

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION**

**Minutes of Meeting**

**Tuesday, June 14, 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: Karla Bauer, Randy Brown, Dan Chegwiddden, Kathleen Deneau, Ken Deneau, Joe Garza, Paul Kuchek, Bill Matt, Bob Nowicki, Mike Ouderkirk, Lisa Roy, and Jaci Sayen.

Associate Member-Mike Gardner

APSA Legal counsel – Jayne Flanigan

Agents -Randy Fotiu –absent;

Members present: - Katherine Ball, Connie James, and Matt Winowiecki, Aaron Minnisi;

**APPROVAL OF AGENDA**

Agenda of June 14, 2016

**Director Matt moved that the agenda for June 14, 2016, be approved as distributed. The motion was seconded by Director Nowicki and was approved without dissent.**

**APPROVAL OF MEETING MINUTES**

Minutes of May 10, 2016

**Vice President of Contract Administration Ouderkirk moved that the minutes of the meeting of May 10, 2016 be approved as distributed. The motion was seconded by Director Nowicki and was approved without dissent.**

President Garza requested a motion to approve the new directors into office immediately;

**Motion made by Recording Secretary Deneau, to appoint Katherine Ball, Matt Winowiecki and Aaron Minnis as Directors on the APSA board to begin serving their term of office immediately, replacing vacancy openings of Mike Ouderkirk, Michelle Pell, and Michelle Keller, seconded by Vice President of Contract negotiations Chegwiddden, and was approved without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President's Report

APSA counsel Flanigan updated board member on recent changes related to FLSA; Joe Garza presented his report with discussion concerning **CLO** updates- both meetings were canceled. **JHCC** – recap on Best Doctor's, University health care financials, wellness strategy group, and distribution of Human Resources organizational chart. **Other:** Operating calendar due dates; Straightline meeting; new director orientation; and APSA office lease 2019.

**MOTION BY Director Matt to accept the President's report; the motion was seconded by Director Nowicki, 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 Roy to accept the Vice President for Contract Administration report dated June 14, 2016 to be approved as distributed, seconded by Director Nowicki; motion was approved without dissent.**

APSA counsel Flanigan requested permission to move to arbitration on two employees who hold positions in the APSA bargaining unit.  
**Motion by Vice President Chegwidden to allow APSA counsel to file arbitration concerning APSA Case No. 2-16 for an employee holding an APSA position that was wrongfully terminated from the university; seconded by Director Nowicki; motion was approved without dissent.**

**Motion by Treasurer Deneau to allow APSA counsel to file arbitration if necessary concerning APSA case Nos 3-16 and 4-16 for an employee who holds an APSA position who was wrongfully suspended without pay pending investigation and terminated; seconded by Director Nowicki; motion was approved without dissent.**

President Garza noted that APSA member Aaron Minnis has expressed interest in becoming the next alternative grievance officer representing APSA.  
**Motion made by Director Matt to appoint APSA member Aaron Minnis as the alternative grievance officer on behalf of APSA; seconded by Director Nowicki, motion was approved without dissent.**

Treasurer's Report –Ken Deneau  
Ken Deneau reviewed the financial statements for May 2016 with the board members present.

Treasurer Deneau requested a motion to retain Warmels and Comstock PC as the audit firm on behalf of APSA.  
**Motion made by Vice President Chegwidden to retain Warmels and Comstock PC as APSA official audit firm; seconded by President Garza motion passes with one dissent.**

President Garza requested permission to apply for a credit card for APSA business;  
**Motion made by Director Ball to permit President Garza to apply for credit card on behalf of APSA, seconded by Director Sayen; motion passes without dissent.**

Recording Secretary – Kathleen Deneau  
No report;

Report of the Corresponding Secretary – Randy Brown

Secretary Brown reviewed concerns with APSA emails and the different types of emails available to the board.

Report of the Membership Secretary- Karla Bauer

Membership secretary Bauer updated board on status of APSA membership.

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**

President Garza requested to know which board members have keys to the APSA office.

**NEW BUSINESS**

President Garza noted that we needed a replacement representative to the Employee Assistance Board. Director Ball expressed interest in this role and has offered to serve on the board as a representative for APSA.

**ADJOURNMENT**

**MOTION by Director Roy to adjourn; motion seconded by Director Sayen and was approved with no dissent. Meeting adjourned at 1:47 p.m.**

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