

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

**Minutes of Meeting
Tuesday, August 10, 2021**

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, 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: Karla Bauer and Aaron Minnis.

Absent: none

Associate Member- Mike Gardner -absent

Member's present- none

APSA Legal Counsel Present- none

APPROVAL OF AGENDA

Agenda of August 10, 2021

Motion made by Director Hood to approve the August 10, 2021; agenda as submitted; seconded by Director Potter agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from July 13, 2021, and August 3, 201 seconded by Director Fortino, 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.
- Ratification - all eight unions are in the process of ratification- all will be done by the end of August; Final Draft of MOU was completed; APSA approved the Tentative Agreement.
- Vaccine/Mask Mandate - all eight unions have sent a demand to bargain to the University. We have asked for dates to meet. Gathering input from the membership and legal counsel is reviewing legal decisions from other states. Had over 200 members respond voicing their concerns and comments. APSA has asked the University if there will be an appeal process if a member's exemption request is denied.

JHCC:

- New Director of Staff Benefits position has been reposted due to job description change. Central HR is going through a reorganization and duties and responsibilities have changed for several staff members.
- Awaiting final health care claims to be submitted to determine Fall 2022 raises (last year of current MOU). Projected to be between a 1.8-2.2%-healthcare expenses have increased.

OTHER:

- Review of Operating Calendar –
 - August agenda item - welcome new officers and directors that have been voted into office; If you are interested in serving on a different committee to let President Garza know.
- New Member Orientation- will be done via teleconference.
- The CTU building remains closed - I am hoping to move office furniture on September 2, 2021.
- Furlough Agreement Date has now passed- I am dealing with a few layoffs.
- Still assisting members on Unemployment Insurance Agency benefits
- Several departments on campus are going through a reorganization before Fall- working with the University on how those changes will impact our membership.
- Meeting with University on proposed Personal Code of Conduct for a department based on recent activity.
- Have been in discussions with RHS regarding staffing levels for Fall and need to work Overtime pay for members above Level 12.
- Conducted four Town Hall meetings on the Healthcare TA

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

- No questions from board members related to contract administration.

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

- Treasurer Deneau updated board members of the APSA financials.
 1. July financials
 2. Reviewing and Deciding on Audit vs Review for this current year's financials
 - a. Audit (cost \$7,000) vs Review (cost \$5,800)
 - b. Audit – Tax CSH cost proposal is quote

Motion made Treasurer Deneau to allow for a review of the APSA financials for fiscal year 2021; seconded by Director Espinosa, motion passes without dissent.
 3. Treasurer Deneau reviewed several financial items needing approval including for FY 2022 APSA Proposed budget:
 - a. FY22 Budget Expense Discussions and Approvals

- i. Equip Storage: Will we continue storage of items that do not transition to CTU office or sell? Possible savings \$4,125; Tuesday August 10, 2021 Executive Board Meeting Minutes
 1. **Cost to move items to CTU building is approximately \$1,500-\$1800. The expectation is to move all items from storage to the CTU building so continued storage will no longer be necessary. Move to occur on September 2, 2021.**
- ii. Board Meeting Food: **All APSA meetings will be virtual for fall 2021.**
- iii. Food & Beverage Ad Hoc: Should the amount in our policy that includes tax and tip be raised to \$20 for any meal or should we establish other thresholds based on travel policy and CONUS amounts? **Decision approved to keep at \$15 stays but does not include tax and tip.**
- iv. Semi Annual Food and Beverage: **Octobers 2021 membership meeting will be virtual.**
- v. Member Gifts: **Decision was made to keep \$1000 budget for the membership outreach committee to have available for possible member give-a-ways.**
- vi. President and VP Cell Stipends: Should the amount match the Manual of Business Procedures per person per month, currently \$45? – **Approved keeping current reimbursement level of \$75 per month for President and \$40 per month for Vice Presidents.**
- vii. President Parking Permit: Should the practice continue and/or be modified to include all APSA Board member reimbursements for parking permits? **Decision postponed until special meeting on remuneration takes place.**
- viii. Mileage Reimbursement: What mileage of board members will be reimbursed by the board? **Decision postponed until special meeting on remuneration takes place.**
 1. Special Committee will be formed to review total remuneration compensation and of all board members which will eliminate the need to individually itemize out which expenses will be reviewed annually. Committee members include Director Hazzard, Vice President Ouderkirk; President Garza and Recording Secretary Deneau.

- ix. New I-Pad for President: **Motion made by Director Hazzard to approve purchase of new I-Pad for President Garza; seconded by Corresponding Secretary Brown; motion passes without dissent.**

4. Approval either in whole or by line item of the APSA Budget and those items exceeding \$500 threshold - **Moved to unfinished Business for September 2021.**

Approved Expenses Greater than \$500

- Microsoft – \$2820
- Votenet – \$1,600
- CTU Lease – \$6,000
- Board Stipends – \$47,160
- File storage – \$1,320
- Audit & Tax – Review for \$5,800
- Move of Equipment to CTU – \$2,000
- Legal \$126,000
- Board Liability \$1,120
- Board Dishonesty/Fraud \$1,600
- Property Liability \$625
- Food & Bev Monthly Board \$1,200 Jan-Aug
- Food & Bev mtgs ad hoc \$1,440
- Food & Bev Semi Annual \$1,200 April Only
- Member Engagement - \$1,000
- Office Desktop Computer - \$1,750
- President Laptop \$1,500
- President I-Pad \$600
- Labor Conference \$1,200
- Office supplies \$600

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown – Electronically mailed report.

- No questions from Board members present

Report of the Membership Secretary- Karla Bauer (absent) – Electronically mailed report.

- 1268 on Roster in July 2021
- Change in roster from last month: -7
- Change in roster from one year ago: -21
- Retirements: 8
- New to MSU: 5
- Left MSU- 7

Motion by Director Espinosa to accept all officer reports; seconded by Corresponding Secretary Brown motion approved without dissent.

Member's Privilege:

- None

Unfinished Business:

- Need to create subcommittee to review current CBA/LOA and determine list of items to be addressed- would prefer that we begin after Healthcare MOU is reached.
- July Retreat- Committees will report four action plans for the upcoming year. -Some committees reported their action plans verbally, can I get a written copy of these so they can be put on one document.

New Business:

- Business Committee -
- Member Outreach Committee Report-
- By Law Committee Report-
- Grievance Committee Report

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 Treasurer Deneau and to adjourn meeting; seconded by Director Espinosa motion approved without dissent. Meeting adjourned at 1:21 PM.

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