

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, February 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: Karla Bauer, Randy Brown, Ken Deneau, Kathleen Deneau, Natan Espinosa, Joe Garza, Connie James, Paul Kuchek, Aaron Minnis, Bill Morgan, Mike Ouderkirk, Sharon Potter, Jaci Sayen and Matt Winowiecki.

APSA Members excused – Katherine Ball.

Associate Member- Mike Gardner (absent)

APSA Legal counsel – Jayne Flanigan (absent)

Members present – one

APPROVAL OF AGENDA

Agenda of February 13, 2018

Motion made by Director Espinosa to approve the February 13, 2018 agenda; seconded by Vice President Minnis and agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Director Espinosa moved that the minutes of the meeting of January 9, 2018, be approved as submitted; motion was seconded by Director Morgan 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)

- Contract to execute Livongo Diabetes Management in the process of being signed. Had to work out process for future LOA with the University.
- Discussed concerns with OIE office and challenges of getting investigatory cases completed within timeline.
- Received MIOSHA Form 300A that will be posted in our office
- New Health Care MOU posted on MSU HR web page with all signatures for the CLO and University
- Veteran Service Resource Center for MSU employees
- Administrative Business Series new job classification

JHCC (Joint Health Care Committee)

- Reviewed health care dashboard numbers
- Wellness Strategic Project- RFP for Health and Wellness Vendor to provide health risk assessments.
- JOOL Health Pilot Test began February 7, 2018-will report to APSA executive board when complete (7 week test)
- Special conference was held February 12, 2018, to review Workman's Compensation process-provided recap
- Looking to Launch three programs in April-Livongo/Co-Pay card/Telemedicine program. We are having two vendors on Telemedicine present February 22, 2018. Shared presentation packet from Mercer on Telemedicine at meeting.

Other items:

- Operating Calendar-All Committee meetings, Board approves continuation of Non-Board Payments
- New Membership meeting - February 15, 2018- 4:45pm.
- Researching the move of potential members in Grand Rapids due to the opening of the Grand Rapids Research Center
- Quarterly Labor meeting held January 23, 2018- presented recap.
- Current electronic payments for Comcast and Microsoft are on new credit card where we receive 1% cash back.

MOTION BY Director Espinosa to accept the President's report; motion seconded by Director Potter, motion approved without dissent.

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

Motion by Director Potter to accept the Grievance report dated February 13, 2018 to be approved as distributed, seconded by Director Espinosa motion was approved without dissent.

Treasurer's Report – Ken Deneau

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

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

Recording Secretary – Kathleen Deneau

No Report

Report of the Corresponding Secretary – Randy Brown

Corresponding Secretary updated board on recent elections. Proposed APSA Bylaws changes passed by membership.

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: no report

Grievance Committee: no report

PACDI: no report

Membership outreach: no report

Employee Assistance Program: no report

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 next steps. – Bylaws chair Deneau will request that APSA legal counsel update Bylaws to reflect approved changes.
- **Motion made by Treasurer Deneau to approve the legal counsel agreement with White Schneider PC; seconded by Director Espinosa motion passes unanimously.**
- Semi-annual meeting scheduled for Tuesday April 17, 2018

NEW BUSINESS

- Upcoming Nomination and Election Committee will be Corresponding Secretary Brown and Vice President Minnis.

ADJOURNMENT

MOTION by Director Espinosa to adjourn meeting; seconded by Corresponding Secretary Brown, motion approved without dissent. Meeting adjourned at 1:36 PM.

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