

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION

Minutes of Meeting

Tuesday, September 13, 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, Dan Chegwiddden, Kathleen Deneau, Ken Deneau, Joe Garza, Paul Kuchek, Bill Matt, Aaron Minnis, Bob Nowicki, Mike Ouder Kirk, Jaci Sayen.

Board members absent - Matt Winowiecki

Associate Member-Mike Gardner –absent

APSA Legal counsel – Jayne Flanigan

Agents -Randy Fotiu -absent

APPROVAL OF AGENDA

Agenda of September 13, 2016

Director Ball moved that the agenda for September 13, 2016, be approved as distributed. The motion was seconded by Director Nowicki and was approved without dissent.

APPROVAL OF MEETING MINUTES

Minutes of August 9, 2016

Director Matt moved that the minutes of the meeting of August 9, 2016 be approved noting one change. Motion was seconded by Director Nowicki and was approved without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning **CLO** updates including ARO announcement, Awards due dates; IPF – new sick time policy; University Committees, East Lansing City tax; Processes of OIE office and how it impacts on members; IPF stockholders MGT – September 21, 2016; AFL-CIO – guest speaker discuss state university board positions; FLSA meeting. **JHCC** – Review of dashboard related to actual costs associated with health care; raise for next cycle 1.9%; open enrollment begins October 1, 2016; spouse affidavit needs to be filled out – our role in the process; New BCN/ Community Blue 2017 rates; Hero conference and other conferences; LSJ article on retirement health cost was inaccurate; **Other:** Reviewed APSA operating calendar due date items; new membership meeting on September 15, 2016; APSA participated in “Fill the Bus” – donation of excess school supplies; Phone and old equipment sold; Outreach meeting with individual departments on campus;

MOTION BY Vice President for Contract Negotiations 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 electronically to all board members. **Motion by Director Ball to accept the Vice President for Contract Administration report dated September 13, 2016 to be approved as distributed, seconded by Director Nowicki; motion was approved without dissent.**

APSA counsel Flanigan reviewed grievance #1 and is requesting that the APSA executive board agree to the settlement from the university on behalf of the member. After a discussion with counsel and Board concerning the facts and circumstances of this matter, the Motion was made by President Garza to approve the settlement on behalf of the member; seconded by director Nowicki, motion passes without dissent.

APSA counsel reviewed grievance number 3 and requested permission to proceed to arbitration if necessary. Motion made by Treasurer Deneau to allow APSA counsel to take grievance #3 to arbitration, if necessary seconded by director Nowicki; motion passes without dissent.

Treasurer's Report –Ken Deneau
Ken Deneau reviewed the financial statements for August 2016 with the board members present. Report was sent electronically to all board members. **Motion made by Vice President Ouderkirk to approve Treasurers report for July 2016; seconded by Director Nowicki, motion passes without dissent.**

Treasurer Deneau reviewed the minutes from the recent APSA business operations committee meeting and the proposed changes recommended regarding APSA board monthly remuneration. President Garza will review with membership at the upcoming semiannual board meeting in October.

Recording Secretary – Kathleen Deneau
Semi-annual membership meeting will be held on Thursday October 27, 2016 Location: MSUFUCU community room Farm Lane Branch location business meeting to begin at 5:15 pm-6:30 pm. New member meeting will run 4:45 pm to 5:15 pm;

- President Garza requested that all officer reports for the semiannual meeting be submitted by October 11, 2016. President Garza also requested that the officers bring 50 copies of each handout.

Report of the Corresponding Secretary – Randy Brown
Secretary Brown updated the board on the analytics associated with the website.

Report of the Membership Secretary- Karla Bauer

Membership Secretary submitted a report sent electronically to all board members.

Member's Privilege

None

Standing Committee Reports

Bylaws Committee: no report

Finance Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach committee: no report

Employee Assistance Program: no report

All-University Traffic Committee – -Meeting scheduled for Thursday September 15, 2016

Other Committees: no report

UNFINISHED BUSINESS

- Data Agent position – President Garza reviewed current responsibilities, limitations and the MSU employment status of APSA agent Randy Fotiu and moving the responsibilities to the membership secretary moving forward.
Motion made by President Garza to discontinue services from APSA data agent Fotiu effective immediately and transitioning duties to the APSA membership secretary; seconded by Director Nowicki, motion passes without dissent.
- Retreat topics – election appointments – to be discussed at October board meeting.
- Web page updates – President Garza noted that there have been several changes to the new website and encouraged board members to visit it often.
- Update banking information – new signatures and authorization forms were filled out.

NEW BUSINESS

- We need to appoint the chair of the membership outreach committee- to be tabled for October board meeting.

- Appoint backup to Treasurer – President Garza noted the need to appoint a back-up for the APSA treasurer and requested to be notified if any current board member is interested in serving as the back up to the treasurer.

President Garza noted that we have an open director position on the board. Discussion took place on filling the position. **Motion made by Director Matt to appoint the next eligible candidate (based on the April 2016 voting results) for the open director on the APSA board; seconded by Director Nowicki, motion passes without dissent.**

ADJOURNMENT

MOTION by Director Matt to adjourn; motion seconded by Director Nowicki and was approved with no dissent. Meeting adjourned at 2:06 p.m.

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