

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

**Minutes of Meeting  
Tuesday, January 10, 2017**

**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, Randy Brown, Dan Chegvidden, Ken Deneau, Kathleen Deneau, Joe Garza, Paul Kuchek, Bill Matt, Mike Ouderkirk,, Debra Russel, Jaci Sayen and Matt Winowiecki.

APSA – Karla Bauer Aaron Minnis, and Connie James. (excused absent)

Associate Member-Mike Gardner (absent)

APSA Legal counsel – Jayne Flanigan (absent)

Member – none

**APPROVAL OF AGENDA**

Agenda of January 10, 2017

**Director Matt moved that the agenda for January 10, 2017, be approved as distributed. The motion was seconded by Director Ball and was approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Director Matt moved that the minutes of the meeting of December 6, 2016, be approved as submitted; motion was seconded by Vice President Ouderkirk 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)

- Update of Data Security Breach from the University. Slightly over 9000 people enrolled in AllClear monitoring.
- Agile and Recruiting On-boarding (ARO) meeting recap –training details are still being finalized. ARO will launch in April 2017.
- Human Resources is eliminating CAT and typing test assessments beginning February 1, 2017.
- Reviewed Time-Off Policy for Smoke Cessation program
- Summary of President Simon meeting

**JHCC** (Joint Health Care Committee)

- Update on status of negotiations
- Mercer Report

**Other items:**

- Operating schedule: Finance and Grievance Committee scheduled to meet.
- Quarterly Labor Management meeting is being rescheduled to March 2017.
- Semi-annual meeting date scheduled for April 18, 2017
- Tardy policy
- New Member Orientation set for Thursday, January 12 at 4:45pm

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

Vice President for Contract Negotiations- Dan Chegwiddden

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 January 10, 2017 to be approved as distributed, seconded by Director Ball; motion was approved without dissent.**

APSA President Garza reviewed grievance number 3 on Grievance Report and requested permission to proceed to arbitration if necessary. **Motion made by Treasure Ken Deneau to allow APSA counsel to take grievance #5 to arbitration, if necessary, seconded by Director Sayen; motion passes without dissent.**

Treasurer's Report – Ken Deneau

Treasurer Ken Deneau reviewed financial statements for December 2016. **Motion made by Director Ball to approve Treasurers report for December 2016; seconded by Director Sayen, motion passes without dissent.**

- Treasurer Deneau reviewed an asset disposal policy.
- Board Stipend processing recommendation -Treasurer Deneau outlined ACH for distributing board stipend.
- 1099's should be distributed shortly.

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown

Secretary Brown noted that the member outreach committee met on December 14, 2016. Corresponding Secretary Brown will send a copy of the member survey to solicit input on varies topics to APSA board members for review.

Report of the Membership Secretary- Karla Bauer -absent

Director Ball reviewed the membership report with all board members present.

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 – no report

Other Committees: no report

**UNFINISHED BUSINESS**

Back up training of APSA officers – due by February 1, 2017

**NEW BUSINESS**

- Director Matt reviewed memorandums related to proposed APSA bylaw changes that will be presented to members in April.

**Proposals:**

- Election and appointments-*By Law Committee* will create SOP for addressing vacancies and review election results on By Law proposals and how they will be implemented.
- Absences/leave policy-*By Law Committee* will review and provide proposal to Board
- MGT expenses/future Semi-Annual meetings- *Membership Committee* will need to discuss what we will continue to do- By Laws 4.7 outlines our requirements- will submit proposal for the Board to review.
- April 2017 Elections - begin process – Vice President Chegwidden will oversee the election process for the upcoming APSA elections to be held in April 2017 including identifying the nomination committee.
- Counsel Flanigan has agreed to draft an RFP to utilize for back up/future legal services.
- Ad hoc committee members to research back up and future legal services options. Committee members include - President Garza, Vice President Ouderkirk, Treasurer Deneau, and Director Matt

**ADJOURNMENT**

**MOTION by Vice President Chegidden to adjourn; motion seconded by Director Sayen and was approved with no dissent. Meeting adjourned at 1:53 p.m.**

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