

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, January 8, 2019**

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, and Matt Winowiecki.

APSA Members excused – Jaci Sayen

Absent: none

Associate Member- Mike Gardner

Member's present- none

APPROVAL OF AGENDA

Agenda of December 11, 2018

Motion made by Director Espinosa to approve the January 8, 2019 agenda as submitted seconded by Vice President Minnis agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Hazzard to approve APSA meeting minutes from December 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 City of East Lansing Income Tax and reminded board members to sign up and confirm their residency.
- President Garza updated board on House Bill 23674 – which did not pass
- President Garza updated board on Senate Bill 1260 which did not pass

JHCC (Joint Health Care Committee)

- President Garza reminded board members to update their beneficiaries with Prudential life insurance.

Other items:

- Operating Calendar-
 - 1099's will be mailed soon;
 - Board approval requested for insurance and lease payments for 2019.
 - **Motion by Director Espinosa, to approve retaining current insurance and lease contracts; seconded by Director Morgan, motion approved without dissent.**
- New Member Orientation- scheduled for January 10, 2019- 4:45pm- APSA Office
- Negotiations Committee will begin scheduling meetings to discuss upcoming negotiations agenda items and strategy.

Motion by Director Espinosa to accept the President's report; motion seconded by Director Potter motion approved without dissent.

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

- President Garza reviewed Grievance number G2.
 - **Motion by Director Espinosa, to pre-approve taking G2 to arbitration if necessary; seconded by Vice President Minnis, motion approved without dissent.**

Treasurer's Report – Ken Deneau - Electronically mailed and reviewed treasurer's report.

- Reviewed projected fund balance through 2024
- Treasurer Deneau noted that the APSA audit continues
- Treasurer proposed moving from two financial institutions to one. Board members asked to think about this and come prepared to discuss at February board meeting. Item will be added to unfinished business for February 2019-board meeting.

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown –

- Corresponding Secretary Brown noted that he will be updating the APSA website.
- Member Outreach Committee - discussed updated membership form to APSA website that included space for an electronic signature.
- Membership Outreach committee also discussed employee flexible spending accounts and specifically inquiring about status on unspent funds received by university.

Report of the Membership Secretary- Karla Bauer

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

- 1230 on December Roster

Motion by Director Espinosa to accept all officer reports; seconded by Director Potter motion approved without dissent.

Member's Privilege

- None

Unfinished Business:

- APSA Legal Representation SOP needs Board approval
 - **Motion by Treasurer Deneau to accept the SOP for APSA representation; seconded by Director Espinosa motion was approved without dissent.**
- Special Committee Report - President Compensation (was directed by EBOARD to report by December meeting). Vice President Minnis noted that committee has not been able to meet because of scheduling conflicts but will be prepared to report to board at the February board meeting. Item to be added to unfinished business for February 2019.
- Director Espinosa to discuss office space requirements – Director Espinosa noted he did not have any new update, however he expects to report to the board at February board meeting.
- Training of backup officers – President Garza reminded all board members of the importance of proper training so that all current APSA officers are covered in the event of an emergency.
- Recording Secretary Deneau noted that she would send proposed APSA Bylaw changes to the corresponding secretary.

New Business:

- Business Committee Report
 - Re-reviewed proposed action plan for new agenda items requested of the board.
 - **Motion made Director Morgan to approve the SOP new process for action items; seconded by Director Hazzard; motion approved without dissent.**
- Member Outreach Committee Report –
 - Corresponding Secretary Brown updated board members that the committee is still considering proposing a membership picnic for its members and possibly their families.
- By Law Committee Report – update job descriptions for two officer positions.
- Grievance Committee Report –
 - Vice President Ouderkirk reviewed negotiations committee recommendation for survey questions asked of members. Six questions on all, three asking to list what are your top three concerns and which three current benefits do you want to retain.
- Election committee
 - Kathleen Deneau and Aaron Minnis will serve as the election committee at the April membership meeting.

Standing Committee Reports see above for APSA Committee Reports

Business Committee: none

Grievance Committee: none

PACDI: none

Membership outreach: None

Employee Assistance Program: None

All-University Traffic Committee: Director Winowiecki shared electronic updates from last meeting.

Other Committees: none

By Laws Committee: none

ADJOURNMENT

MOTION by Director Espinosa to adjourn meeting; seconded by Vice President Ouderkirk, motion approved without dissent. Meeting adjourned at 1:28 PM.

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