

MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION

Minutes of Meeting

Tuesday, December 6, 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, Ken Deneau, Kathleen Deneau, Joe Garza, Connie James, Paul Kuchek, Bill Matt, Aaron Minnis, Mike Ouderkirk, Debra Russel, Jaci Sayen and Matt Winowiecki.

Board members absent – Dan Chegwidden

Associate Member-Mike Gardner

APSA Legal counsel – Jayne Flanigan

Member – none

APPROVAL OF AGENDA

Agenda of December 6, 2016

Treasurer Deneau moved that the agenda for December 6, 2016, be approved as distributed. The motion was seconded by Director Sayen and was approved without dissent.

APPROVAL OF MEETING MINUTES

Director Ball moved that the minutes of the meeting of November 8, 2016, be approved as submitted; motion was seconded by Director Minnis 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)

- President Garza gave an update on the Data Security Breach process from the University, reported that all employees should have received a notice in the mail from the University. President Garza requested feedback from the Board on their opinions of the process and whether or not they had signed up for the data protection plan;
- President Garza updated Board on FLSA – based on preliminary injunction delaying the December 1, 2016 effective date.
- ARO (Agile Recruiting and Onboarding) update meeting with the University is scheduled with the CLO on December 14, 2016. President Garza will provide an update to Board after the meeting.
- Weather-related Policies and Practices-informed Board that policies and practice were listed on web page and ask that they be reviewed by departments to properly execute.

JHCC (Joint Health Care Committee)

- President Garza gave an update on status of Health Care negotiations process.
- President Garza has been meeting with Mercer and updated the board on the items discussed at these meetings.

Other items:

- Recap on Health Care overview meeting held in the morning with APSA Executive Board; review of operating calendar schedule.

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

Vice President for Contract Negotiations- Dan Chegwidden (absent)

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 December 6, 2016 to be approved as distributed, seconded by Director Ball; motion was approved without dissent.**

Treasurer's Report –Ken Deneau

Treasurer Ken Deneau reviewed financial statements for November 2016. **Motion made by Director Matt to approve Treasurers report for November 2016; seconded by Vice President Ouderkirk, motion passes without dissent.**

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown

Secretary Brown noted that he is trying to schedule a meeting with the members of the Member Outreach Committee.

Report of the Membership Secretary- Karla Bauer

Secretary Bauer reviewed new member outreach process for meeting new employees who have not signed membership form.

Member's Privilege

None

Standing Committee Reports

Bylaws Committee: no report

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 Matt Winowiecki updated the board on a recent meeting that he attended and topics reviewed.

Other Committees: no report_

UNFINISHED BUSINESS

Corresponding Secretary Brown updated the Board on the status of renewal software license for APSA.

NEW BUSINESS

President Garza noted that there is a labor management meeting scheduled for January 16, 2017.

President Garza noted that all committees should be prepared to update board on their meetings and decisions made at the January 2017 board meeting.

ADJOURNMENT

MOTION by Director Ball to adjourn; motion seconded by Vice President Ouderkirk and was approved with no dissent. Meeting adjourned at 1:49 p.m.

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