

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION

Minutes of Meeting

Tuesday, April 12, 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, Kathleen Deneau, Ken Deneau, Joe Garza, Michelle Keller, Paul Kuchek, Bill Matt, Bob Nowicki, Mike Ouderkirk, Michelle Pell.

Absent: Lisa Roy and Jackie Sayen

Associate Member-Mike Gardner -absent

APSA Legal counsel – Jayne Flanigan

Members/Agents Present: Randy Fotiu –absent

APPROVAL OF AGENDA

Agenda of April 12, 2016

Vice President of Contract Negotiations Chegwidden moved that the agenda for April 12, 2016, be approved as distributed. The motion was seconded by Director Nowicki and was approved without dissent.

APPROVAL OF MEETING MINUTES

Minutes of March 8, 2016

Vice President of Contract Negotiations Chegwidden moved that the minutes of the meeting of March 8, 2016 be approved as distributed. The motion was seconded by Director 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; **JHCC** – updates were given on Health care payout; review of MSU new smoking policy; health team certification; new hire enrollment from 60 to 30 days. **Other:** Operating calendar due; suspension of employees without pay.

MOTION BY Treasurer Ken Deneau to accept the President's report; the motion was seconded by Vice President Dan Chegwidden, motion was approved without dissent.

ACTION ITEM: None

Vice President for Contract Negotiations- Dan Chegwidan
No report.

Vice President for Contract Administration – Mike Ouderkirk
Mike Ouderkirk Grievance Report was sent electrically to all board members. **Motion by Recording Secretary Deneau the Vice President for Contract Administration report dated April 12, 2016 to be approved as distributed, seconded by Treasurer Ken Deneau.**

Treasurer’s Report –Ken Deneau
Ken Deneau reviewed the financial statements for February and March with the board members present. **Motion by Mike Ouderkirk to approve the February and March 2016 treasurer reports; seconded by Director Nowicki.**

Discussion took place regarding potentially changing the fiscal year for APSA. After discussion and review of financial implications, the decision was made to retain current APSA fiscal year.

Recording Secretary – Kathleen Deneau
No report;

Report of the Corresponding Secretary – Randy Brown
Secretary Brown noted that he had some nominations go into the Clutter folder within Office 365.

Report of the Membership Secretary- Karla Bauer
Report sent electronically to all board members.

Member’s Privilege
None present.

Standing Committee Reports

Bylaws Committee: no report

Finance Committee: no report

Finance Committee : no report

Grievance Committee: no report

Negotiations Committee: no report

Fair Labor Standards Act: no report

Bargaining Unit Committee: no report

Employee Assistance Program: no report

All-University Traffic Committee – Director Nowicki updated board on new moped policy for campus.

- Director Nowicki also noted that employee parking fees will go up 3% beginning June 2016.

Elections and Appointment Committees – no report

Other Committees: no report

UNFINISHED BUSINESS

President Garza reviewed details for upcoming semi-annual meeting including:

- Overview of agenda
- Request was made to submit power point slides to Corresponding Secretary Brown no later than April 21, 2016.

President Garza requested that the APSA website be updated to reflect all current board meeting minutes.

Proposed changes to bylaws will be presented to members to the next semi-annual board meeting.

ACTION ITEM: President Garza requested all officers submit any power point slides they want shared at the semiannual meeting to Corresponding Secretary Brown no later than April 21, 2016. President Garza also requested that the APSA website be updated to reflect all current board meeting minutes.

NEW BUSINESS

Action Items: APSA board Retreat will take place directly following the board meeting on June 14, 2016. Retreat will run until 3:00 pm .

Motion made by President Garza to approve the APSA election committee that consists of Donnie Sams and Chandos McCoy. Motion passes unanimously.

ADJOURNMENT

MOTION by Dan Chegvidden to adjourn; motion seconded by Michelle Pell and was approved with no dissent. Meeting adjourned at 1:21 p.m.

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