

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, September 11, 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, Mike Ouderkirk, Sharon Potter, Jaci Sayen, and Matt Winowiecki.

APSA Members excused – none

Associate Member- Mike Gardner (absent)

Member's present- none

APPROVAL OF AGENDA

Agenda of September 11, 2018

Motion made by Vice President Minnis to approve the September 11, 2018 agenda amending it to move unfinished and new business to the top of the agenda; seconded by Vice President Ouderkirk, agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Hazzard to approve APSA meeting minutes from August 14, 2018; seconded by Director Morgan, motion passed without dissent.

Unfinished Business:

- Semi-annual meeting scheduled for Tuesday, October 23, 2018. All reports to be reviewed at the meeting must be submitted by end of day October 9, 2018; Vice President Minnis will order lunch for this meeting.
- By Law Changes were reviewed.
 - **Motion made Director Potter to take recommended Bylaw changes to membership; seconded by Director Barton; motion passes without dissent.**
 - Bylaw change, for section 8.3 will be reviewed with APSA legal counsel and once finalized an electronic vote will take place with the board.
 - **Motion made by Director Hazzard to approve change in section 8.3 of the Bylaw to reflect the following: 8.3 BANKING The Executive Board shall by resolution designate the financial institutions/investment companies or other similar entities in which funds shall be deposited in the name of the Association. All accounts or other instruments for the payment of money shall be approved by any two (2) or more of the following Officers: President, Vice President, and Treasurer; seconded by Vice President Minnis; motion passes without dissent. (Electronic vote 9/14/18)**

- Business Expense Reimbursement – Treasurer Deneau updated board on current business procedures related to APSA equipment and technology stipends incurred by board members.
 - **Motion made by Director Espinosa, to provide APSA President a cell phone stipend of \$75 per month; and Vice Presidents will received \$40.00 per month effective June 1, 2018; seconded by Director Morgan; motion passes without dissent.**

New Business:

- Monthly Board Stipend payments proposal – Treasurer Deneau recommended that APSA remuneration move from quarterly payments to monthly;
 - **Motion made by Director Hazzard to change APSA remuneration from quarterly to monthly effective immediately; seconded by Director Espinosa; motion passes without dissent.**
- Back- up of officers– Membership Secretary Backup is Sean Barton. (President Garza requested that Officers meet with their back-ups for training).
- Discuss giveaways for Semi-annual meeting – Membership Secretary Karla Bauer reviewed options with APSA board members present including associated costs with each item suggested. The committee will decide which giveaway to purchase.
 - **Motion made by Vice President Minnis to purchase pens to be distributed to MSU APSA members; seconded by Vice President Ouderkirk; motion passes 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 board on IT Services realignment
- President Garza updated board on City of East Lansing Income Tax
- President Garza shared a document pertaining to Mobile Communication
- President Garza updated board on Presidential Search Committee – CLO President Deb Bittner will represent Labor organizations.
- President Garza updated board on the Creation of MSU Health Care

JHCC (Joint Health Care Committee)

- WST - a vendor has been selected and discussions have been had with the Provost on next steps.
- Livongo sign up is at 223 members -13.74%
- Open Enrollment Information –October 1, 2018 – October 31, 2018;
- President Garza updated board on health care Dashboard including final numbers for 2017-2018
- President Garza updated board on BCBSM-Blue Distinction Patient Centered Medical Home/Centers of Excellence
- President Garza updated board on Best Doctors additions of two new programs - Treatment Decision Support and Medical Records eSummary.

Other items:

- Operating Calendar- Begin audit; Board stipends paid/Board motion for any changes to Bank account Signers.(discuss need).
- President Garza updated board that we have filed MERC case for Grand Rapids members.
- President Garza updated board on Quarterly meeting with the University, held August 30, 2018 and shared notes from the meeting.
- Certification of Representation for Community Directors –official notice shared with board members;
- IRS letter – fine of \$220 that audit firm will pay based on their delinquency of paying on time and on our behalf.
- New Member Orientation- September 20 , 2018- 4:45pm.-APSA Office

Motion by Director Espinosa to accept the President’s report; motion seconded by Corresponding Secretary Brown motion approved without dissent.

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

Motion by Director Espinosa to approve as distributed, the Labor Relations report dated September 11, 2018; seconded by Director Hazzard, 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 August 2018; seconded by Director Potter, motion was approved without dissent.

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown

Updated board on guests visits to the APSA website and which areas are receiving the highest traffic.

Report of the Membership Secretary- Karla Bauer – (report given by Sean Barton)

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

- 1243 on June Roster

Member’s Privilege

- none

Standing Committee Reports

Business Committee: none

Grievance Committee: none

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PACDI: none

Membership outreach: None

Employee Assistance Program: none

All-University Traffic Committee: none

Other Committees: none

By Laws Committee: none

ADJOURNMENT

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

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