

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

**Minutes of Meeting  
Tuesday, January 9, 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, Paul Kuchek, Bill Morgan, Mike Ouderkirk, Sharon Potter, Jaci Sayen and Matt Winowiecki.

APSA Members excused – Aaron Minnis

APSA Members absent - Connie James

Associate Member- Mike Gardner

APSA Legal counsel – Jayne Flanigan (absent)

Members present – None

**APPROVAL OF AGENDA**

Agenda of January 9, 2018

**Motion made by Director Espinosa to amend the January 9, 2018 agenda with recommended changes; seconded by Director Sayen and agenda approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Treasurer Deneau moved that the minutes of the meeting of December 12, 2017, be approved as amended; motion was seconded by Director Espinosa 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)

- New acting director for IOE – Jayne Schuiteman
- Notification on Hepatitis A outbreak in the State MI
- MSU Union Market Survey
- Cata transit app (<https://www.cata.org/transit>)
- New MOU for Healthcare in effect January 1, 2018. Reviewed changes.

**JHCC** (Joint Health Care Committee)

- Wellness Strategic Project-Presented RFP for Health and Wellness Vendor to provide health risk assessments.
- Special conference request to review Workman's Compensation process.

- Review of Health care spending-to-date document shared with all members present.

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- Review of Livongo plan –diabetes management;
- Specialty Co-pay prescription discount card
- Telemedicine (President Garza will begin researching this option as soon as they finalize the specialty drug co-pay prescription discount card).

**Other items:**

- Review of Operating Calendar;
- Treasurer Deneau noted that 1099's will be issued by January 31, 2018;
- Quarterly labor meeting scheduled for January 23, 2018. Researching the move of potential members in Grand Rapids due to the opening of the Grand Rapids Research Center
- New membership meeting on January 11, 2018 at 4:45 PM;

**MOTION BY Director Espinosa 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 Ball to accept the Grievance report dated January 9, 2018 to be approved as distributed, seconded by Director Morgan, motion was approved without dissent.**

Treasurer's Report – Ken Deneau

Treasurer submitted electronically and reviewed with all board members present.

**Motion by Director Espinosa to accept the treasurer report dated January 9, 2018 to be approved as distributed, seconded by Director Potter, motion was approved without dissent.**

Recording Secretary – Kathleen Deneau

No Report

Report of the Corresponding Secretary – Randy Brown

Corresponding Secretary updated board on annual fee associated with APSA website.

Report of the Membership Secretary- Karla Bauer

Report was sent electronically to all board members.

1251 members on roster

Member's Privilege

- None

Standing Committee Reports

Business Committee: no report

Grievance Committee: President Garza and Vice Presidents Ouderkirk & Minnis reviewed all university contracts and have asked APSA legal counsel to compile. Information will be used to assist in next APSA contract negotiations with the university.

PACDI: no report

Membership outreach: Chair Brown updated board on decisions from recent committee meeting.

Employee Assistance Program: Director Ball noted that there has not been a meeting since we last met.

All-University Traffic Committee: Director Winowiecki updated board on new agenda items to be discussed at next meeting.

Other Committees: no report

By Laws Committee: Chair Kathleen Deneau reviewed the proposed Bylaw changes. **Motion by Director Espinosa to approve the recommended bylaw changes to sections 5.5 Election and Terms; 7.4 Nomination Committee; and 8.2 Execution of Documents submitted, seconded by Director Ball; motion passes without dissent.**

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

#### **UNFINISHED BUSINESS**

- Reminder: standing committees will meet either directly before or after all regularly scheduled board meetings in November, February, May, and August. We will have an abbreviated agenda allowing time for committees to meet either before or directly after.

#### **NEW BUSINESS:**

- Add schedule of committee meetings to agenda.
- Upcoming APSA elections

#### **ADJOURNMENT**

**MOTION by Treasurer Deneau to adjourn meeting; seconded by Director Espinosa, motion approved without dissent. Meeting adjourned at 1:40 PM.**

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