

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

**Minutes of Meeting  
Tuesday, March 13, 2018**

**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, Connie James, Aaron Minnis, Bill Morgan, Mike Ouderkirk, Sharon Potter, Jaci Sayen and Matt Winowiecki.

APSA Members excused – none

Associate Member- Mike Gardner (absent)

APSA Legal counsel – Jeff Donahue and Erin Hopper

Members present – none

**APPROVAL OF AGENDA**

Agenda of March 13, 2018

**Motion made by Vice President Ouderkirk to approve the March 13, 2018 agenda; seconded by Vice President Minnis and agenda approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Vice President Minnis moved that the minutes of the meeting on February 13, 2018, be approved as submitted; seconded by Director James and was approved without dissent.**

President Garza introduced APSA new legal counsel in attendance.

**OFFICER AND COMMITTEE REPORTS**

President's Report

President Garza presented his report with discussion concerning:

**CLO** (Coalition of Labor Organization)

- Contract to execute Co-Pay Assistance Program is in the process to being signed.
- Contract for Livongo Diabetes management signed
- Drugs and the workplace – Monday April 30<sup>th</sup> 2018 9-4 PM – at Kellogg Center

**JHCC** (Joint Health Care Committee)

- JOOL Health Pilot test began February 7, 2018-will report to APSA executive board when complete (7-week test) including a brief presentation.
- Autism –Working with University to offer unlimited autism therapy visits for BCN (already offered through Community Blue Plan).
- Opioid presentation by CVS March 22, 2018
- Co Pay Card Program – still waiting on contract from University.

- Telemedicine Program update.
- Center for Excellence- working with University to identify high quality/low cost providers in local area.
- Wellness Strategic Project- RFP for Health and Wellness Vendor to provide health risk assessments. We are meeting March 28, 2018 to review vendor's proposals.

**Other items:**

- Operating Calendar-Board stipends paid, Election Nominations process begins.
- New Membership meeting - March 15, 2018- 4:45pm.
- Working with legal counsel on two departments requesting to join union.

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

Vice President for Contract Administration – Mike Ouderkirk –Electronically mailed and reviewed grievance report.

**Motion by Director Espinosa to accept the Labor Relations report dated March 13, 2018 to be approved as distributed, seconded by Director James motion was approved without dissent.**

Treasurer's Report – Ken Deneau

Treasurer submitted report electronically and reviewed with all board members present.

**Motion by Director Ball to accept the Treasurer report dated February 2018 to be approved as distributed, seconded by Director Espinosa, motion was approved without dissent.**

Recording Secretary – Kathleen Deneau

No Report

Report of the Corresponding Secretary – Randy Brown

Semi Annual Meeting - Corresponding secretary requested all reports to be reviewed at upcoming APSA semi-annual meeting submitted to him no later than April 10, 2018.

Report of the Membership Secretary- Karla Bauer

Report was sent electronically to all board members.

1249 members on roster

Member's Privilege

- None

Standing Committee Reports

Business Committee: reviewed proposed SOP's

Grievance Committee: no report

PACDI: no report

Membership outreach: no report

Employee Assistance Program: services offered sent electronically to all board members.

All-University Traffic Committee: Director Winowiecki updated board on items reviewed at recent meeting.

Other Committees: no report

By Laws Committee: No report

**Motion by Vice President Ouderkirk to approve the committee reports, and seconded by Director Espinosa; motion passes without dissent.**

### **UNFINISHED BUSINESS**

- By Laws posted to web page
- Records management status (tabled to April)
- Semi-annual meeting -April 17, 2018- Aaron and Randy discussed agenda and updated status on process. Gave out time lines.
  - March 9, 2018 Send out nomination forms
  - March 30, 2018 Post Agenda
  - April 6, 2018 – deadline for nomination
  - April 10, 2018 power point presentation due
  - April 17, 2018 New membership meeting 11:30- 12 PM
  - Food –set up
  - Open Positions
    - President
    - Recording secretary
    - Membership secretary
    - Director (4)
- **Electronic motion made on January 30, 2018 by Treasurer Deneau for APSA enter into an agreement with White Schneider PC to provide legal counsel and services; seconded by Vice President Ouderkirk, motion passes 15-0.**
- **Electronic motion made on January 30, 2018 by Treasurer Deneau for APSA to negotiate a date for the termination of its current contract with Hankins & Flanigan PC with an end date of February 28, 2018; seconded by Vice President Ouderkirk, motion passes 14-1.**
- **Electronic motion made on February 15, 2018 by Recording Secretary Deneau made a motion that APSA legal counsel transition files are picked up and stored by Kent Record Management until we have consulted with White Schneider PC on next steps; seconded by Director Sayen, motion passes 8-1.**

### **NEW BUSINESS**

- Discuss vacant Director Position.

- **Motion made by Director Ball to not fill the open APSA director position; seconded by Director Potter, motion approved without dissent. (Determined that election was following month and would be filled by that process).**
- Attendance Policy (tabled for April)
- Treasurer Deneau reviewed proposals from Business Committee on New SOPs for Review of Deficit or Surplus of Fund Balance, Hiring and Compensations of Agents of the Board, and Food and Beverage Expenditures for Meetings
- June Retreat (tabled for April)

#### **ADJOURNMENT**

**MOTION by Director Sayen to adjourn meeting; seconded by Director Morgan, motion approved without dissent. Meeting adjourned at 1:17 PM.**

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