

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION  
Minutes of Meeting  
Tuesday, June 8, 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, 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:

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- none

**APPROVAL OF AGENDA**

Agenda of June 8, 2021

**Motion made by Director Espinosa to approve the June 8, 2021; agenda as submitted; seconded by Vice President Ouderkirk agenda approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from May 11, 2021, seconded by Director Hood, 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.
- Bargaining Process- We have had several exchanges of proposals- we are scheduled out throughout the month of June for bargaining.
- We met with the MSUPD regarding reorganization.
- We met with the University to discuss the Remote Work Committee to discuss status. President Garza noted that he received a document yesterday from Human Relations about the plan for employees returning to campus.

**JHCC:**

- Scheduled meeting times are being utilized for Health care bargaining. Looking to schedule in-person bargaining for the last two weeks in June.

**OTHER:**

- Operating Calendar- Approval for Audit firm
- Requested release time for July 13 retreat.
- New Member Orientation- will be done via teleconference.
- The CTU building remains closed - we are not being charged rent at this time.
- Met with the University to discuss the Clery Act on May 11, 2021 – President Garza updated the board on the discussions at the meeting.

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

- No questions by Board members present.

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

- Treasurer Deneau reviewed all expenses related to the budget and answered several questions from President Garza.
- Director Hazzard inquired about board stipends for June through August missing from the forecast report. Treasurer Deneau sent a corrected report.
- Treasurer Deneau shared FY 2022 draft budget highlighting expenses that need to be approved by the board. Vote will take place in July or August.

Recording Secretary – Kathleen Deneau

- No report

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

- No questions asked by members.
- Corresponding Secretary noted that he has been attempting to trouble shoot issues with APSA email and Teams.

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

- 1273 on Roster in May 2021
- Change in roster from last month: -7
- Change in roster from one year ago: -25
- Retirements: 2
- New to MSU: 1

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

Member's Privilege:

- Associate Director Gardner noted that the retirees are off for the summer.
- Associate Director Gardner noted that the retirees board is working on programs offered to retirees and others.
- Associate Director Gardner noted that there are three \$2,500 scholarships for incoming freshman.

Unfinished Business:

- APSA Budget - input was due in June. Input was shared, Treasurer requested every committee to review for any additional information.
- 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.
  - Each committee will have four action items that they will share with the board.
  - Retreat scheduled from 1-3 PM
  - We need to discuss how June retreat will be conducted- we can discuss the format.

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

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