

MINUTES
of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION
Semi-Annual Membership Meeting
April 18, 2017

CALL TO ORDER

- Meeting called to order by President Garza at 12:00 pm at the MSUFCU Community Room Farm Lane Branch.
- The following Officers and Directors were present – Executive Board Members Present: Katherine Ball, Randy Brown, Dan Chegwiddden, Ken Deneau, Kathleen Deneau, Joe Garza, Connie James, Aaron Minnis, Mike Ouderkirk, and Matt Winowiecki; Karla Bauer, Paul Kuchek, and Deb Russell.
- Excused: Jaci Sayen
- Counsel- Jayne Flanigan
- Over 70 members in attendance

APPROVAL OF MEETING MINUTES

Director Minnis moved that the minutes of the meeting of October 27, 2017, be approved as submitted; motion was seconded by Vice President Ouderkirk and was approved without dissent.

APPROVAL OF AGENDA

Agenda of April 18, 2017

Director Minnis moved that the agenda for April 18, 2017 be approved as distributed. The motion was seconded by APSA member Mary Clark and was approved without dissent.

Election committee members Laura Peek and Deanna Gast ran official APSA election:

ELECTIONS

- The following Executive Board Members were elected by acclimation;
 - Aaron Minnis, **Vice President** - Motion made by Vice President Chegwiddden, Seconded by President Garza. Motion carried. Term of office: Oct. 1, 2017 – Sept. 30, 2021
 - Randy Brown, **Corresponding Secretary** - Motion made by Aaron Minnis, Seconded by Vice President Ouderkirk. Motion carried. Term of office: Oct. 1, 2017 – Sept. 30, 2019
 - **4 Director Positions** – electronic elections will be open for one week beginning April 20, 2017. Term of office: Oct. 1, 2017 – Sept. 30, 2019
 - Potential candidates for director’s position are: Jaclyn Sayen, Cheryl Silvers, Bill Morgan, Sharon Potter, Natan Espinosa, and Emily Swirsky.
 - The following members running for the open director positions addressed APSA members present:
 - Both Emily Swirsky and Bill Morgan spoke.
 - President Garza spoke on behalf of Jaci Sayen

- Proposed Bylaw changes
 - President Garza reviewed recent Bylaws changes requested and explained that voting on these changes will be included in the electronic election.

REPORT OF OFFICERS

President (President Garza)

- Implemented By Law Changes from October Election results
- Represented those employed in APSA positions through their work place issues. Increase in contacts from members.
- Continue Revision of the Web Page
- Orientating new Executive Board Directors
- Started Health Care Bargaining for new agreement. Current expires 12/31/17.
- Hosting the monthly new membership meetings
- Changed the model of standing committees to address needs of the membership

Upcoming APSA Agenda Items for this year: (President Garza continued)

- JHCC will continue discussing MOU – current contract ends Dec. 31, 2017
- Continue New Membership Orientation
- No Dues increase for 2017-2018 fiscal year. Business Committee will continue to review operational expenses and best practices for the Association; No dues increase for the last nine years.
- Add new segments to Web Page
- Membership Survey-will continue to evaluate and use it as a guide to address members needs
- Agile Recruiting and Onboarding (ARO) Project-work with members and University on implementation

VP for Contract Administration (Mike Ouderkirk)

- Holiday Pay-reminder with Memorial Weekend coming up
- Counseling memorandum to be removed from personnel records no later than 18 months from issue date if performance is satisfactory
- Office of Institutional Equity meetings-all members have a right for representation regardless if they are Claimant/Respondent/Witness
- New PDP Process-how is this process going after the first year.
- FMLA policy-please be aware for personal and your employee's benefits.
- Need Representation go to the web site at www.msuapsa.org and click on the I need representation link for contact information

VP for Contract Negotiations (Dan Chegwiddden)

- 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- Fall 2017 will be set at 1.9%.
- Family sick time increased to 80 hours per calendar year
- Tuition reimbursements for graduate courses went 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% of the MSU undergraduate maximum tuition rate

Treasurer (Ken Deneau)

- Reviewed financial report with members present.

Corresponding Secretary (Randy Brown)

Interesting facts about the membership as far as gender and years as a supervisor, department with most supervisor, classification distribution of membership, top areas with number of supervisors.

2017 Membership survey results:

- 173 out of 1,200 members responded representing a 14% response rate.
- 169 prefer email as the primary method for communications.
- 146 believe the APSA does a good job providing information to members.
- 85 respondents have attended the semi-annual association meeting.
- 84 prefer the semi-annual meeting to be held over the lunch hour versus in the evening or early morning.

Review of most valuable resources on APSA website

Themes of Open ended comments:

- **Website**
 - Really good, easily found
 - Chance to leave feedback on current issues, contract negotiations
 - Timely postings/update regularly
 - Change PDFs to inline text
 - Brief monthly news/updates
- **General Comments**
 - Thank the board members and president
 - Negotiate raises to measure up to cost of living
 - Desire PHP as a health plan option
 - Investigate closing business offices during holiday weeks
 - Address filling of vacancies by appointment rather than posting

Membership Secretary (Karla Bauer)

- Noted there are 1221 members on roster as of April 2017;

Members Privilege:

- None

Standing Committee Reports:

- Bylaws – no report
- Grievance –no report
- Finance – no report
- Negotiation – no report

All-University Traffic Committee and other committees

- No report

Unfinished Business:

- None

New Business:

- Elections
- By Law changes proposal

Announcements:

- The next Board meeting is scheduled for 12noon on Tuesday, May 09, 2017 at APSA office.

Adjournment:

- Motion made by Director Russell to adjourn the meeting and was seconded by director James. Motion carried and the meeting was adjourned at 12:53 pm.