

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION**

**Minutes of Meeting  
Tuesday, July 12, 2016**

**CALL TO ORDER**

President Garza called the regular 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: Katherine Ball, Karla Bauer, Randy Brown, Kathleen Deneau, Ken Deneau, Joe Garza, Bill Matt, Aaron Minnis, Bob Nowicki, Mike Ouderkirk, Jaci Sayen, and Matt Winowiecki.

Board members absent - Dan Chegwidden, Paul Kuchek, and Lisa Roy.

Associate Member-Mike Gardner (absent)

APSA Legal counsel – Jayne Flanigan

Agents -Randy Fotiu

**APPROVAL OF AGENDA**

Agenda of July 12, 2016

**Recording secretary Deneau moved that the agenda for July 12, 2016, be approved as distributed. The motion was seconded by Director Matt and was approved without dissent.**

**APPROVAL OF MEETING MINUTES**

Minutes of June 14, 2016

**Vice President of Contract Administration Ouderkirk moved that the minutes of the meeting of June 14, 2016 be approved noting one change. Motion was seconded by Director Ball and was approved without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President's Report

President Garza presented his report with discussion concerning **CLO** updates including IFP survey; City of East Lansing wants to impose a 1% income tax on all university employees. Issue will be on the ballot in 2017; President Garza distributed a copy of all university awards available for university employees; reviewed fringe benefits changes for fiscal year 2016-2017; **JHCC** – Waiting for final numbers for health care costs which will determine the raises for October 2017, expected to be anywhere between 1.9% - 2.2%. **Other:** Operating calendar due dates; Treasurer Deneau noted that he was able to negotiate a three year cost freeze with our APSA auditor, Warmels and Comstock; new member meeting on July 14, 2016, currently 8 people have signed up to attend; President Garza has officially obtained a credit card on behalf of the association.

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**MOTION BY Treasurer Deneau to accept the President's report; the motion was seconded by Director Nowicki, motion was approved without dissent.**

Vice President for Contract Negotiations- Dan Chegwiddden –absent

No report.

Vice President for Contract Administration – Mike Ouderkirk

Mike Ouderkirk Grievance Report was sent electrically to all board members. **Motion by Recording Secretary Deneau to accept the Vice President for Contract Administration report dated July 12, 2016 to be approved as distributed, seconded by Director Nowicki; motion was approved without dissent.**

APSA counsel Flanigan updated board members on an issue related to five APSA members that will be laid off beginning August 15, 2016.

**Motion made by President Garza to file a petition with MERC to determine whether or not the neighborhood Director positions should be classified as academic specialist or as APSA; seconded by Treasurer Deneau; motion was approved without dissent.**

President Garza noted that APSA board member –elect Connie James, is interested in helping with the grievance committee workload and will assist as needed over the next several months.

Treasurer's Report –Ken Deneau

Ken Deneau reviewed the financial statements for June 2016 with the board members present.

**Motion made by President Garza to approve Treasurers report for June 2016; seconded by Director Nowicki, motion passes without dissent.**

Recording Secretary – Kathleen Deneau

No report;

Report of the Corresponding Secretary – Randy Brown

Secretary Brown noted that he has done research on alternative technology for APSA board and members; also discussed the use of SharePoint 2016 by the members of the board as a possible cost saving strategy.

Report of the Membership Secretary- Karla Bauer

Membership secretary Bauer – no report

Member's Privilege

None

Standing Committee Reports

Bylaws Committee: no report

Finance Committee: no report

Finance Committee: no report

Grievance Committee: no report

Negotiations Committee: no report

Fair Labor Standards Act: no report

Bargaining Unit Committee: no report

Employee Assistance Program: no report

All-University Traffic Committee – -no report

Elections and Appointment Committees – no report

Other Committees: no report

**UNFINISHED BUSINESS**

- Review of proposals – President Garza distributed a handout of proposed committees which we will review at our board meeting in August.
- Appoint new back- ups for Membership Secretary and Recording Secretary.
  - APSA officer backups:
    - President Garza – back up is either VP for contract administration or contract negotiations;
    - VP for contract administration- Back up is Aaron Minnis.
    - VP for contract negotiations- Back up is Paul Kuchek
    - Treasurer Deneau – Back up is Lisa Roy
    - Recording secretary- **need back up**
    - Membership secretary – **need back up**
    - Corresponding secretary – Back up is Bill Matt
- We need to appoint positions for these three University Committees: Employment Assistant Program, All University Traffic Committee, and President Advisory Committee on Disability Issues (PACDI). - Tabled for August 2016 board meeting.

**NEW BUSINESS**

- Review of updated Web Page by Communication committee- Randy Brown, Bill Matt, Katherine Ball, Jaci Sayen, and Joe Garza.
- Safe Haven Exchange-"Supporting each other by Sharing Knowledge." Currently in planning phase to Board. - Karla Bauer and Joe Garza
  - President Garza requested that board member review this proposal and provide feedback prior to our next board meeting.

**ADJOURNMENT**

**MOTION by Director Minnis to adjourn; motion seconded by Director Nowicki and was approved with no dissent. Meeting adjourned at 1:41 p.m.**

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