership meetings

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- Monthly Dues for 2016-2017 remain the same

Upcoming Agenda Items for this year:

- JHCC will begin discussing MOU – current contract ends Dec. 31, 2017
- Continue New Membership Orientation
- Departmental Outreach Program
- Web Page Development
- Membership Survey
- Agile Recruiting and Onboarding (ARO) Project

Vice President for Contract Negotiations- Dan Chegwiddden

Report given by President Garza

- Salary increases to maintain 75% merit/25% across the board split for the entire amount, except when the increase is 1% or less, then the entire amount is across the board
- Family sick time increased to 80 hours per calendar year from 64
- Tuition reimbursements for graduate courses went from 65% to 75% of the MSU undergraduate maximum tuition rate
- Tuition from a Michigan-based accredited educational institution, other than MSU, will be waived/reimbursed up to 60% up from 50% of the MSU undergraduate maximum tuition rate

Vice President for Contract Administration – Mike Ouderkirk

Report given by President Garza

- Holiday Pay
- Counseling memoranda to be removed from personnel records no later than 18 months from issue date if performance is satisfactory
- Office of Institutional Equity meetings
- New PDP Process
- FMLA policy
- Need Representation go to the web site at www.msuapsa.org and click on the I need representation link for contact information

Treasurer's Report –Ken Deneau

Treasurer Deneau reviewed APSA financial status with the members present. Treasurer noted that the Association is financially strong. See PowerPoint attachment.

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown

Corresponding Secretary Brown reviewed analytics related to the APSA website. Corresponding Secretary Brown thanked his colleagues on the board that have assisted with updating the APSA website. See PowerPoint attachment.

Report of the Membership Secretary- Karla Bauer

Membership Secretary reviewed current APSA membership statistics. See PowerPoint attachment.

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Member's Privilege

None

Standing Committee Reports

Bylaws Committee: no report

Business Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach committee: no report

Employee Assistance Program: no report

All-University Traffic Committee – no report

Other Committees: no report

UNFINISHED

- **APSA Legal Counsel Flanigan reported remuneration vote: Majority vote passed with one dissent.**

ADJOURNMENT

MOTION by Treasurer Deneau to adjourn; motion seconded by Director Sayen and was approved with no dissent. Meeting adjourned at 6:32 p.m.

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