

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION**

**Minutes of Meeting**

**Tuesday, March 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: Karla Bauer, Randy Brown, Dan Chegwidden, Joe Garza, Michelle Keller, Paul Kuchek, Bob Nowicki, Bill Matt, Mike Ouderkirk and Lisa Roy.

Absent: Kathleen Deneau, Ken Deneau, Michelle Pell and Jackie Sayen

Associate Member-Mike Gardner -absent

APSA Legal counsel – Jayne Flanigan

Members/Agents Present: Randy Fotiu

**APPROVAL OF AGENDA**

Agenda of March 8, 2016

**Director Nowicki moved that the agenda for March 8, 2016, be approved as distributed. The motion was seconded by Vice President of Contract Negotiations Chegwidden and was approved without dissent.**

**APPROVAL OF MEETING MINUTES**

Minutes of February 9, 2016

**Vice President Mike Ouderkirk moved that the minutes of the meeting of February 9, 2016 be approved as distributed. The motion was seconded by Bob Nowicki and was approved without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President's Report

Joe Garza presented his report with discussion concerning **CLO** updates- New Chair under discussion; **JHCC** – Cass lawsuit at Court of Appeals was denied, they have until March 31 to appeal to Michigan Supreme Court; **Other:** Operating calendar reviewed. Elections Process Garza to seek Election Nominating committee members by next meeting.

**MOTION BY Bill Matt to accept the President's report; the motion was seconded by Dan Chegwidden, motion was approved without dissent.**

**ACTION ITEM:** None

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Vice President for Contract Negotiations- Dan Chegwidden

Vice President Chegwidden inquired of printing of contract. Counsel Flanigan gave update.

Vice President for Contract Administration – Mike Ouderkirk

Mike Ouderkirk Grievance Report and member contacts shared. President Garza noted shift in members from APSA to APA. **VPCA Report MOTION BY Bob Nowicki, seconded by Dan Chegwidden**

Treasurer’s Report –Ken Deneau –absent

No Report; Finance Report will be sent out to Board upon Treasurer’s return.

Recording Secretary – Kathleen Deneau -absent

Bill Matt took minutes in replace of Ms. Deneau. No report.

Report of the Corresponding Secretary – Randy Brown

Secretary Brown thanks Board Members for support. No Report. President Garza asked Board Members to verify and ensure they are on APSA Listserve with Randy and noted Webpage should be updated to include new contract and update Directory.

Report of the Membership Secretary- Karla Bauer

Membership Secretary Bauer noted that the membership report was submitted electronically to all board members. Member numbers declined 8 in January and 15 members in February. Compared to February 2015, membership is still higher.

Member’s Privilege

None present.

Standing Committee Reports

**Bylaws Committee:** Karla Bauer, Chair; Kathleen Deneau, and Bill Matt. Jayne Flanigan reviewed proposed revised Bylaws; Changed definitions to include Bargaining Unit Employees; Quorum limit of 25 members in attendance discussed, replaced by simple majority of members in attendance; Election and Board position changes discussed, Two VP’s of Contract Administration and elimination of Alternate Grievance position; Terms and Election Date changes discussed; Duties of President and Vice Presidents changed; Vice President changes to be effective October 2017; Duties of Secretaries updated; Bylaws changes to be approved in 2016 by vote of members at semi-annual meeting, future bylaw changes by electronic vote of all members.

**MOTION to accept bylaw revisions to present to membership in written notice of meeting and for approval at semi-annual meeting on April 28, 2016, Moved by President Garza, seconded by Vice President Dan Chegwidden. Motion approved unanimously.**

Finance Committee: Ken Deneau, Chair; Michelle Keller, Bob Nowicki, and Lisa Roy. President Garza reported on meeting last month, distributed agenda resulted in the following recommendations: Continue 2 signatures on checks; Monthly Files to be maintained; Group to review Finance Reports

Finance Committee Cont.:

Quarterly; Finance SOP changes on OneDrive; Group should review policies and ask Treasurer if they have questions; Technology Equipment Purchase and Technology Stipends policy redrafted into Equipment purchase, disposal and stipends request; Individual will request stipends from Board; Quarterly Approvals and Recommendations were completed; Suggested new format at Semi-annual meetings for President to present reports for all officers, will try this in April, there were no objections; Expense categories to be updated. **Report Moved by Vice President Dan Chegwidden, supported by Lisa Roy.**

Grievance Committee: Mike Ouderkirk, Chair; and Joe Garza.

Negotiations Committee: Dan Chegwidden, Chair; Paul Kuchek, Michelle Pell, Mike Ouderkirk.

Fair Labor Standards Act

Bargaining Unit Committee

Employee Assistance Program

President Garza referenced agenda and notes from this committee meeting.

All-University Traffic Committee

Elections and Appointment Committees

Other Committees

**UNFINISHED BUSINESS**

**ACTION ITEM:** President Garza requested updates from retreat topics, APSA Contract at Print, Website updates to include new VP for Contract Administration and Contact Directory. Survey to go out after semi-annual meeting with topics TBD by President Garza, Secretary Brown and Director Matt.

**NEW BUSINESS**

New Membership Open house: Tuesday, March 8, 2016; 5:15-6pm. Bylaws Review as noted above. Elections Review as noted above.

**ADJOURNMENT**

**MOTION by Dan Chegidden to adjourn; motion seconded by Bob Nowicki and was approved with no dissent. Meeting adjourned at 1:10 p.m.**

Meeting minutes respectfully recorded by Bill Matt, APSA Recording Secretary.