

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION

Minutes of Meeting

Tuesday, November 8, 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, Dan Chegwiddden, Randy Brown, Ken Deneau, Kathleen Deneau, Joe Garza, Paul Kuchek, Bill Matt, Aaron Minnis, Mike Ouderkirk, Debra Russel, Jaci Sayen, and Matt Winowiecki.

Board members absent –Karla Bauer, and Connie James.

Associate Member-Mike Gardner

APSA Legal counsel – Jayne Flanigan

Member – none

APPROVAL OF AGENDA

Agenda of November 8, 2016

Director Minnis moved that the agenda for November 8, 2016, be approved as distributed. The motion was seconded by Director Ball and was approved without dissent.

APPROVAL OF MEETING MINUTES

VP Chegwiddden moved that the minutes of the meeting of October 11, 2016 be approved as submitted; motion was seconded by Director Ball and was approved without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning **CLO** updates including: discussion on East Lansing City tax proposal and how it will impact our members; Met with OER to discuss the impact of FLSA- non-exempt employees will now need to keep track of their time weekly and have supervisor approve time. Information from the University has been distributed to departments. President Garza inquired as to whether or not any board member has addressed this issue within their department? New rules apply December 1, 2016; Susan Veilanoff is the new Local 999 President- Denny Lantzey resigned effective November 1, 2016. **JHCC** – President Garza noted that they are looking at actual expenditures on health care for first quarter of the fiscal year. Anticipates will have the first quarter expenses in a few weeks. Working with CLO on Health Care Negotiations team- received letter from Jim Nash requesting who will serve on team and to start preliminary conversations on health care by the end of November. Spousal/OEI affidavits went out to each union- we had 118 members not comply by October 28- President had to

contact each individually to remind them of deadline (October 31.) Health Care MOU- The President will briefly discuss process and set up an opportunity for Board to provide input. **Other:** Operating calendar- Review Audit draft/ New Membership orientation - November 10, 2016 -4:30pm at the APSA Office; For each board position backup must be trained to cover for you during your absence; There is a seminar being held at Kellogg Center on December 5, 2015 8:30am-3:30pm, regarding Election 2016 and State and National Impact on Bargaining, Health Care, Employment and Labor Law. - Registration fee is \$50.00; association will pay fee for any board member choosing to attend.

MOTION BY Vice President Chegwidden to accept the President's report; the motion was seconded by Director Ball, 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 Minnis to accept the Vice President for Contract Administration report dated November 8, 2016 to be approved as distributed, seconded by Director Ball; motion was approved without dissent.**

Treasurer's Report –Ken Deneau

Treasurer Ken Deneau reviewed financial statements for October 2016. **Motion made by Director Minnis to approve Treasurers report for October 2016; seconded by Director Winowiecki, motion passes without dissent.**

- Treasurer Deneau gave the board an update as to the status of the annual audit including the accounting firms request that the membership secretary write a SOP with regards to how dues are collected by members.
- Treasurer Deneau noted 1099's address needs to be updated with correct board member addresses.
- **Motion made by Director Matt to renew the Microsoft office license for the next year; seconded by Director Ball, motion passes without dissent.**
- **Motion made by Director Minnis to retain annual contract with VoteNet for our association voting software; seconded by Vice President Ouderkirk; motion passes without dissent.**

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown

Corresponding secretary Brown updated board on voting stats related to the APSA election including usage by unit.

Report of the Membership Secretary- Karla Bauer –absent

No Report

Member's Privilege

None

Standing Committee Reports

Bylaws Committee: no report

Business Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach committee: no report

Employee Assistance Program: no report

All-University Traffic Committee – no report

Other Committees: no report

UNFINISHED BUSINESS

Appoint New Chair to Membership Outreach Committee; -Randy Brown will serve as Chair

Elections/Appointment- By Law Committee met and agreed with Legal Counsel input to make the process for filling vacant positions an SOP and Board refers to it during circumstances. President requested the Bylaw committee create a formal SOP for future reference.

Update on By Law proposals that were sent to the Association via Votenet indicate 23% of APSA membership has voted thus far in the current election.

Add to December 2016 Unfinished business:

- Corresponding secretary Brown will review all license software renewal information with Board at the December 2016 board meeting.
- New member outreach process for meeting new employees who have not signed membership form; -tabled until December board meeting.

NEW BUSINESS

Request to move December 2016 Board meeting. This has worked out in the past due to vacations and the fact that the following week is Finals Weeks where some departments are stretched to complete end of the semester activities. Decision was made to move the December APSA Board meeting to Tuesday, December 6, 2016.

Remaining Retreat topics and what direction we will take with them- there are still three items listed

- Web page –This has been updated Membership Outreach Committee will continue to work on improvements.
- Membership engagement –have had success with monthly New Membership Meetings, will continue.
- University outreach –have had two meetings with departments to discuss APSA offerings and how it can provide support to our members.

Proposals:

- Standing committees-Committees were realigned to address current and future needs. Membership Committee was created. Finance Committee changed to Business Committee based on addressing both financial and operational issues. Negotiation Committee will be appointed during CBA negotiation periods.
- Election and appointments-By Law Committee will create SOP for addressing vacancies and review election results on By Law proposals and how they will be implemented.
- Absences/leave policy-Business Committee will review and provide proposal to Board
- MGT expenses/future Semi-Annual meetings- Membership Committee will need to discuss what we will continue to do- By Laws 4.7 outlines our requirements- will submit proposal for the Board to review.
- Equipment/asset policy -Business Committee will create SOP for approval from Board.
- Position study /SOP's -This will be addressed based on other proposals from committees that are being reviewed.
- Survey –Membership Outreach will create survey for Association to solicit input on varies topics.

Each committee will need to meet and have update to Board by January 2017 to make recommendations to the board. This will allow input and committees to make any adjustments to proposals. All decisions will be finalized by the board meeting in March 2017, to be presented to membership at the April Semi-Annual meeting.

President Garza reviewed University On Call Policy with other bargaining units. Requested Board's input on departmental policies regarding on call/duty coverage during non-regular work schedules.

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President Garza reviewed APSA contract page 105 which reviewed policy for compensation related to late work hours. Indicated that he had been contacted from several departments related to this language and interpretation. Requested Board's input on departmental interpretation.

ADJOURNMENT

MOTION by Vice President Chegwidden to adjourn; motion seconded by Director Ball and was approved with no dissent. Meeting adjourned at 1:38 p.m.

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