

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS’
ASSOCIATION
Minutes of Meeting
Tuesday, April 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, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Elizabeth Hood, Mike Ouderkirk, Sharon Potter and Jaci Sayen.

APSA Members excused: Aaron Minnis

Absent: none

Associate Member- Mike Gardner

Member’s present- none

APSA Legal Counsel Present- Jeff Donahue

APPROVAL OF AGENDA

Agenda of April 12, 2022

Motion made by Director Espinosa to approve the agenda as submitted; seconded by Vice President Ouderkirk motion approved without dissent.

APPROVAL OF MEETING MINUTES

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

OFFICER AND COMMITTEE REPORTS

President’s Report

CLO:

- President Garza explained the election process for the upcoming election next week.
- Met weekly with the University to discuss updates regarding Covid 19 crisis and impact on members. We have 14 members not in compliance with booster mandate.
- President Garza will ask about the status of the masks in classrooms and labs and specifically if it will be continued.
- 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. Questions were removed from the survey.
- Completed interviews for Vice President of Chief of Human Resources - facilitated interviews with CLO leaders for final three candidates.
- Meeting scheduled with Diane Byrum and BOT on April 21, 2022.

JHCC:

- CVS scheduled for 3/10/22 and BCBS scheduled for 3/24/22- requested information to be separate from Faculty. Have follow up meetings in April.
- University is requesting meeting to discuss CDHP for out of state employees. Meeting is going to be scheduled later this month. Only option for out of state employees is Community Blue.
- Meeting scheduled April 14/ April 28 with Teladoc and Mercer

OTHER:

- Operating Calendar- Semi-Annual Meeting/Elections
- New Member Orientation- will be done via teleconference.
- 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-have met bi-weekly- provided input received by members.
- 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.

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

- President Garza noted that arbitration “A1” will be rescheduled due to health issues.

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

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

APSA Revenue as of March 31, 2022	\$11,627.19
<u>APSA Expenses as of March 31, 2022</u>	<u>\$13,697.90</u>
Net Change as of March 31, 2022	-\$2,070.71

Total Change in Fund Balance since \$10 dues drop occurred in January 2021= \$29,569.00

Recording Secretary – Kathleen Deneau

- Recording Secretary Deneau updated board on status of elections.

Recording Secretary Deneau made a motion to approve by acclimation the election of both President Garza and Corresponding Secretary Brown for their next term of office. Neither position had other candidates interested in running for these positions on the APSA board; no discussion took place; motion passes without dissent.

Recording Secretary Deneau noted that there are five members in good standing running for the four director positions on the APSA board. Corresponding Secretary Brown will update the APSA website with their bios. Recording Secretary Deneau will also reach out to James Terrill to explain the election process. All candidates running for these positions will be allowed to address the membership at the Semiannual meeting on Thursday April 21, 2022.

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

Correspondence with Membership:

- Sent email to Exec Board requesting semi-annual PowerPoint slides staged 3 additional emails “Your company is requested - Semi-Annual membership
- meeting to APSA membership.

Listserv:

- Updated ALLAPSA-L listserv (ALLAPSA-L@list.msu.edu).
- Updated EXECAPSA-L listserv (EXECAPSA-L@list.msu.edu).

Website and DNS:

- Updated meeting minutes
- Updated financial reports
- Updated Election page – <https://msuapas.org/elections/> (removed Diann Wilson)

Desktop, Software and Security Support:

- No Update

Membership Outreach Committee:

- No Committee Update

Analytics:

- No Update

Microsoft/Office 365:

- Created nominee bio collection form for upcoming election
- Created Microsoft Teams Webinar event scheduled for 04/21/2022

VoteNet:

- Created election for upcoming election (4/22 – 4/29)

Miscellaneous:

- No Update

Report of the Membership Secretary- Karla Bauer

- Total number of Roster- 1262
- Change in roster from last month: +6
- Change in roster from one year ago: -24
- Retirements: 7
- New to MSU: 4
- Left MSU: 4

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

Member's Privilege:

- None

Unfinished Business:

- Independent Review Status

New Business:

- APSA Endowed Scholarship/Award – Treasurer Deneau outlined his proposal to establish an endowed scholarship for an APSA member. Treasurer Deneau will add this to their Business Committee Meeting agenda and will report back to the board the committee's recommendation.
- Business Committee -
- Member Outreach Committee Report-Review recommendations for April Semi-annual meeting.
- By Law Committee Report-
- Grievance Committee Report
- Nomination Committee- Recording Secretary Deneau updated board on the status of officers and directors running for office.

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 Espinosa to adjourn the meeting; seconded by Director Hazzard motion approved without dissent. Meeting adjourned at 1:00 PM.

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