

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, October 9, 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, 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 – Karla Bauer

Associate Member- Mike Gardner

Member's present- none

APPROVAL OF AGENDA

Agenda of October 9, 2018

Motion made by Director Espinosa to approve the October 9, 2018 agenda seconded by Director Morgan, agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Vice President Minnis to approve APSA meeting minutes from September 11, 2018; seconded by Director Espinosa, motion passed 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 centralization of IT services
- President Garza updated board on Creation of MSU Health Care becoming a separate 501c3
- President Garza updated board on recent meeting with members of the MSU Presidential Search Committee
- President Garza updated board on meeting with MSU interim President Engler that took place on 9/25/18.

JHCC (Joint Health Care Committee)

- President Garza updated board on Open Enrollment Information; open enrollment runs from October 1, 2018 – October 31, 2018; President Garza reminded members of the importance of signing the health care Spousal/OEI affidavit.
- President Garza updated board on RFP for our health care provider, process ~~which~~ will begin in November. Noting that it has been six years since last RFP.

- President Garza reminded board members of the Teledoc services which began on October 1, 2018.

Other items:

- Operating Calendar- Semi-annual meeting – board members should arrive by 11:30 am; Location: MSUFCU Community Room
- Filed MERC case for Grand Rapids members -meeting scheduled for October 12, 2018
- Community directors bargaining begins October 26, 2018
- New Member Orientation- October 23 , 2018- 11:30 am; Location: MSUFCU community room
- President Garza reported that he had reviewed job description in By Laws noting that no changes were necessary.

Motion by Vice President Minnis 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.

Vice President Ouderkirk noted that he along with Vice President Minnis reviewed the job description of APSA Vice President and noted items F and Q are listed twice. President Garza will consult with APSA legal counsel to discuss necessary action to remove duplicate duty.

Motion by Director Espinosa to approve as distributed, the Labor Relations report dated October 9, 2018; seconded by Director Morgan, motion approved without dissent.

Treasurer’s Report – Ken Deneau

- Treasurer submitted report electronically and reviewed with all board members present.
- Treasurer Deneau also reviewed the APSA job description of the treasurer.
- Discussed that audit process is to begin this month for 2017-2018 year.

Motion by Vice President Ouderkirk to accept the Treasurer report dated September 2018; seconded by Vice president Minnis motion was approved without dissent.

Recording Secretary – Kathleen Deneau

Recording Secretary Deneau noted that the APSA job description outlined for the APSA recording secretary is correct as written.

Report of the Corresponding Secretary – Randy Brown

Corresponding Secretary Brown mentioned he would cross train Director Sayen October 10, 2018 on duties associated with APSA Corresponding Secretary duties.

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

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

- 1241 on June Roster

Member's Privilege

- APSA Associate Member Mike Gardner - updated board on recent meeting between university and retirees. Mr. Gardner outlined services offered to retirees including free flu shots and shingles vaccines as well as retirees can schedule monthly pick up of all their prescription medications.

Unfinished Business:

- Semi-annual meeting scheduled for Tuesday, October 23, 2018.
 - APSA officer Power points should be submitted
 - Bylaw updates will be reviewed and voted on
 - Pens have been order for the upcoming Semi-annual meeting
- Training of Backups for officers – President Garza requested that all officers meet with their respective backups to schedule a thorough review of their job duties
- By Laws -Review by officers of their duties and provide feedback to By Law Committee

New Business:

- APSA Executive Board needs to approve Negotiation Committee.
 - **Motion made by Director Espinosa, to approve APSA negotiations committee including President Garza, Vice President Ouderkirk, Vice President Minnis, Director Hazzard, Recoding Secretary Deneau, Director Potter and Director Del Rio; seconded by Director Morgan, motion passes without dissent.**
- President Garza updated board on APSA office lease

Standing Committee Reports

Business Committee: none

Grievance Committee: none

PACDI: none

Membership outreach: None

Employee Assistance Program: Sharon Potter is APSA representative. Next meeting November 4, 2018

All-University Traffic Committee: Director Winowiecki updated board members on motorized BIRDS on campus.

Other Committees: none

By Laws Committee: none

ADJOURNMENT

MOTION by Vice President Minnis to adjourn meeting; seconded by Director Espinosa, motion approved without dissent. Meeting adjourned at 1:11 PM.

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