

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

**Minutes of Semi Annual Membership Meeting  
Thursday April 21 2022**

**CALL TO ORDER**

President Garza called the semiannual membership meeting to order at 12:02 PM via Microsoft Teams. Approximately 117 APSA board members were in attendance.

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

APSA Board Members excused – Ken Deneau

Associate Board Member- Mike Gardner (excused absence)

APSA Legal Counsel – none

**APPROVAL OF AGENDA**

Agenda of April 21, 2022

**Motion made by Director Hazzard to approve the April 21, 2022 agenda as submitted; seconded by Director Hood agenda approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Vice President Minnis to approve APSA meeting minutes from October 21, 2021, seconded by Director Barton, motion passed without dissent.**

**New Business:**

**Elections:**

- The positions of President and Corresponding Secretary have only one candidate for each, and the APSA Executive Board unanimously voted to appoint the candidates through acclamation. For the President position -Joe Garza will serve the term from Aug 1, 2022-July 31, 2026. For Corresponding Secretary position -Randy Brown will serve the term from August 1, 2022-July 31, 2025.
- There are five candidates for the four open Director positions- each candidate was allowed to address the membership. Term of Office August 1, 2022 – July 31, 2024; below is a listing of the candidates applying for the director's position.
  - Sean Barton- present and addressed membership
  - Melissa Del Rio
  - Heather Hazzard
  - Elizabeth Hood
  - James Terrill

**APSA electronic election will be open beginning Friday April 22, 2022 through April 28, 2022. Members will receive directions and a secure eballot from Corresponding Secretary Randy Brown.**

**OFFICER AND COMMITTEE REPORTS – all reports were sent via email to membership on Monday April 17, 2022.**

President's Report

- Represented those employed in APSA positions through their workplace issues. Increase in contacts from members.
- Wages for Fall 2022 will be 2.00%. This is the last cycle of our current Healthcare MOU- for the four years total wages were 10.25%. Prior MOU 2014-2017 the amount was 5.4%.
- Dues were decreased for year 2022 to \$10 a month, (the lowest on campus). The Executive Board has agreed to continue the new rate into December 31, 2022.
- Continue to meet weekly with the University to discuss impact of pandemic and how it applied to the work environment of the membership.
- Worked with the University and signed LOA on three "seasonal days" that were offered December 28-30, 2021.
- Worked with the University and signed MOU for \$1500 Lump sum bonus paid out in January 2022.
- Served on Search Committee for new Vice President for Chief Human Resources Officer
- Served on Search Committee for University Chief Financial Officer
- Finalized the Healthcare MOU agreement from January 1, 2022-December 31, 2025. Healthcare benefits remain unchanged. Wage matrix was changed to address rise in healthcare cost and University financial position.

CBA Agreement Highlights

1. General increase allocation for 2021, (the 2.75%) will be allocated 50% guaranteed and 50% merit. (Past model was 25% guaranteed, 75% merit). General increase for 2022 will be 2.0%.
2. Educational assistance is raised from \$800 to \$900 per year.
3. Paid parental leave with gradual roll in of four (4) weeks in January 1, 2021, four (4) weeks in January 1, 2022, and increased to six (6) weeks in January 1, 2023. Parental leave will be at 100% pay and benefits.

Upcoming Agenda Items for this Year

- Represent the Association at CLO/JHCC meetings with other bargaining units to address members needs and University changes. Continue to introduce cost savings/health care enhancements to our benefit programs.
- Research Comprehensive Dental Coverage changes with the University.
- Conduct retreat for Executive Board in June 2022.
- Serving on Informal Resolution Panel- the charge of this group is to conduct an exploratory study of the challenges, issues and benefits in creating informal resolution channels for RVSM, ADP.
- Serving on the Caregiver Program Committee that is charged with determining the different caregiver needs on campus, identifying those needs, and formulating a plan to develop the policy in a way which ensures input from all stakeholders.
- Semi-annual meeting tentative scheduled for October 20, 2022, we are hoping to do a hybrid of in-person and virtual.

Vice President for Contract Administration – Mike Ouderkirk and Aaron Minnis

- We have two Vice Presidents that are available to our membership
- Counseling memorandum to be removed from personnel records no later than 18 months from issue date if performance is satisfactory
- Did you know that we can bargain to get this removed earlier. That is why it is important to have us with you during investigations and disciplines.
- Office of Institutional Equity meetings-all members have a right for representation regardless if they are Claimant/Respondent/Witness
- Article 7 paragraph 62-64 employee has the right to representation, being informed of subject matter prior to any interviews, being entitled to a pre-interview conference with a union representative.
- Need Representation go to the web site at [www.msuapsa.org](http://www.msuapsa.org) and click on the I need representation link for contact information
  - When should you request representation?
  - Since the last Semi Annual we have had 116 new representations and 11 New OIE cases.
- We are currently doing Zoom, Teams and Telephone calls. We have met in person a few times.
- Both Vice Presidents are here for you!

Treasurer’s Report –Ken Deneau

**APSA Finance Report**

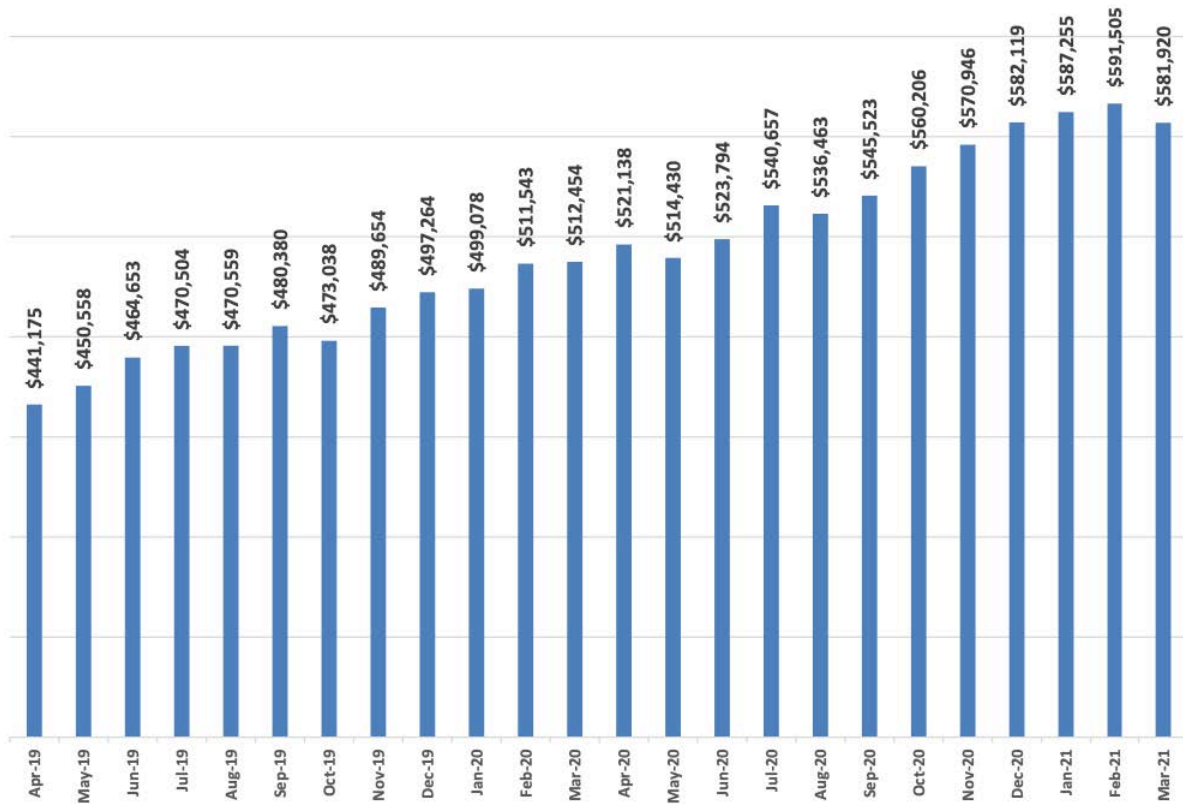
**April 2022**

**FY22 vs FY21 YTD MARCH**

(expenses listed in FY22 high to low order)

Revenues	FY22	% of Rev	FY21	% of Rev	Change
Dues	\$ 78,390	97.4%	\$ 122,754	98.4%	\$ (44,364)
Interest	\$ 2,081	2.6%	\$ 2,016	1.6%	\$ 65
<b>Total Revenues</b>	<b>\$ 80,471</b>	<b>100.0%</b>	<b>\$ 124,770</b>	<b>100.0%</b>	<b>\$ (44,299)</b>
Expenses	FY22	% of Rev	FY21	% of Rev	Change
Legal Contract	\$ 50,465	62.7%	\$ 33,457	26.8%	\$ 17,008
Board Stipends	\$ 27,510	34.2%	\$ 27,510	22.0%	\$ -
Contracted Svs	\$ 7,273	9.0%	\$ 9,464	7.6%	\$ (2,192)
Licenses	\$ 3,509	4.4%	\$ 1,787	1.4%	\$ 1,722
Other	\$ 3,355	4.2%	\$ 4,395	3.5%	\$ (1,040)
Office Lease	\$ 2,400	3.0%	\$ -	0.0%	\$ 2,400
Insurance	\$ 1,581	2.0%	\$ 2,699	2.2%	\$ (1,118)
Meetings	\$ 239	0.3%	\$ -	0.0%	\$ 239
<b>Total Expenses</b>	<b>\$ 96,331</b>	<b>119.7%</b>	<b>\$ 79,313</b>	<b>63.6%</b>	<b>\$ 17,019</b>
<b>Change to Reserves</b>	<b>\$ (15,860)</b>	<b>-19.7%</b>	<b>\$ 45,457</b>	<b>36.4%</b>	<b>\$ (61,318)</b>

### APSA FUNDS BALANCE - 2 YEAR



#### Recording Secretary – Kathleen Deneau

- No report

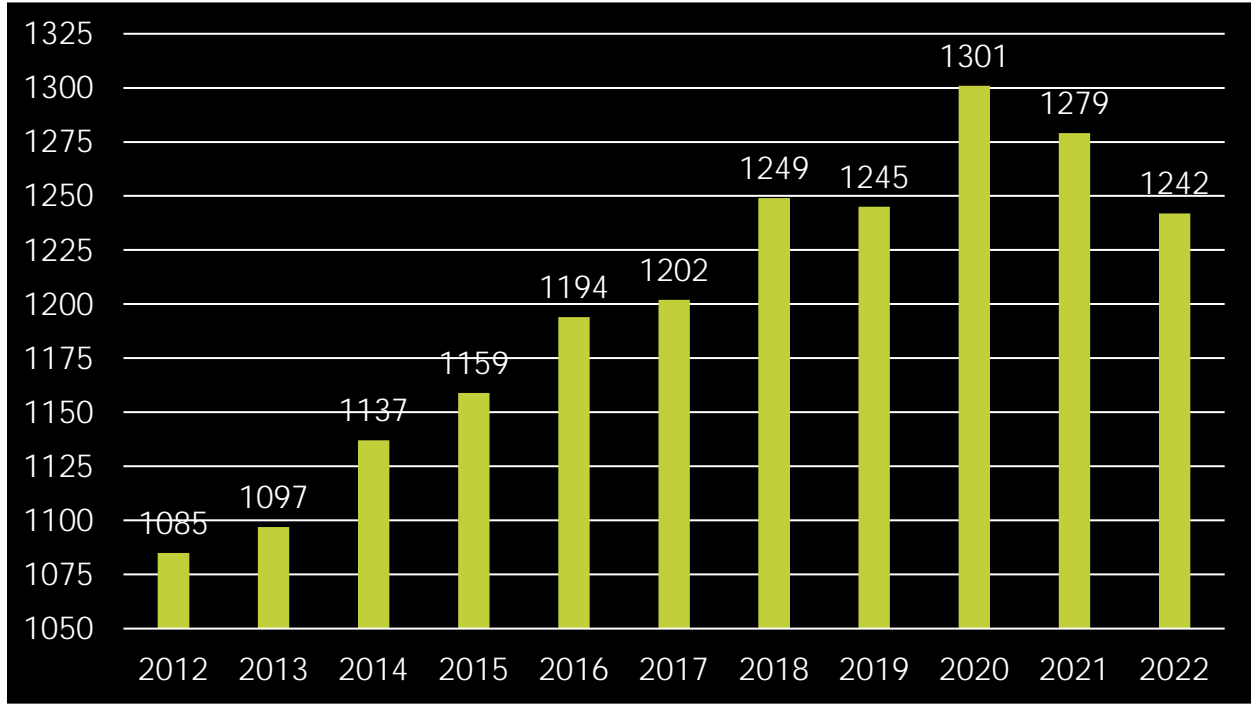
#### Report of the Corresponding Secretary – Randy Brown

##### Voting Metrics

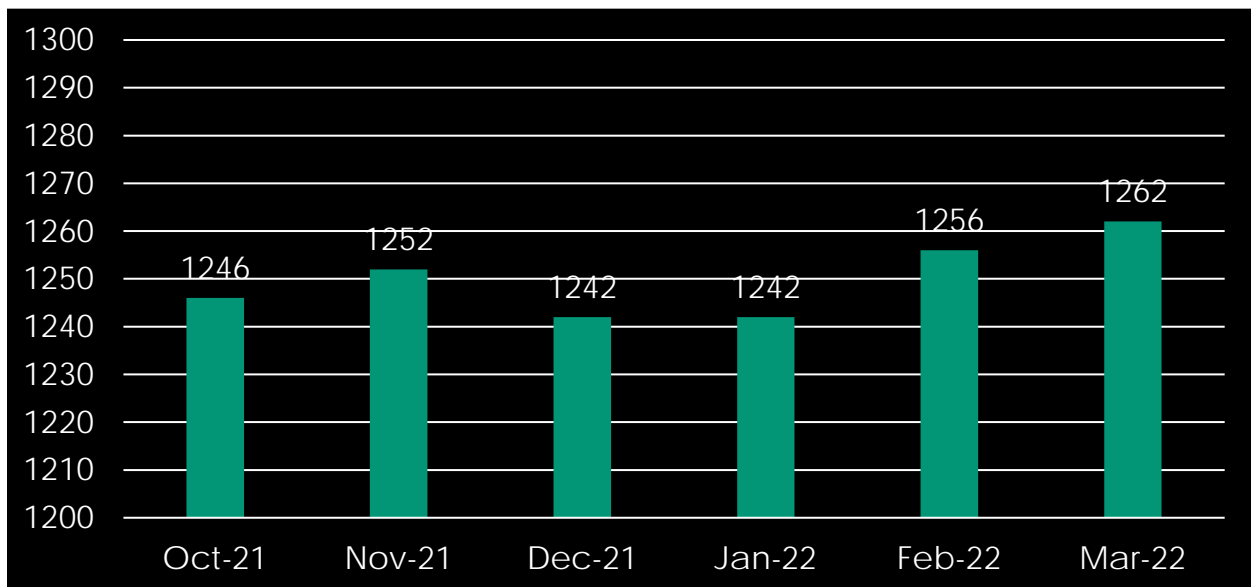
- **53%** of our members voted in “October 2021 Memorandum of Understanding” vote Thursday 10/14/2021 – Thursday 10/21/2021
- **78%** voted between 7am and 12pm
- **53%** of the total votes were generated on Thursday 10/14/2021

Report of the Membership Secretary- Karla Bauer

Eleven Year Summary (January)



APSA Roster (Last Six Months)



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Membership Secretary Bauer reminded members that we have a limited supply of APSA face masks. If you are working on campus, a member in good standing and would like a face mask, please email me at [bauer@msuapsa.org](mailto:bauer@msuapsa.org) with your campus (for full address for Flint and Grand Rapids) and I will send one out to you.

President Garza announced winners of the APSA raffle for \$10.00 gift cards to Starbucks; all cards will be sent to employees MSU email address and will come from Membership Secretary Bauer.

- Marque Black - \$10.00 gift card
- Judy Brown - \$10.00 gift card
- Constance James- \$10.00 gift card
- Kennedy Parker - \$10.00 gift card

Member's Privilege

President Garza offered to answer any questions by members.

**Question:** Regarding amount of involvement about APSA and the new remote work policy for campus.

**Comment:** a member requested that we continue to offer virtual options for members to attend future APSA semi annual meetings.

**Question:** inquiring about a sick leave bank for members; currently we do not have this, but President Garza has requested to discuss this with the university.

**Question:** Will the time between Christmas and New Year's become permanent? President Garza stated that we had try to negotiate this with our last contract and is hopeful it will continue again and will become a topic in bargaining if it is not continued.

**Question:** a member inquired about where to find a list of agenda items for the next bargaining period and how can we as members engage? President Garza explained that we will send a communication to membership allowing them to communicate any concerns they have or requests for the next contract.

**Question:** a member requested to know the name of our law firm -White Schneider -- their contact information is on the APSA website [www.apsamsu.org](http://www.apsamsu.org).

Standing Committee Reports

Bylaws Committee: no report

Business Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach committee: no report

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Employee Assistance Program: no report

All-University Traffic Committee – no report

Other Committees: no report

#### **UNFINISHED BUSINESS**

- None

#### **ADJOURNMENT**

**MOTION by Vice President Minnis to adjourn; motion seconded by Director Hazzard and was approved with no dissent. Meeting adjourned at 12:45 p.m.**

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