

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION

Minutes of Meeting

Tuesday, August 9, 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: Katherine Ball, Karla Bauer, Randy Brown, Dan Chegwidden, Kathleen Deneau, Ken Deneau, Joe Garza, Paul Kuchek, Bill Matt, Aaron Minnis, Bob Nowicki, Mike Ouder Kirk, Jaci Sayen, and Matt Winowiecki.

Board members absent - Lisa Roy

Associate Member-Mike Gardner (absent)

APSA Legal counsel – Jayne Flanigan (absent)

Agents -Randy Fotiu (absent)

Members present – one

APPROVAL OF AGENDA

Agenda of August 9, 2016

Director Matt moved that the agenda for July 12, 2016, be approved as distributed. The motion was seconded by Director Sayen and was approved without dissent.

APPROVAL OF MEETING MINUTES

Minutes of July 12, 2016

Vice President of Contract Negotiations Chegwidden moved that the minutes of the meeting of July 12, 2016 be approved noting one change. Motion was seconded by Director Nowicki and was approved without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning **CLO** updates including IPF survey that went out on August 1, 2016; Reviewed incentive program, for union members; Reviewed Agile recruiting and onboarding changes that will take effect spring 2017; Transition in leadership in University Departments; **JHCC** – Review of MSU wellness services RFP process; Tobacco free campus effective August 15, 2016; **Other:** Review of the operating calendar due dates; New member meeting August 11, 2016; Audit contract-signed three year agreement for set cost;

MOTION BY Director Ball to accept the President's report; the motion was seconded by Director Nowicki, motion was approved without dissent.

Vice President for Contract Negotiations- Dan Chegwidden
No report.

Vice President for Contract Administration – Mike Ouderkirk
Mike Ouderkirk Grievance Report was sent electrically to all board members. **Motion by Director Matt to accept the Vice President for Contract Administration report dated August 9, 2016 to be approved as distributed, seconded by Director Nowicki; motion was approved without dissent.**

Treasurer's Report –Ken Deneau
Ken Deneau reviewed the financial statements for July 2016 with the board members present. Report was sent electronically to all board members. **Motion made by Vice President Ouderkirk to approve Treasurers report for July 2016; seconded by Director Nowicki, motion passes without dissent.**

Recording Secretary – Kathleen Deneau
Recording secretary Deneau will reach out to MSUFCU to confirm availability for Thursday October 20, 2016 as a possible location for our upcoming semiannual membership meeting. Thursday October 27th will be an alternative back up date if the room is not available on October 20th. Semiannual meeting will take place from 4:30-7:00 pm.

Report of the Corresponding Secretary – Randy Brown
Secretary Brown updated the board on the status of the new website for APSA.

Report of the Membership Secretary- Karla Bauer
Membership secretary submitted a report sent electronically to all board members.

Member's Privilege
None

Standing Committee Reports

Bylaws Committee: no report

Finance Committee: no report

Grievance Committee: no report

Fair Labor Standards Act: no report

Bargaining Unit Committee: no report

Employee Assistance Program: no report

All-University Traffic Committee – no report

Elections and Appointment Committees – no report

Other Committees: no report

UNFINISHED BUSINESS

1. Need to assign back up for Recording Secretary (Kathleen) and Membership Secretary (Karla)
 - Katherine Ball – will serve as Karla Bauer’s back-up as Membership Secretary
 - Matt Winowiecki will serve as Kathleen Deneau’s back up as Recording secretary.
2. Need to appoint reps for the EAP, All Traffic, and the PACDI committees (Joe Garza).
 - Katherine Ball will serve as APSA liaison on the EAP committee.
 - Joe Garza will serve as the APSA liaison for the PACDI committees.
 - Matt Winowiecki will serve APSA liaison for the All University Traffic committee.
3. Direction on other Retreat Proposals that were given out.

Negotiations committee is an ad hoc committee that will be formed as needed to address negotiations issues.

Discussion about a new committee titled *New Member Outreach Committee* members will include Katherine Ball, Karla Bauer, Randy Brown, Joe Garza, Bill Matt, and Jaci Sayen. **Motion made by Director Winowiecki to create a new committee titled *Member Outreach Committee*; seconded by Director Nowicki; motion passes without dissent.**

4. Update on APSA Web page –there will be a meeting regarding the new website that will take place immediately at the conclusion of this meeting today.

NEW BUSINESS

1. Asset plan for outdated electronic assets not utilized for Association business and empty binders owed by APSA. Decision was made to donate empty binders to the “fill the bus” fundraiser and sell outdated electronic equipment to APSA counsel and former APSA president respectively.
2. Phone Stipend – President Garza has requested the board approve a monthly phone stipend of \$80.00 per month to cover the cell phone that he is required to have as the President of the association. Additionally Vice President Ouderkirk noted he does not require reimbursement for the cell phone he uses for APSA purposes. **Motion made by Vice President Ouderkirk to approve a stipend an increase of \$70.00 each month for a total of \$80.00 as a monthly stipend for President Garza, and to discontinue the Vice President for contract administration grievance officer phone stipend; seconded by Matt Winowiecki motion passes without dissent.**

ADJOURNMENT

MOTION by Vice President Chegidden to adjourn; motion seconded by Director Nowicki and was approved with no dissent. Meeting adjourned at 1:27 p.m.

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