

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION

Minutes of Meeting

Tuesday, January 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:

Members Present: Randy Brown, Dan Chegwiddden, Kathleen Deneau, Ken Deneau, Joe Garza, Greg Harris, Michelle Keller, Paul Kuchek, Bob Nowicki, Bill Matt, Mike Ouderkirk, Michelle Pell, Lisa Roy and Jackie Sayen.

Associate Member – Mike Gardner

Absent: Karla Bauer and Randy Fotiu.

APSA Legal counsel – none

APPROVAL OF AGENDA

Agenda of January 12, 2016

President Garza moved that the agenda for January 12, 2016, be approved as distributed. The motion was seconded by recording secretary Deneau and was approved without dissent.

APPROVAL OF MEETING MINUTES

Minutes of December 8, 2015

President Garza moved that the minutes of the meeting of December 8, 2015, be approved as distributed. The motion was seconded by Vice President of Contract Negotiations Chegwiddden and was approved without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

Joe Garza presented his report with discussion concerning **CLO** updates- including the status of the new performance excellence policy which will be reviewed at an upcoming meeting on January 22, 2016; Barbara Roberts, director of the center for women and family resource center recently met with President Garza; and finally an update on CVS prescription changes. **JHCC** – review wellbeing strategic plan will take place on 1/14/2016; **Other:** update on officer backups and corresponding cross training of these officers, supervisor contact information for human resources and finally review of APSA operations calendar.

MOTION BY Dan Chegwiddden to accept the president's report; the motion was seconded by Bob Nowicki, motion was approved without dissent.

ACTION ITEM: None

Vice President for Contract Negotiations- Dan Chewidden

Vice President Chegidden inquired to President Garza about status of the APSA contract with the university. President Garza noted we should receive the final contract within the next week.

Vice President for Contract Administration – Greg Harris

Greg Harris presented his report with discussion concerning current member contacts and status of current grievances and the status with the “Y” code within employee’s files as well as an update on an arbitration scheduled for March 2016.

Treasurer’s Report –Ken Deneau

Ken Deneau presented the monthly treasurer’s report.

MOTION BY Dan Chegidden to accept the treasurer’s report. The motion was seconded by Bob Nowicki, motion was approved without dissent.

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown

Randy Brown along with Bill Matt provided and update to the board on the information they have gleaned from research related to other union’s websites and for a proposed survey to members related to features on our association’s website.

Action Item: All board members have been asked to submit potential question to President Garza no later than Friday January 22, 2016.

President Garza noted that the website is extremely out of date and needs some areas updated immediately such as updating past board meeting minutes.

Corresponding Secretary Brown – requested permission to renew our domain name for a year.

MOTION BY Joe Garza to renew domain name for one year at no cost, seconded by Bill Matt, motion was approved without dissent.

Report of the Membership Secretary- Karla Bauer – absent

President Garza reviewed membership report. President Garza will begin a monthly meeting to all new members of the association which will run from 5:15 -6:15 the second Tuesday of each month. Cookies will be provided.

Membership secretary Bauer will provide all new members with the boards contact information.

Member’s Privilege

None present.

Standing Committee Reports

Bylaws Committee: Karla Bauer, Chair; Kathleen Deneau, and Bill Matt.

Finance Committee: Ken Deneau, Chair; Michelle Keller, Bob Nowicki, and Lisa Roy.

Grievance Committee: Greg Harris, Chair; Joe Garza, and Mike Ouderkirk.

Negotiations Committee: Dan Chegwidden, Chair; Paul Kuchek, Michelle Pell, Mike Ouderkirk.

Fair Labor Standards Act

Bargaining Unit Committee

Employee Assistance Program

All-University Traffic Committee

Elections and Appointment Committees

Other Committees

UNFINISHED BUSINESS

ACTION ITEM: President Garza requested that each committee meet to review their final recommendations for the board.

NEW BUSINESS

New member open house on Tuesday January 19, 2016.

Discussion about the location of next semiannual meeting – April 21, 2015; President Garza requested that recording secretary Deneau inquire as to the availability of the MSUFCU community room from 5:15 – 6:30 pm on April 21, 2016 as a possible alternative location.

ADJOURNMENT

MOTION by Dan Chegwidden to adjourn. Motion seconded by Bob Nowicki and was approved with no dissent. Meeting adjourned at 1:26 p.m.

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