

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

**Minutes of Meeting  
Tuesday, March 10, 2020**

**CALL TO ORDER**

President Garza called the monthly Executive Board meeting to order at 12:00 PM at Brody Hall, Mangers Conference Room, East Lansing, Michigan. Those in attendance and constituting a quorum were:

Executive Board Members Present: – Sean Barton, Karla Bauer, Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Elizabeth Hood, Aaron Minnis, Mike Ouderkirk, Sharon Potter, and Jaci Sayen.

APSA Members excused: none

Absent: none

Associate Member- Mike Gardner (absent)

Member's present- none

APSA Legal Counsel Present- none

**APPROVAL OF AGENDA**

Agenda of March 10, 2020

**Motion made by Director Espinosa to approve the March 10, 2020 agenda as submitted; seconded by Vice President Ouderkirk agenda approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from February 11, 2020; seconded by Director Barton, motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President's Report

President Garza presented his report with discussion concerning:

**CLO** (Coalition of Labor Organization)

- President Garza noted that he is still waiting for CTU to sign our lease agreement.
- **Motion made by Vice President Ouderkirk to approve APSA Presidents expense reimbursement; seconded by Director Espinosa; motion passes without dissent.**
- President Garza provided a recap on the meeting with the University and OIE which discussed the Clery Act Resolution. The Office of Employee Relations met with General Counsel on March 2, 2020 and discussed how they wanted respondent notations to be maintained in employee personnel files. Rick Fanning updated President Garza noting that this documentation will be viewable to any hiring manager.

- President Garza updated board on the recent meeting the CLO had with Dave Byelich. Revenue and Expenses were explained and the possible impact of changes to demographics of students (in state/out of state/international) attending next Fall.

**JHCC (Joint Health Care Committee)**

- The University and JHCC had met to discuss current dental plans and what direction we can follow to allow future conversations.
- President Garza requested to be informed if any unit has received information regarding contingency plans related to working conditions as a result of the coronavirus impacting the campus community.
- President Garza shared the Health Care Dashboard which continues to show costs related to healthcare expenses have remained stable.

**Other items:**

- Operating Calendar-Election Nomination begins/Board Approves Semiannual expenditures for lunch and swag. – Corresponding Secretary Brown will be updating the APSA website to reflect April board elections.
- President Garza discussed the impacts on the reduction of capital projects on campus.

Vice President for Contract Administration – Aaron Minnis /Mike Ouderkirk - Electronically mailed report and answered questions from board members present.

- President Garza answered several questions posed by board members present regarding current grievances.
- Grievance was resolved between the University and a group of members resulting in avoidance of arbitration.

Treasurer’s Report – Ken Deneau - Electronically mailed report and answered questions from board members present.

- MSU APSA Monthly transaction and account summary shared with all board members present;

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown - Electronically mailed report to all board members.

- Corresponding Secretary Brown reviewed the timeline regarding preparations needed for the APSA semiannual membership meeting.
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Report of the Membership Secretary- Karla Bauer (participated via zoom)- Electronically mailed report.

- 1308 on November Roster

**Motion by Director Espinosa to accept all officer reports; seconded by Director Hood motion approved without dissent.**

Member's Privilege

- None

Unfinished Business:

- President Garza noted that he is still waiting for CTU to sign our lease agreement.
- **Motion made by Vice President Ouderkirk to approve APSA Presidents expense reimbursement; seconded by Director Espinosa; motion passes without dissent.**

New Business:

- President Garza requested that we move the current scheduled APSA board meeting from May 12, 2020 to May 19, 2020.
- Business Committee – Treasurer Deneau provided and reviewed a report of recommendations from the Business operations committee.
  - **Motion made by Treasurer Deneau to approve the new APSA Business Expense Reimbursement request form; seconded by Director Hazzard; motion approved without dissent.**
  - Shared a copy of APSA SOP's and Policies including the last revised dates of these documents.
  - APSA Business Committee is recommending that the Bylaws committee review proposed changes to bylaws section 5.12 and to voting process of the Executive board.
  - Treasurer Deneau shared recommended changes advised by the auditing firm representing APSA. Treasurer Deneau has asked the board members to review the recommendations prior to our board meeting in April.
- Member Outreach Committee Report- Discuss 35th Year Anniversary for APSA for 2020. Voting needed for approval of Kellogg Center reservation and catering.
  - **Motion made by Director Espinosa to approve the Kellogg Center Catering contract or the upcoming October semiannual membership meeting/ 35<sup>th</sup> anniversary of APSA; seconded by Director Barton; motion passes with one dissent.**
- By Law Committee Report- Chairperson Deneau will send an electronic copy of recommended changes to be made as well as job descriptions for the treasurer position and the corresponding secretary.
  - All APSA officers are asked to review the job descriptions associated with their positions.
- Grievance Committee Report- a few questions were asked by board members which President Garza answered.
- **Due to the impact of the Coronavirus and the fact that most university employees are working remotely for the foreseeable future, Treasurer Deneau made a motion to postpone the APSA Semiannual Membership Meeting until June 2020; seconded by Recording Secretary Deneau; motion passes without dissent.**

Standing Committee Reports

Member Outreach Committee Report – no report

By Law Committee Report – no report

Grievance Committee Report – no report

Business Committee: no report

PACDI: no report

Employee Assistance Program: No report

All-University Traffic Committee: 800 Gotcha e-Scooter's expected to hit campus within the next few weeks.

Other Committees: None

By Laws Committee: No report

**ADJOURNMENT**

**MOTION by Director Espinosa to adjourn meeting; seconded by Director Hazzard, motion approved without dissent. Meeting adjourned at 1:14 PM.**

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