

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, October 10, 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: Katherine Ball, Karla Bauer, Randy Brown, Ken Deneau, Kathleen Deneau, Natan Espinosa, Joe Garza, Connie James, Paul Kuchek, Bill Morgan, Mike Ouderkirk, Sharon Potter, Jaci Sayen and Matt Winowiecki.

APSA Members excused –Aaron Minnis

Associate Member- None

APSA Legal counsel – Jayne Flanigan

Members present – None

APPROVAL OF AGENDA

Agenda of October 10, 2017

Director Espinosa moved that the agenda for October 10, 2017 be approved as submitted; motion seconded by Director Ball and was approved without dissent.

APPROVAL OF MEETING MINUTES

Director Espinosa moved that the minutes of the meeting of September 12, 2017, 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)

- Bypass (MOU) – any qualified bypass candidates must be sent to hiring department prior to position closing.
- Administrative Business series Classification – defining chief financial officer positions
- Update on East Lansing City Income Tax proposal
- Updated status on Health Care ratification

JHCC (Joint Health Care Committee)

- Wellness Strategic Project- Pilot Program to test JOOL App
- New focus areas for the committee for the next year.
- MSU Benefits Open enrollment

Other items:

- Operating Calendar- Semi-annual meeting/ Labor Quarterly meeting
- MSU Labor Education Program- Board members are attending- will share some of the material from the previous sessions.
- New Membership meeting - October 19, 2017- to begin at 11:30am before Semi-annual meeting.
- Administrator Briefings for the Semester.

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

Mike Ouderkirk Grievance Report was sent electronically to all board members. **Motion by Director Ball to accept the Grievance report dated October 10, 2017 to be approved as distributed, seconded by Director Espinosa, motion was approved without dissent.**

Treasurer's Report – Ken Deneau

Treasurer Ken Deneau reviewed financial statements for September 2017.

Motion made by Director Morgan to approve the Treasurer's report for September 2017; seconded by Director Ball, motion passes without dissent.

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown

- Corresponding Secretary updated board members on the recent changes with Microsoft office 360.
- Semiannual membership agenda items and officer reports due to Randy Brown by Friday October 13, 2017.

Report of the Membership Secretary- Karla Bauer

- Report was sent electronically to all board members
- 1226 members on roster

Member's Privilege

- None

Standing Committee Reports

Business Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach: no report

Employee Assistance Program: no report

All-University Traffic Committee: Director Winowiecki gave an overview of last year's initiatives for this committee and items that will be discussed this year.

Other Committees: no report

By Laws Committee: Counsel Flanigan updated the board on APSA proposed bylaws changes. The decision was made to revisit proposed changes recommended. Bylaws committee scheduled to meet in November.

UNFINISHED BUSINESS

- Retreat update from committees
- Audit status update – Treasurer Deneau noted that the audit firm has everything they need to perform our audit.

NEW BUSINESS

- President Garza requested help from board members in preparing room for the upcoming Semi-annual meeting on October 19, 2017. Board members are encouraged to arrive at 11:00 am.

ADJOURNMENT

MOTION by Director Espinosa to adjourn meeting; seconded by Director James, motion approved without dissent. Meeting adjourned at 1:33 p.m.

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