

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, February 14, 2017**

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, Dan Chegwiddden, Ken Deneau, Kathleen Deneau, Joe Garza, Connie James, Paul Kuchek, Aaron Minnis, Mike Ouderkirk, Jaci Sayen and Matt Winowiecki.

APSA – Randy Brown, Bill Matt, and Deb Russel, (excused absent)

Associate Member-Mike Gardner

APSA Legal counsel – Jayne Flanigan

Member – none

APPROVAL OF AGENDA

Agenda of February 14, 2017

Director Sayen moved that the agenda for February 14, 2017, be approved as distributed. The motion was seconded by Vice President Chegwiddden and was approved without dissent.

APPROVAL OF MEETING MINUTES

Director Ball moved that the minutes of the meeting of January 10, 2017, be approved as submitted; motion was seconded by Director Sayen 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)

- Met with University to discuss proposed RHS Attendance Incentive Pilot Program – handout distributed to board members present.
- MSU Position on Immigration Executive Order
- MIOSHA Summaries
- Interim Changes in Search and Hiring Procedures — handout distributed to board members present.
- IPF Union Leadership Meeting Summary — handout distributed to board members present.

JHCC (Joint Health Care Committee)

- Update on Health Care Negotiations – currently strategizing as a group to come up with list of priorities.
- Review of updated Health Care Dashboard- CLO matrix was shared with all members present.
- Work/life Office information

Other items:

- Operating calendar due items for month- Appoint/Approve Election Committee, Board Approves Continuation of Non-Board payments
- New membership meeting -February 16, 2017, 4:30 pm at the APSA office
- Next Quarterly Labor meeting -Monday, March 27, 2017
- Jim Nash retiring March 31, 2017

MOTION BY Vice President Chegwidden to accept the President's report; the motion was seconded by Director Minnis, motion was approved without dissent.

Vice President for Contract Negotiations- Dan Chegwidden

No report.

Vice President for Contract Administration – Mike Ouderkirk

Mike Ouderkirk Grievance Report was sent electrically to all board members. **Motion by Director Ball to accept the Contract Administration report dated February 14, 2017 to be approved as distributed, seconded by Director Minnis, motion was approved without dissent.**

Treasurer's Report – Ken Deneau

Treasurer Ken Deneau reviewed financial statements for December 2016. **Motion made by Vice President Ouderkirk to approve Treasurers report for December 2016; seconded by Director Ball, motion passes without dissent.**

- Treasurer Deneau reviewed board remuneration ACH process and noted that he has is testing the process for APSA legal counsel payment.

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown -absent

President Garza updated board on status of membership survey that will soon go out to members.

Report of the Membership Secretary- Karla Bauer

Membership secretary reviewed membership report which was shared electronically with all APSA board members.

Member's Privilege

None

Standing Committee Reports

Bylaws Committee: no report

Business Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach: no report

Employee Assistance Program: no report

All-University Traffic Committee – Director Winowiecki updated board on agenda items reviewed at recent AUTC meeting.

Other Committees: no report

UNFINISHED BUSINESS

- Review/Updates from Committees on retreat topics. Discuss and action steps. President Garza requested that any item, which will be shared with the membership, at the upcoming semi-annual meeting be ready by March board meeting for review.

NEW BUSINESS

- Review of Nomination/Election Process for Semi-Annual Meeting- April 18, 2017-Dan Chegwidden
 - Election committee members proposed are: Deanna Gast and Laura Peek –both APSA members in good standing.
 - **Motion by Treasurer Deneau to approve election committee members, seconded by President Garza; motion was approved without dissent.**
- Recap from RTW/Union Leaders conference-Director James reviewed a summary report from the two-day conference she attended.
- Director Bill Matt announced his resignation from his position effective immediately.
- Retreat scheduled June 2017 – June 13, 2017 1:30 – 4:30 pm; APSA Conference Room
Possible agenda items:
 - Contract project
 - Community services
 - Presentation from Office of Institutional Equity
 - Informational Lunch session for membership
 - President Garza requested proposed topics from the Board in the next few months

ADJOURNMENT

MOTION by Vice President Chegwidden to adjourn; motion seconded by Director Minnis and was approved without dissent. Meeting adjourned at 1:28 p.m.

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