

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION

Minutes of Meeting

Tuesday, October 11, 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, Dan Chegwidden, Kathleen Deneau, Joe Garza, Connie James, Paul Kuchek, Bill Matt, Aaron Minnis, and Matt Winowiecki;

Board members absent – Randy Brown, Ken Deneau, Mike Ouderkirk, Jaci Sayen.

Associate Member-Mike Gardner

APSA Legal counsel – Jayne Flanigan

Member – one

APPROVAL OF AGENDA

Agenda of October 11, 2016

Director Matt moved that the agenda for October 11 2016, be approved as distributed. The motion was seconded by VP Chegwidden and was approved without dissent.

APPROVAL OF MEETING MINUTES

Action Item: Meeting minutes will be finalized within one week of board meeting and final minutes will be forwarded to Director Ball so that she can upload them to the APSA website.

VP Chegwidden moved that the minutes of the meeting of September 13, 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 IPF – new sick time policy; IPF stockholders MGT and Worklife Office open house on October 20, 2016; **JHCC** – Currently doing health risk assessments; open enrollment begins October 1, 2016; spousal/OEI affidavit need to be filled out by all members, our role will be to contact those that are not compliant; **Other:** Reviewed APSA operating calendar due date items; Quarterly labor management meeting was held topics included: Holiday pay, Overtime situations for Level 12 and above, Leave of Absence policy, Process of OIE office, and Tuition reimbursement; Discussed next month's due date items that need to be addressed by Business Committee. New membership meeting on October 27, 2016 will be held at 4:45pm before Semi-annual meeting, there have been over 50 new members oriented in last 10 months; Discussed data agent transition.

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MOTION BY Director Minnis to accept the President's report; the motion was seconded by VP Chegwidden, 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 VP Chegwidden to accept the Vice President for Contract Administration report dated October 11, 2016 to be approved as distributed, seconded by Director Winowiecki; motion was approved without dissent.**

APSA President Garza reviewed grievance number 5 and requested permission to proceed to arbitration if necessary. **Motion made by Recording Secretary Deneau to allow APSA counsel to take grievance #5 to arbitration, if necessary seconded by director Ball; motion passes without dissent.**

Treasurer's Report –Ken Deneau -absent

President Garza reviewed the financial statements for September 2016 with the board members present. Report was sent electronically to all board members. Association is financially strong. **Motion made by Director Ball to approve Treasurers report for July 2016; seconded by Director Winowiecki, motion passes without dissent.**

Recording Secretary – Kathleen Deneau

No report

President Garza requested that Recording secretary Deneau reach out to all board members to schedule room setup and breakdown for the upcoming semi-annual membership meeting.

Report of the Corresponding Secretary – Randy Brown –absent

No report

Report of the Membership Secretary- Karla Bauer

Membership Secretary submitted a report sent electronically to all board members. Reviewed job duties and reports that are created for different APSA officers and APSA legal counsel.

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 – member Nowicki updated board on recent report issued from AUTC.

Other Committees: no report

UNFINISHED BUSINESS

Vice President Chegwiddden made a motion to approve our current APSA committee members for 2016-2017; seconded by Director James, motion passes without dissent.

Election and appointments: proposed:

- All two year positions that became vacant with less than one year will be appointed.
- All four year terms positions that became vacant with less than two years remaining would be appointed.
- In the event that open positions has more than 50% of current term remaining position is posted and electronic voting process takes place to fill the vacancy.
- Newly elected position begins term in August we could retro the change to pass election in April 2016.

Motion made by recording secretary Deneau to approve election and appointments proposed to be added to the October membership meeting election, seconded by Vice President Chegwiddden, motion passes without dissent.

Review of the Backups of APSA officers

President – (VP for Contract Administration)

- VP Negotiations- Paul Kuchek
- VP administration- Aaron Minnis
- Treasurer- Bill Matt
- Recording secretary –Matt Winowiecki
- Corresponding secretary – Jaci Sayen
- Membership secretary – Katherine Ball

Board reviewed and discussed proposed changes to board remuneration. **Motion made by VP Chegwidden to take the proposed remuneration changes for APSA board members to the membership at our upcoming semiannual board meeting, seconded by director Minnis, motion passes with two dissents.**

Unfinished Business continued:

Add to unfinished business for November board meeting:

- New membership outreach process for meeting with new employees who have not signed membership forms.
- Appoint chair of Membership Outreach Committee

NEW BUSINESS

Motion made by Director Matt to approve the appointment of Debra Russell to fill the vacant position seconded by Director Ball, motion passes without dissent.

ADJOURNMENT

MOTION by Director Minnis to adjourn; motion seconded by VP Chegwidden and was approved with no dissent. Meeting adjourned at 2:19 p.m.

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