

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, December 12, 2017**

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: 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, and Karla Bauer.

Associate Member- Mike Gardner

APSA Legal counsel – Jayne Flanigan -absent

Members present – None

APPROVAL OF AGENDA

Agenda of December 12, 2017

Motion made by Treasurer Deneau to amend the December 12, 2017 agenda placing new business at the beginning of the agenda; seconded by Director Espinosa. Amendment and agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Director Espinosa moved that the minutes of the meeting of November 14, 2017, be approved as submitted; motion was seconded by Director Morgan and was approved without dissent.

NEW BUSINESS:

President Garza updated board on status of the search for hiring new legal counsel to represent APSA including the RFP associated with this process and the corresponding timeline. Committee members representing this search process include President Garza, Vice Presidents Ouderkirk and Minnis, and Treasurer Deneau.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning:

CLO (Coalition of Labor Organization)

- MOU for Health care signed by all CLO reps waiting on university to sign so we can post.
- Mobile Device Policy for IPF- explained by Vice President Ouderkirk
- CLO meeting with President Simon -December 12, 2017 5PM-7PM

JHCC (Joint Health Care Committee)

- Wellness Strategic Project-Presented RFP for Health and Wellness Vendor to provide health risk assessments.

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- Special conference was requested to review Workman's Compensation process.
- Copay card/Livongo/Dashboard to be reviewed December 14, 2017
- Flexible spending account reminders –will no longer be Conexus moving to Wageworks.
- CVS- purchased by Aetna; will monitor how this could impact members in the future.

Other items:

- Operating Calendar-Board Stipends paid, Federal Taxes filed.
- MSU Labor Education Program- had four Executive Board members signed up, but it was cancelled due to low count.
- New Membership meeting - December 14, 2017- 4:45pm.
- Administrator Briefings for the Semester- attended the last for the semester. Summary was reviewed.
- Researching the move of potential members in Grand Rapids due to the opening of the Grand Rapids Research Center
- Maintaining critical function/services at MSU-reviewed policy and how it could impact our members.
- McLaren Building -discussed new building to be built adjacent to MSU.
- WACSS Meeting (President Garza attended as a guest)

MOTION BY Vice President Minnis to accept the President’s report; motion seconded by Director Espinosa, motion approved without dissent.

Vice President for Contract Administration – Mike Ouderkirk – Vice President Minnis sent and reviewed the report.

Motion by Director Espinosa to accept the Grievance report dated December 12, 2017 to be approved by as distributed, seconded by Director James, motion was approved without dissent.

Treasurer’s Report – Ken Deneau

Treasurer Ken Deneau did not have the report completed in time for meeting. Report will be sent out electronically for Board review and approved at next month's Board meeting. Treasurer Deneau did update the board on the association audit and noted that the audit firm will file federal tax documents on behalf of the Association.

Recording Secretary – Kathleen Deneau

APSA Semiannual meeting scheduled for Tuesday April 17, 2018.

Report of the Corresponding Secretary – Randy Brown

Did not have time to do a formal report but gave board an update on recent MSU security issues related to web and email.

Report of the Membership Secretary- Karla Bauer –absent

Report was sent electronically to all board members by Director Ball
1246 members on roster

Member's Privilege

- None

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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: Met on November 14, 2017; Director Winowiecki updated board member on recent topics reviewed at the meeting and will send copies of the minutes once he receives them.

Other Committees: no report

By Laws Committee: Chair Kathleen Deneau sent electronically a proposal for changes to terms and election process. Board is to review before next meeting to discuss and decide on next steps.

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

UNFINISHED BUSINESS

- Retreat update from committees-Bylaws – will be added to the agenda for January 2018 board meeting.
- Discuss the new process of conducting committee meetings after Executive Board mtgs. These would be held in November, February, May, and August. We discussed having an abbreviated agenda and allowing time for committees to meet after. The other option is for committees to meet before the Executive board meeting. President Garza will leave that up to the committee Chairs.

ADJOURNMENT

MOTION by Vice President Minnis to adjourn meeting; seconded by Director Espinosa, motion approved without dissent. Meeting adjourned at 1:39 PM.

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