

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION
Minutes of Semi Annual Membership Meeting
Thursday, October 19, 2017

CALL TO ORDER

President Garza called the semi-annual membership meeting to order at 12:00 PM at the MSUFCU Farm Lane Branch Community Room, East Lansing, Michigan. Board members in attendance were:

Katherine Ball, Karla Bauer, Ken Deneau, Kathleen Deneau, , Joe Garza, Paul Kuchek, Bill Morgan, Mike Ouderkirk, Jaci Sayen and Matt Winowiecki.

Board members absent – Randy Brown Natan Espinosa, Connie James, Aaron Minnis, and Sharon Potter.

APSA Legal Counsel – Jayne Flanigan

APPROVAL OF AGENDA

Agenda of October 19, 2017

APSA member Boone moved that the agenda for October 19, 2017, be approved as distributed. The motion was seconded by APSA member Candice Winslow, motion approved without dissent.

APPROVAL OF MEETING MINUTES

Minutes of April 19, 2017

Director Ball moved that the minutes of the semi-annual membership meeting of April 19, 2017 be approved as submitted; motion was seconded by APSA member Candice Winslow and was approved without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with all members present. Update included:

- Implemented By Law Changes from April Election results-explained impact.
- Represented those employed in APSA positions through their work place issues. Increase in contacts from members. Had over 300 contacts for the year.
- Voted in new Vice President with updated duties
- Orientating new Executive Board Directors- we have three new Directors to the Board.
- Successfully negotiated the new Health Care Bargaining agreement. Current expires 12/31/17.
- Hosting the monthly new membership meetings-changed from only holding once a year.
- Held the annual APSA retreat in June 2017 to create action plan for year
- Completed APSA Survey to our membership-that will help guide us moving forward to better serve the membership.

Upcoming Agenda Items for this year:

- Open Enrollment for Benefits- please be aware of the changes/please fill out spousal/OEI affidavit
- No Dues increase for 2017-2018 fiscal year. Business Committee will continue to review operational expenses and best practices for the Association
- Add new segments to Web Page
- Membership Survey-will continue to evaluate and use it as a guide to address members needs
- Monitor the East Lansing City Tax proposal and inform membership of impact
- Represent the Association at CLO/JHCC meetings with other bargaining units to address member's needs and University changes.

Vice President for Contract Administration – Mike Ouderkirk and Aaron Minnis (report given by President Garza)

- We now have two Vice Presidents that are available to our membership to assist in work related issues/concerns.
- Counseling memorandum to be removed from personnel records no later than 18 months from issue date if performance is satisfactory.
- Office of Institutional Equity meetings-all members have a right for representation regardless if they are Claimant/Respondent/Witness. Contact us for assistance.
- New PDP Process-how is this process going after the first year.
- FMLA policy-please be aware for personal and your employee's benefits.
- Need Representation go to the web site at www.msuapsa.org and click on the I need representation link for contact information.
- Salary increases to maintain 75% merit/25% across the board split for the entire amount, except when the increase is 1% or less, then the entire amount is across the board- Fall 2017 will be set at 1.9%.
- Family sick time increased to 80 hours per calendar year.
- Tuition reimbursements for graduate courses went to 75% of the MSU undergraduate maximum tuition rate.
- Tuition from a Michigan-based accredited educational institution, other than MSU, will be waived/reimbursed up to 60% of the MSU undergraduate maximum tuition rate.

Treasurer's Report –Ken Deneau

Treasurer Deneau reviewed APSA financial status with the members present. Treasurer noted that the Association is financially strong. Items reviewed by treasurer included:

- Financial Highlights – review of audit, revenue stable, board stipend increase in December 2016, and lease increase 2.73%; added Xfinity business internet to APSA office, certificate interest rate on one year doubled since last year.
- Expense comparison
- Year to date fiscal 2017 expense mix
- Two year fund balance trend

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Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown (absent) Report given by Jaci Sayen

- Update on recent membership survey results
- Overview of the website analytics (via google analytics)
- Overview of the website since last meeting
- Overview on visitors and what are they using.
- Usage by web page
- Demographic of APSA visitors

Report of the Membership Secretary- Karla Bauer

Membership Secretary reviewed current APSA membership statistics.

- Director Ball requested feedback from members present about what the association can do for them. Feedback included:
 - New APSA employee resources on website.
 - Add links to the website regarding benefits associated with employment and membership.
 - Include state and federal laws effecting employment or labor unions.
- APSA membership roster five-year summary.
- APSA members by the numbers.
- APSA roster – last six months.

Questions from APSA members:

- I understand that the APSA contract is the only one that requires an employee to be full-time to receive a 50% payment of unused sick time at retirement. Will this be addressed in future negotiations.
 - President Garza response – yes, we will look at this in future negotiations. This is the same language in other bargaining unit contracts.
- Can you clarify salary increase expectations over the next 2-3 years or current contract? The message about health care cost increases next year led me to believe we would not see a salary increase next year.
 - President Garza explained the current Health Care MOU is still in effect until December 31, 2017. Health care cost was 16.4%. This resulted in a 0.0% increase for Fall 2018.
 - Counsel Flanigan explained how the raises work and what percentage is base versus merit.
- I do not have any specific questions - I would like to attend to hear any news/updates regarding the union.

Member's Privilege

None

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Standing Committee Reports

Bylaws Committee: no report

Business Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach committee: no report

Employee Assistance Program: no report

All-University Traffic Committee – no report

Other Committees: no report

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

MOTION by Director Ball to adjourn; motion seconded by Treasurer Deneau and was approved with no dissent. Meeting adjourned at 1:06 p.m.

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