

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION

Minutes of Meeting

Tuesday, May 10, 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, Michelle Keller, Paul Kuchek, Bill Matt, Bob Nowicki, Mike Ouderkirk, Michelle Pell; Lisa Roy and Jaci Sayen.

Absent: none

Associate Member-Mike Gardner -absent

APSA Legal counsel – Jayne Flanigan

Members/Agents Present: Randy Fotiu –absent

APPROVAL OF AGENDA

Agenda of May 10, 2016

Vice President of Contract Negotiations Chegwiddden moved that the agenda for May 10, 2016, be approved as distributed. The motion was seconded by Director Nowicki and was approved without dissent.

APPROVAL OF MEETING MINUTES

Minutes of April 12, 2016

Vice President of Contract Negotiations Chegwiddden moved that the minutes of the meeting of April 12, 2016 be approved as distributed. The motion was seconded by Director Bob Nowicki and was approved without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

Joe Garza presented his report with discussion concerning **CLO** updates-MSU budget meeting upcoming on May 12, 2016; and IPF meeting; **JHCC** – President Garza will be new chair; updates were given on recent Health care payout; review of MSU new smoking policy; wellness strategy group meeting on May 10, 2016; health care financials on May 12, 2016; Health care fundamentals training; **Other:** Operating calendar due; Straightline meeting on May 12, 2016 and MSU retirement service recognition.

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

ACTION ITEM: None

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Vice President for Contract Negotiations- Dan Chegwidde
No report.

Vice President for Contract Administration – Mike Ouderkirk
Mike Ouderkirk Grievance Report was sent electronically to all board members. **Motion by Director Roy to accept the Vice President for Contract Administration report dated May 10, 2016 to be approved as distributed, seconded by Treasurer Ken Deneau.**

Treasurer’s Report –Ken Deneau
Ken Deneau reviewed the financial statements for April 2016 with the board members present. Treasurer Deneau also reviewed the meeting minutes from the recent finance committee meeting. **Motion by Vice President Mike Ouderkirk to approve the April 2016 treasurer reports; seconded by Director Nowicki.**

Motion by recording secretary Deneau to support not increasing membership dues for association membership the upcoming year; seconded by Director Nowicki, motion was approved without dissent.

Motion by recording secretary Deneau to allow President Garza to buy a new computer and monitor for the APSA office for a cost up to \$1,500; seconded by Vice President Ouderkirk, motion was approved without dissent.

Recording Secretary – Kathleen Deneau
No report;

Report of the Corresponding Secretary – Randy Brown
Secretary Brown reviewed trends related to percentage of membership that has voted in the recent election. Voting ends tomorrow and results should be announced shortly thereafter. The person with the highest vote count will begin serving on the board immediately replacing the open position vacated by Mike Ouderkirk. Corresponding secretary Brown will create a new APSA 2016 executive list serve that can be used by used for the board to send reports and updates.

Report of the Membership Secretary- Karla Bauer
Report sent electronically to all board members.

- Next new member meeting June 9, 2016 at 4:30 pm at 4700 Hagadorn Road; Suite 145; East Lansing 48823.

Member’s Privilege
None present.

Standing Committee Reports

Bylaws Committee: no report

Finance Committee: no report

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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

Survey; Elections Wednesday May 11, 2016;
Bylaws
Feedback from semiannual meeting

ACTION ITEM: President Garza noted that the APSA website be updated to reflect all current board meeting minutes. Recording secretary will email all the minutes to Director Matt to be posted on the APSA website.

NEW BUSINESS

1. Retreat topics:

- New committee created
- SOPS
- Position student new roles
- Election appointments*
- Website*
- Semi annual

- Survey results
- Business committee
- Bylaws Negotiations committee – change to Ad hoc committee status*
- Meeting expenditures*
- Absence/leave

*reflect items that have been discussed at last board retreat.

2. Retreat committees:

- RTW – Karla Bauer
- Voted Structure – Bill Matt
- Election Committee – Randy Brown
- Finance –Ken Deneau

3. New Director Orientation

4. Outreach ideas:

- Newsletter
- Department meetings
- New member meetings
- Picnic/event

ACTION ITEM:

ADJOURNMENT

MOTION by Treasurer Deneau to adjourn; motion seconded by Director Nowicki and was approved with no dissent. Meeting adjourned at 1:23 p.m.

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