

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS'  
ASSOCIATION**

**Minutes of Meeting  
Tuesday, March 8, 2022**

**CALL TO ORDER**

President Garza called the monthly Executive Board meeting to order at 12:00 PM via Microsoft Teams. 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:

Absent: none

Associate Member- Mike Gardner (absent)

Member's present- none

APSA Legal Counsel Present- Erin Hopper

**APPROVAL OF AGENDA**

Agenda of March 8, 2022

**Motion made by Director Espinosa to approve the agenda as submitted; seconded by Director Hood motion approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Hazzard to approve APSA meeting minutes from February 8, 2022, seconded by Director Espinosa motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President's Report

**CLO:**

- Met weekly with the University to discuss updates regarding Covid 19 crisis and impact on members.
- Met weekly with other union leaders to share information on status of their respective membership.
- University provided survey draft- "Know More Campus" survey - unions have concerns regarding questions in survey that refer to union activity/role related to RVSM.

**JHCC:**

- Quarter one for first cycle on new MOU shows healthcare cost increased about 11%.
- Vendor reviews scheduled CVS scheduled for 3/10/22 and BCBS scheduled for 3/24/22
- May 2022 – Will begin working on a dental plan
- President Garza requested that the university update the MOU to the HR website

**OTHER:**

- Operating Calendar- Election Nominations begin.- Corresponding Secretary Brown will provide an update to board during his update.
- New Member Orientation- will be done via teleconference.
- Serving on MSU VP CHRO interview/search committee- Interviews were completed 2/24/22- process has moved to next steps.
  - Three finalists coming to campus
- Serving on the President's Informal Resolution Panel through August 15, 2022. Reviewing legal liability of moving to this process.
- Serving on the Caregiver Program Committee that was formed based on President Stanley's email-email was sent to membership on resources for caregiving options. 2/18/22.
- Special Conference with University on Postings/Reclassifications- summary was sent to EBOARD- met with them again and filed grievance to be held in abeyance until we can work through questions,
  - APSA legal counsel Hopper provided an update to the board.
- Participating on MSU Police and Public Safety Strategic Plan-completed 2/22/22- did review with some of the APSA members that attended the meeting.
  - President Garza noted that he estimates he is spending 20% to 30% of his time on issues related to representing employees (supervisors) within the Police Department.
- Meeting with Spartan Imaging move to new McLaren Hospital- trying to work out LOA that ensures union protection and maintains positions within the bargaining unit.
  - Currently three APSA members work there, and President Garza is requesting a letter of agreement with the university.

Vice President for Contract Administration – Aaron Minnis /Mike Ouder Kirk - Electronically mailed report.

- Only one question from board asking which unit is G2 referencing. APSA has requested a demand to bargain because of a change in the work agreement.

Treasurer's Report – Ken Deneau - Electronically mailed report.

Treasurer Deneau updated board members of the APSA February financials.

APSA Revenue As of February 28, 2022	\$11,309.15
<u>APSA Expenses as of February 28, 2022</u>	<u>\$14,162.15</u>
Net Change as of February 28, 2022	-\$2,853

Treasurer's Report continued:

- E Ballot voting license \$1,669
- Legal \$7,350
- Tax Prep 1099s - \$300
- Fund Balance decline -\$2,853

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown – Electronically mailed report which is outlined below.

Correspondence with Membership:

- Reviewed the APSA semi annual meeting and the election timeline

Listserv:

- Updated ALLAPSA-L listserv ([ALLAPSA-L@list.msu.edu](mailto:ALLAPSA-L@list.msu.edu)).
- Updated EXECAPSA-L listserv ([EXECAPSA-L@list.msu.edu](mailto:EXECAPSA-L@list.msu.edu)).

Website and DNS:

- Updated meeting minutes.
- Updated financial reports.
- Updated website content.
- Updated website Blog
- Updated and activated the election page

Desktop, Software and Security Support:

- No Update

Membership Outreach Committee:

- Membership and Outreach meeting regarding the website and upcoming elections and semi-annual meetings on 02/09/2022; 02/11/2022; 02/17/2022; and 02/25/2022.

Analytics:

- No Update

Microsoft/Office 365:

- Created timeline of events for February, March, and April 2022 election
- Created new nomination form for open positions

VoteNet:

- No Update

Miscellaneous:

- Requested to have all officers send reports for the Semi-Annual Meeting no later than April 12, 2022.

Report of the Membership Secretary- Karla Bauer

- Total number of Roster- 1256
- Change in roster from last month: +14
- Change in roster from one year ago: -26
- Retirements: 3
- New to MSU: 4
- Left MSU: 10

**Motion by Director Espinosa to accept all officer reports; seconded by Vice President Ouderkirk, motion approved without dissent.**

Member's Privilege:

- None

Unfinished Business:

- Records storage update – Vice President Minnis and Vice President Ouderkirk attempted to review the content of the boxes in storage. There are 76 boxes in all and each is labeled. President Garza has sent an email to APSA Legal Counsel Donahue to confirm which types of items need to be retained and which can be discarded.

New Business:

- Business Committee -
- Member Outreach Committee Report-Review recommendations for April Semi-annual meeting.
- By Law Committee Report-
- Grievance Committee Report

Standing Committee Reports

- Member Outreach Committee Report: Membership committee announced that they will be conducting a raffle at the upcoming Semi-Annual Meeting. This raffle will be open to all members (except APSA board members); you do not need to be present to win; including a total of 10 -\$25 gift cards for a total of \$250.
  - Treasurer Deneau inquired about the process for selecting the winners to ensure the integrity of the process.
- By Law Committee Report – No report
- Grievance Committee Report – No report
- Business Committee: No report
- Employee Assistance Program: No report
- All-University Traffic Committee: Director Barton noted that scooters have returned to campus and committee is discussing removing some moped parking spaces throughout campus.
- Other Committees: No report

**ADJOURNMENT**

**MOTION by Vice President Ouderkirk and to adjourn meeting; seconded by Director Espinosa motion approved without dissent. Meeting adjourned at 1:09 PM.**

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