

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION
Minutes of Meeting
Tuesday, May 8, 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: Karla Bauer, Randy Brown, Ken Deneau, Joe Garza, Aaron Minnis, Bill Morgan, Mike Ouderkirk, and Matt Winowiecki.

APSA Members excused – Kathleen Deneau, Natan Espinosa, Jaci Sayen, Connie James, and Katherine Ball.

APSA Members absent-Sharon Potter

Associate Member- Mike Garner

Members present – Sean Barton, Melissa Del Rio, and Heather Hazzard.

APPROVAL OF AGENDA

Agenda of May 8, 2018

Motion made by Mike Ouderkirk to approve the May 8, 2018 agenda; seconded by Aaron Minnis and agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Bill Morgan to approve as submitted APSA meeting minutes from April 10, 2018; seconded by Aaron Minnis and was approved without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning:

CLO (Coalition of Labor Organization)

- Administrative Briefing with President Engler- April 19, 2018- provided summary
- IT Services Reorganization Update- provided update on communication with the University
- Drugs in the workplace seminar- (Several EBOARD members attended) -provided summary

JHCC (Joint Health Care Committee)

- Wellness Strategic Project- review current status
- Dashboard- Report was reviewed on current Health Care Cost
- Livongo Update: 106 signed up as of Friday
 - Paper posters have been sent to some units
 - \$50 rebate for each member that signs up
- Telemedicine: provided update on process
- Opiate Meds: Working with University on prescription options

- Center of Excellence: Reviewing health related services across the region. Offering options for HealthCare at lower costs in the area. Same service at a lower cost at a different location. More to come.

Other items:

- Operating Calendar-All committees meet- Bylaws next week, others scheduled this month.
- New board members orientation today before board meeting
- New Membership meeting - May 10, 2018, 4:45pm- one member has signed up thus far
- Provide summary of Quarterly Labor Meeting.

Unfinished Business:

- June Retreat
- Records Management
 - 76 boxes picked up.
 - Paid \$453 to pick up/store
- Semi-Annual MTG-recap
 - Please submit feedback to President Garza
- Votenet
 - Bill paid for year.

New Business:

- Update of Office Lease
 - April 2019 end of lease
- Introduction of new Directors
 - Motion needed to fill vacancy
 - **Motion made by Treasurer Deneau that Heather Hazzard will begin term in office effective May 1, 2018; seconded by Director Morgan; motion approved without dissent.**
- Electronic vote for increase in Credit card limit

Motion by Corresponding Secretary Brown to accept the President's report; motion seconded by Aaron Minnis motion approved without dissent.

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

- Grievance number 2- was reviewed and approval was needed to move to arbitration.

Motion by Treasurer Deneau to approve Grievance number 2 for arbitration, seconded by Director Hazzard; motion approved without dissent.

Motion by Corresponding Secretary Brown to approve as distributed, the Labor Relations report dated May 8, 2018; seconded by Director Morgan, motion was approved without dissent.

Treasurer's Report – Ken Deneau

Treasurer submitted report electronically and reviewed with all board members present. Handouts also distributed at meeting.

Motion by Vice President Ouderkirk to accept the Treasurer report dated April 2018 to be approved as distributed; seconded by Director Morgan, motion was approved without dissent.

Recording Secretary – Kathleen Deneau -absent

No report

Report of the Corresponding Secretary – Randy Brown

New member advised to send contact information to Randy Brown

- 391 total members voted during election process.

Report of the Membership Secretary- Karla Bauer - report was submitted and reviewed with all board members present.

Member's Privilege

- none

Standing Committee Reports

Business Committee: none

Grievance Committee: none

PACDI: none

Membership outreach: none

Employee Assistance Program: none

All-University Traffic Committee: see handouts. Discussion on new AUTTC committee format, parking cost increase and mopeds.

Other Committees: none

By Laws Committee: Will meet on Tuesday May 15, 2018.

Motion by Director Morgan to approve the committee reports, seconded by Vice President Minnis; motion passes without dissent.

ADJOURNMENT

MOTION by Director Mogan to adjourn meeting; seconded by Vice President Minnis, motion approved without dissent. Meeting adjourned at 1:30 PM.

Meeting minutes respectfully recorded by Matt Winowiecki, APSA Director.