

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

**Minutes of Meeting  
Tuesday, July 12, 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, Kathleen Deneau, Ken Deneau, Melissa Del Rio, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Elizabeth Hood, Aaron Minnis, Mike Ouderkirk, Sharon Potter and Jaci Sayen.

APSA Members excused:

Absent: Randy Brown

Associate Member- Mike Gardner (absent)

Member's present- James Terrill

APSA Legal Counsel Present- none

**APPROVAL OF AGENDA**

Agenda of July 12, 2022

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Hazzard to approve APSA meeting minutes from June 14, 2022, seconded by Director Terrill motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President's Report

**CLO:**

- Met weekly with the University to discuss updates on university activities.
  - University wants RVSM notes to be permanent in file vs current 4 years
- Met weekly with other union leaders to share information on status of their respective membership.
- Currently there are three unions bargaining new CBA for their respective unions. President Garza provided an update.
- Meeting with University CFO Lisa Frace to get review of budget-July 12, 2022.
- The CLO has requested in writing to meet with the University regarding recent compensation/budget position of the University. President Garza has been in discussions with the Faculty Senate regarding their compensation package.

**JHCC:**

- Received four Request for Information for Dental plans-
  - President Garza met with JHCC to review plans- requested additional information from some of the vendors. Will continue to proceed with recommendations. Hoping to have a plan that would be available for open enrollment.
- University has requested response from impacted unions regarding Consumer Drive Health Plan (CDHP) being offered to out of state APSA members – currently 9 members impacted.

**Motion made by Director Hazzard, to approve Consumer Driven Health Plan for remote employees working out of state; seconded by Director Sayen; motion passes without dissent.**

**OTHER:**

- Operating Calendar- File Non-Profit Renewal State of Michigan (Treasurer Deneau has already done this).
- New Member Orientation- completed virtually.
- President Garza is serving on the President's Informal Resolution Panel through August 15, 2022. Finalizing recommendations which will be forwarded to President Stanley.
- 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. University owes us a revision of the LOA after meeting to discuss concerns. Meeting was 3/9/22. No update.
- Have requested a demo on Absent Tracker that was launched June 13, 2022-had many questions regarding supervisory role in this new procedure.
- New remote work policy forms due July 1, 2022- President Garza requested feedback from board members.

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

- Question asked by Treasurer Deneau regarding a meeting that has been requested by Student Life and Engagement with APSA leadership. President Garza provided an update.

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

Treasurer Deneau updated board members of the APSA June 2022 Financials.

APSA Revenue as of June 30, 2022	\$11,726.85
<u>APSA Expenses as of June 30, 2022</u>	<u>\$15,580.95</u>
Net Change as of June 30, 2022	-\$3,854.10

Additional information:

1. The credit card bill paid in June contained the \$250 expenses for the gift card drawing for the April semi-annual.
2. MSU Account charge of \$251 for the Brody June retreat

3. Fund balance dropped \$3,854; Total Change in Fund Balance since \$10 dues drop occurred in January 2021= \$44,014.00

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown (absent)

No report

Report of the Membership Secretary- Karla Bauer

- Total number of Roster- 1269
- Change in roster from last month: + 4
- Change in roster from one year ago: - 6
- Retirements: 1
- New to MSU: 8
- Left MSU: 8

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

Member's Privilege:

- None

Unfinished Business:

- Action Items from APSA Year Retreat:
  - Vote on taking new job descriptions for officers to the membership for approval.
    - **Motion made by Director Espinosa to accept and approve the updated APSA Director job descriptions; seconded by Director Hood; motion passes without dissent.**
  - Report back on suggestions from members in your areas on how they would like Board to utilize funds; member outreach committee will conduct a survey of membership to get their feedback.
  - President Garza reminded all board members that all committees should meet prior to the September Board Meeting.

New Business:

- Business Committee – no report
- Member Outreach Committee Report- no report
- By Law Committee Report- no report
- Grievance Committee Report- no report
- Request by Treasurer Deneau that the APSA website be updated with minutes and financial reports. Jaci Sayen offered to update this information on the APSA website.

Standing Committee Reports

- Member Outreach Committee Report: No report
- By Law Committee Report – No report
- Grievance Committee Report – No report
- Business Committee: No report
- Employee Assistance Program: No report
- All-University Traffic Committee: No report
- Other Committees: No report

**ADJOURNMENT**

**MOTION by Director Hood to adjourn the meeting; seconded by Director Espinosa motion approved without dissent. Meeting adjourned at 1:06 PM.**

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