

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION**  
**Minutes of Semi Annual Membership Meeting**  
**Tuesday October 20, 202**  
**Via Microsoft Teams**

**CALL TO ORDER**

President Garza called the Semi-annual membership meeting to order at 12:00 PM. Approximately 237 APSA board members were in attendance.

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

Associate Member- Mike Gardner (excused absence)

APSA Legal Counsel – Jeff Donahue

**APPROVAL OF AGENDA**

Agenda of October 20, 2020

**Motion made by Corresponding Secretary Brown to approve the agenda dated October 20, 2020; seconded by member Membership Secretary Bauer, motion passes without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President's Report

President Garza presented his report with all members present. (See PowerPoint attachment)

Update included:

- Represented those employed in APSA positions through their work place issues. Increase in contacts from members.
- Wages for Fall 2021 will be 2.75%. Third Consecutive Year of reaching highest level of wage matrix.
- Dues remained the same for 2021-22 (eleventh consecutive year without increase).
- Continue to meet weekly with the University to discuss impact of pandemic and how it applied to the work environment of the membership.
- Negotiated new Furlough Agreement with the University- through December 31, 2020.
- Ratified Bylaw amendment to allow members in good standing placed on furlough or layoff be allowed all the benefits and rights as a regular member in good standing. These members are not excluded from qualifying as a regular member in good standing because they do not pay dues while of furlough or layoff.

**CBA Agreement Highlights:**

1. Salary increase allocation. For 2020, (the 2.75%) will be allocated 50% guaranteed and 50% merit. (Current model is 25% guaranteed, 75% merit).

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In 2021 and 2022, annual base wage of 1.0% and lower, is 100% guaranteed. Greater than 1.0% shall be 50% guaranteed, 50% merit.

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:**

- Continue to work with University on pandemic issues – discuss extending Furlough agreement end date.
- 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.
- Health Care/Wages Bargaining will begin in late Fall 2020. Current MOU ends December 31, 2021.
- Research Comprehensive Dental Coverage changes with the University.
- Execution of the Collective Bargaining Agreement. Focusing on implementation of the parental leave benefit.
- Establish permanent APSA office-transitional move was stopped due to pandemic

Vice President for Contract Administration – Mike Ouderkirk and Aaron Minnis

- (See PowerPoint attachment)
- 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
- 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?
- We are always available to assist!!
- We are currently doing Zoom, Teams and Telephone calls. We have met in person a few times. So we are still available...

Treasurer's Report –Ken Deneau

Treasurer Deneau reviewed APSA financial status with the members present. Treasurer noted that the Association is financially strong. (See PowerPoint attachment.)

- Reviewed FY2019 versus FY2020 revenue and expense report

**FY20 vs FY19** (expenses listed in FY20 high to low order)

Revenues	FY20	% of Rev	FY19	% of Rev	Change
Dues	\$ 264,119	96.5%	\$ 262,751	97.6%	\$ 1,368
Interest	\$ 9,647	3.5%	\$ 6,503	2.4%	\$ 3,144
<b>Total Revenues</b>	<b>\$ 273,766</b>	<b>100.0%</b>	<b>\$ 269,254</b>	<b>100.0%</b>	<b>\$ 4,512</b>
Expenses	FY20	% of Rev	FY19	% of Rev	Change
Legal Contract	\$ 122,551	44.8%	\$ 46,165	17.1%	\$ 76,386
Board Stipends	\$ 47,160	17.2%	\$ 48,090	17.9%	\$ (930)
Contracted Svs	\$ 11,525	4.2%	\$ 7,823	2.9%	\$ 3,702
Other	\$ 6,925	2.5%	\$ 6,124	2.3%	\$ 801
Office Lease	\$ 5,757	2.1%	\$ 22,797	8.5%	\$ (17,040)
Licenses	\$ 5,424	2.0%	\$ 5,436	2.0%	\$ (12)
Meetings	\$ 5,177	1.9%	\$ 5,706	2.1%	\$ (528)
Insurance	\$ 3,342	1.2%	\$ 2,714	1.0%	\$ 628
<b>Total Expenses</b>	<b>\$ 207,861</b>	<b>31.2%</b>	<b>\$ 144,855</b>	<b>36.7%</b>	<b>\$ 63,006</b>
<b>Change to Reserves</b>	<b>\$ 65,905</b>	<b>68.8%</b>	<b>\$ 124,399</b>	<b>63.3%</b>	<b>\$ (58,494)</b>

**Notes**

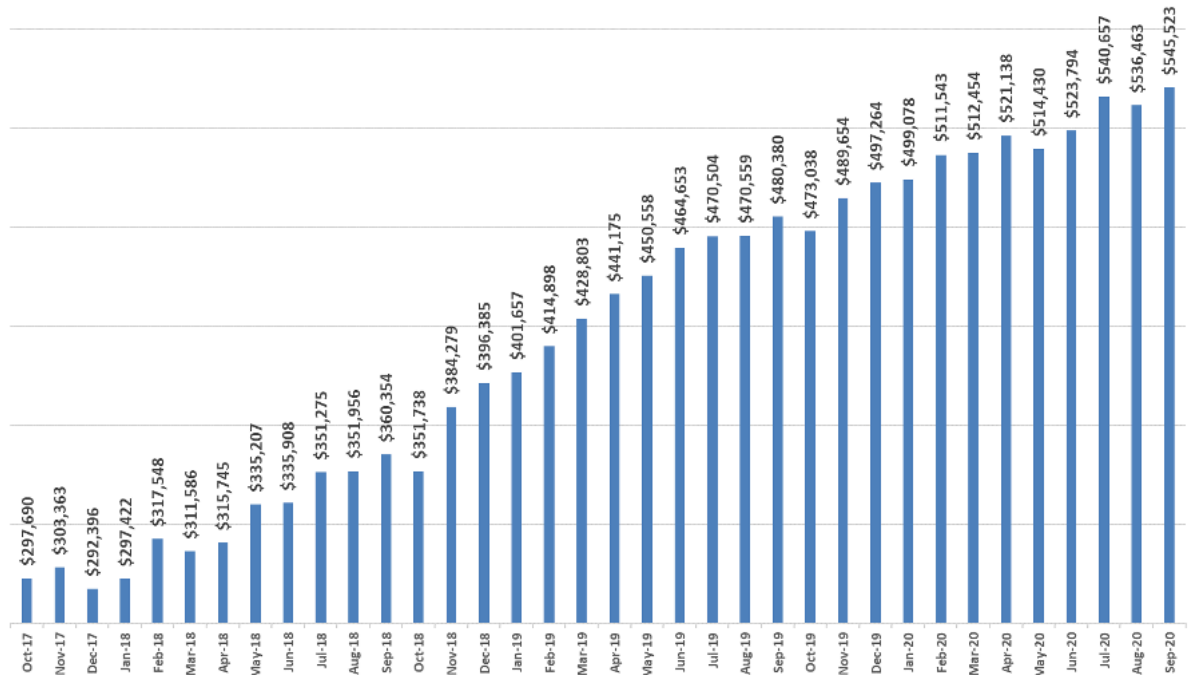
Legal - Aug 19 -Sep 19 Contract, Mar 20-Jun 20 LOA Furlough

Contract Svs - Dec 19-Aug 20 storage of office furniture due to office move

Office Lease - lease terminated Nov 19

- APSA fund Balance trend

**APSA FUNDS BALANCE - 3 YEAR RESULT IS +\$247,833**



Recording Secretary – Kathleen Deneau

- Encouraged members to go to APSA website and to review minutes, attend meetings. APSA members can also find copies of the contract, bylaws and other important documents related to the association.

Report of the Corresponding Secretary – Randy Brown

Corresponding Secretary reviewed the following: (See PowerPoint attachment)

Voting metrics:

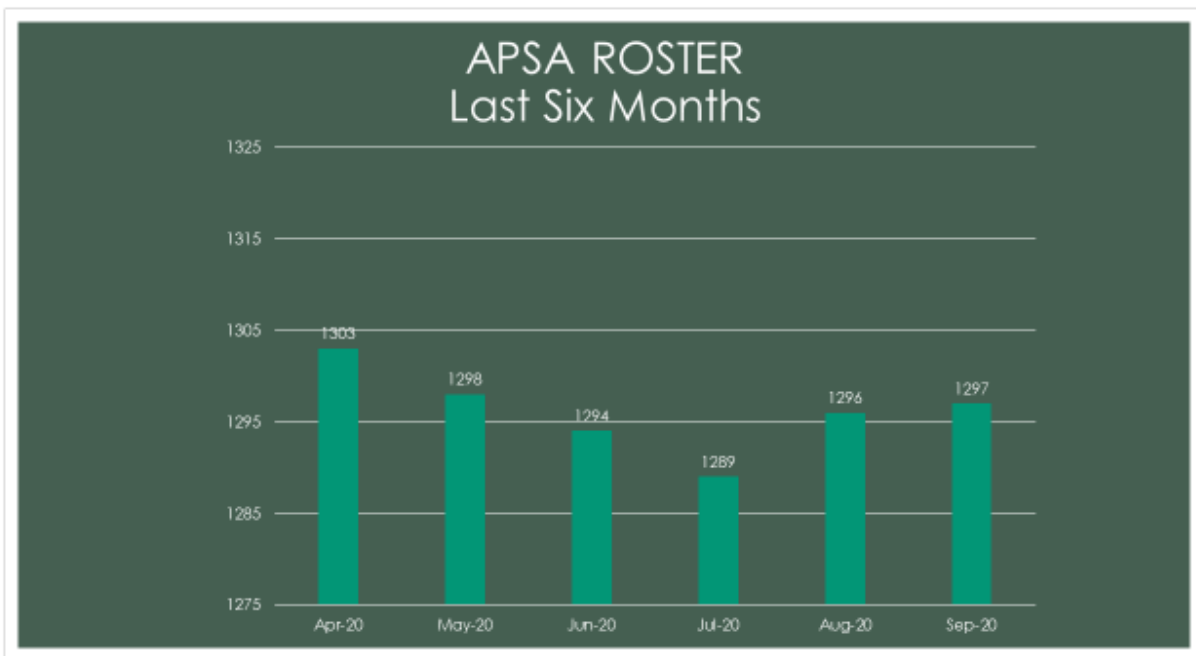
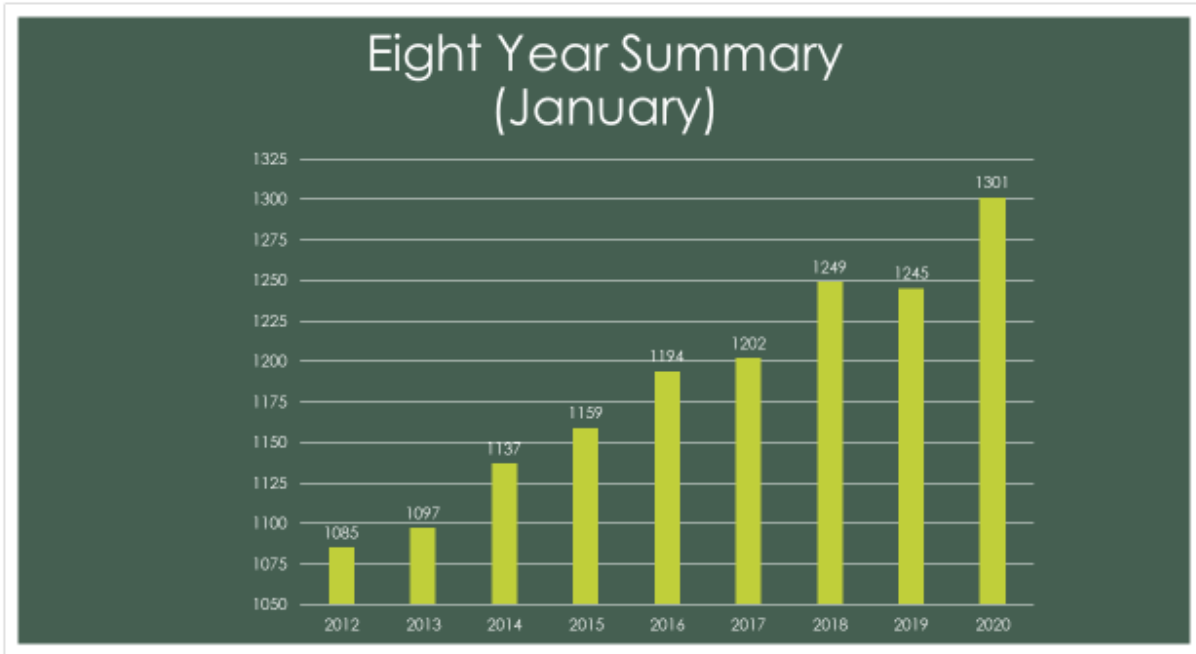
- **75%** of our members voted during the Covid-19 LOA and Bylaw vote Tuesday 5/14/2019 – Monday 5/20/2019
- **56%** voted between 7am and 12pm
- **57%** of the votes were generated on Thursday 5/16/2019 after 2 reminder emails

Communications:

- **66** mass communications with membership in the past year
- **289** direct communications with membership in the past year

Report of the Membership Secretary- Karla Bauer

- (See attached power point)



- Fun Fact Question and Answer

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**Motion made by Corresponding Secretary Brown to accept the APSA reports reviewed; seconded by Membership Secretary Bauer; motion passes without dissent.**

Member's Privilege – several members asked questions to President Garza.

- See answers from President Garza to frequently asked questions and answers

Standing Committee Reports

Bylaws Committee: no report

Business Committee: no report

Grievance Committee: no report

PACDI: no report

Member outreach committee: no report

Employee Assistance Program: no report

All-University Traffic Committee – no report

Other Committees: no report

**NEW BUSINESS**

- None

**UNFINISHED BUSINESS**

- None

**ADJOURNMENT**

**MOTION by Membership Secretary Bauer to adjourn; motion seconded by Corresponding Secretary Brown and was approved with no dissent. Meeting adjourned at 1:00 p.m.**

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