

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

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

**CALL TO ORDER**

President Garza called the monthly 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, Ken Deneau, Kathleen Deneau, Natan Espinosa, Joe Garza, Paul Kuchek, Bill Morgan, Mike Ouderkirk, Sharon Potter, Jaci Sayen and Matt Winowiecki.

APSA Members excused –Connie James and Aaron Minnis

Associate Member- Mike Gardner

APSA Legal counsel – Jayne Flanigan

Members present – None

**APPROVAL OF AGENDA**

Agenda of November 14, 2017

**Director Ball moved that the agenda for November 14, 2017 be approved as submitted; motion seconded by Director Sayen and was approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Vice President Ouderkirk moved that the minutes of the meeting of October 10, 2017, be approved as submitted; motion was seconded by Director Morgan 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)

- Update on East Lansing City Income Tax proposal- What is next since it did not pass?
- Union Stake Holder meeting with IPF

**JHCC** (Joint Health Care Committee)

- Wellness Strategic Project- RFP for Health and Wellness Vendor to provide health risk assessments.
- CVS Presentation -focus on prescription plan/diabetes management/telemedicine
- MSU Benefits Open enrollment- With a week to complete the process we had 232 members that this office sent out reminders. Reduced to 17 by last day. We experienced a high volume of contacts in regards to this process.
- Received Final MOU for signatures from all bargaining units.
- New Dashboard Review will allow us to track impact of changes.

**Other items:**

- Operating Calendar-Review Audit Draft (will be moved to December) - Board approves renewals for Votenet and Office 365
- **Motion made by Corresponding Secretary Brown to approve continuation of subscriptions with VoteNet and Office 365 in 2018; seconded by Director Potter, motion passes without dissent.**
- MSU Labor Education Program- completed will share some of the material from the previous sessions. Have new sessions that are being offered.
- New Membership meeting - November 16, 2017- to begin at 11:30am before Semi-annual meeting.
- Administrator Briefings for the Semester- have attended several and will share information of departmental action plans throughout the campus.
- Special conference with University regarding changes to LOA for overtime
- Update to Quarterly Meeting request for Special Conference on posting of vacancies.
- Merit Increases Review

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

Vice President for Contract Administration – Mike Ouderkirk

Mike Ouderkirk Grievance Report was sent electronically to all board members. **Motion by Director Espinosa, to accept the Grievance report dated November 14, 2017 to be approved as distributed, seconded by Director Potter, motion was approved without dissent.**

Treasurer's Report – Ken Deneau

Treasurer Ken Deneau reviewed financial statements for October 2017.

**Motion made by Director Ball to approve the Treasurer's report for October 2017; seconded by Director Espinosa, motion passes without dissent.**

Recording Secretary – Kathleen Deneau

- Recording Secretary Deneau will secure the Farm Lane MSUFCU community room for the April Semi-Annual Membership meeting. Ideal date would be third Thursday in April alternatively the fourth Thursday in April.

Report of the Corresponding Secretary – Randy Brown

- No Report

Report of the Membership Secretary- Karla Bauer

- Report was sent electronically to all board members
- 1235 members on roster

Member's Privilege

- None

Standing Committee Reports

Business Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach: no report

Employee Assistance Program: Meeting was canceled; no report.

All-University Traffic Committee: Director Winowiecki gave an overview of recent meeting discussions. Report submitted electronically.

Other Committees: no report

By Laws Committee: no report

#### **UNFINISHED BUSINESS**

- APSA board meeting will occur on Tuesday December 12, 2017 at noon at the APSA office.
- Retreat update from committees
- Audit status update
- Semi-annual Recap – overall went well;

#### **NEW BUSINESS**

- Scheduled Committee meetings proposal for the future.
- New Grievance Report

#### **ADJOURNMENT**

**MOTION by Director Morgan to adjourn meeting; seconded by Treasurer Deneau, motion approved without dissent. Meeting adjourned at 1:33 p.m.**

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