

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION
Minutes of Semi -Annual Membership Meeting
Tuesday October 23, 2018

CALL TO ORDER

President Garza called the Semi-annual membership meeting to order at 12:00 PM at the MSUFCU Farm Lane Branch Community Room, East Lansing, Michigan. Approximately 100 APSA board members were in attendance.

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 (excused absence)

APSA Legal Counsel – Jeff Donahue and Erin Hopper (absent)

APPROVAL OF AGENDA

Agenda of October 23, 2018

Motion made by Director Espinosa to approve the agenda dated October 23, 2018; seconded by Director Morgan, motion passes without dissent.

APPROVAL OF MEETING MINUTES

Minutes of April 17, 2018

Director Espinosa moved that the minutes of the semi-annual membership meeting on April 17, 2018 be approved as submitted; motion was seconded by APSA member Director Morgan and was approved without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with all members present. (See PowerPoint attachment)

Update included:

- President Garza updated members that APSA represented over 400 members over the course of the last year;
- Implemented health care enhancements including teledoc (zero copay for first year);
- October 2019 APSA raise will be 2.75%;
- No increase in APSA dues for 2019
- Reviewed Bylaws changes that will be up for vote
- Request for proposal for health care vendors
- President Garza has quarterly meetings with university on happenings on campus, and how it may effect APSA membership
- APSA contract will end and negotiations with the university will begin in 2019;

Vice President for Contract Administration – Mike Ouderkirk

- (See PowerPoint attachment)
- Reminder by Vice President Ouderkirk that counseling memorandum should be removed from employee's files after one year and sometimes sooner
- Office of Institutional Equity (OIE) can be intimidating and APSA contract administration vice presidents are there for you. Call them if you need them
- FMLA- make sure you process the paperwork related to absences due to FMLA health care issues.

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.)

- New legal contract signed with new attorneys representing APSA resulted in an expected savings of \$70,000 to \$90,000 annually;
- ACH payments are used to pay bills
- APSA office rent market study-current lease ends April 2019. Looking at options.
- Fund balance continues to grow so we have distributed the money across financial institutions to be insured.
- Reviewed expenses and savings associated with the association financials
- If association funds reach \$450,000 the board will meet to discuss what next steps will be;
- Utilizing cash back option of the MSUFCU credit card; currently have received \$300 in cash back bonus since beginning card in April 2018.

Recording Secretary – Kathleen Deneau

- No report
- President Garza reviewed proposed bylaw changes;
 - Electronic Vote will take place week of October 29, 2018.

Report of the Corresponding Secretary – Randy Brown

Corresponding Secretary reviewed the following: (See PowerPoint attachment)

- Overview of website stats

Report of the Membership Secretary- Karla Bauer

- (See attached power point)
- APSA roster last Six-years
- APSA roster – last six months
- Reviewed fun facts regarding APSA departments

Motion made by Director Espinosa to accept the APSA reports reviewed; seconded by Director Morgan; motion passes without dissent.

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_

NEW BUSINESS

- Highlights - Year in Review – Presented by President Garza (see attached power point)
- By Law review

UNFINISHED BUSINESS

- President Garza opened up the meetings to hear questions from members present
 - Member requested that we share more broadly information on Teledoc;
 - Member also requested that we share specialty drugs prescription co-pay cards information;
- Reminder from President Garza to all members to complete Health Care Open Enrollment and sign the health care affidavit. Any issues please contact staff benefits.
- Review any policy that includes your children to confirm they have not aged out of coverage and specifically that you are not continuing to pay for a service you no longer can benefit from;

ADJOURNMENT

MOTION by Director Espinosa to adjourn; motion seconded by Director Potter and was approved with no dissent. Meeting adjourned at 12:47 p.m.

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