

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, May 11, 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: – Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Sharon Potter and Jaci Sayen.

APSA Members excused: Sean Barton, Karla Bauer, Natan Espinosa, and Elizabeth Hood.

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- none

APPROVAL OF AGENDA

Agenda of May 11, 2021

Motion made by Director Sayen to approve the May 11, 2021 agenda with error corrected; seconded by Director Hazzard agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Hazzard to approve APSA meeting minutes from April 13, 2021 seconded by Director Sayen, 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 current status of their respective membership.
- Bargaining Process- We have had several exchanges of proposals- we are scheduled out through the month of May for bargaining.
- Was asked to put in application to serve on Naming Committee (6-year term).
- Discuss and secured release time for members to receive vaccine based on President Stanley's letter endorsing vaccines to MSU Community.
- President Garza has requested to be part of the university's planning committee related to remote work and impact on membership.

JHCC:

- Scheduled meeting times are being utilized for Health care bargaining.

OTHER:

- Operating Calendar- Changes to Bank Account Signers/New officers/directors' orientation.
- Elections were completed/Bylaw and Furlough Extension were ratified.
- Have 82 members that were issued furlough during the last week of April.
- New Member Orientation- will be done via teleconference.
- The CTU building still remains closed - we are not being charged rent at this time.
- We are meeting with the University to discuss Clery Act -May 11, 2021.
- Met with University Purchasing to discuss reorganization.
- Discussed Supervisory audit that the University will be conducting- estimated that 130 positions are being reviewed.

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.

Informational:

- Fund Change down \$7,083
- Record Storage increase from \$104 to \$109 per month (\$60 per year)
- Currently exploring Free web-based software Wave Financial for reporting
<https://www.waveapps.com/>

Board Action Items

- Committees and Officers **– Due at June Meeting** with oral review to board
 - Member Engagement to submit annual requested budget separated by transaction/use/month (member gifts, planned in person meetings, in person new members, etc.)
 - Other committees may submit as necessary
 - President to submit for any expenses varying from current year expenses (computer replacement, Expected Monthly business expenses)
- Budget will be forwarded at July Meeting for discussion, approval in August with annual billing approvals.

Treasurer Report continued:

- Policy Review – **Due Today** – Food and Beverage at Meetings - includes uses and amounts; APSA Board members present did not offer any suggested changes.

Recording Secretary – Kathleen Deneau

- Recording Secretary Deneau requested that details of all APSA election results be shared with the APSA board including the total number of members voting; vote count received for each candidate and for each ballot proposal.
 - Corresponding Secretary noted that there was 530 members voting in the last election.
- Recording Secretary Deneau inquired if we could use Zoom for all upcoming APSA membership meetings. President Garza noted he would prefer Zoom over TEAMS.
 - Corresponding Secretary Brown noted that we use TEAM's because we have a license for TEAM's and we do not have a license for Zoom.
 - Corresponding Secretary also noted that TEAM's is more secure than zoom.
 - Associate Member Gardner noted that the Retiree's association also uses ZOOM for their board and membership meetings.
- Recording Secretary Deneau suggested that we should offer board members the option to switch which committees they serve on. Providing a change and different (new) perspective on issues.

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

- Report submitted: No questions from board members present.
- Correspondence with board and members
 - Sent email “Your company is requested...” to APSA membership about open positions. - Staged 3 additional emails “Your company is requested...” to APSA membership 04/01/2021, 04/06/2021, 04/15/2021 and 04/19/2021.
 - Multiple conversations and emails to members regarding the upcoming semi-annual meeting and the vote 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/> Desktop, Software and Security Support
- Created contact form for nominee contact information. In the next election Corresponding Secretary will combine this with the nomination form.
- Successfully ran the Microsoft Teams LIVE Semi-annual with a good meeting recording.
- Votenet - Setup informational and reminder emails for APSA membership regarding the upcoming vote including setup of election for APSA membership to cast ballots on the open positions, LOA extension and bylaw amendment.

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

- 1280 on Roster in March 2021
- Change in roster from last month: -6
- Change in roster from one year ago: -23
- Retirements: 4
- New to MSU: 3

Motion by Vice President Ouderkirk to accept all officer reports; seconded by Corresponding Secretary Brown motion approved without dissent.

Member's Privilege:

- Associate member Gardner noted that MSU retiree's association is offering three scholarships available for students to offset costs of attending college at MSU.

Unfinished Business:

- APSA Budget (see Treasurer's report)
- 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.
 - President Garza noted that APSA Vice President's for contract negotiations will be asked to serve on this committee.

New Business:

- APSA Board Meeting and Retreat Scheduled for July 13, 2021 from 12:00 PM- 3:00 PM;
 - President Garza requested that all board members review the roster he distributed via email and let him know if anything needs to be changed. Once everyone has replied he will reach out to Human Resources requesting release time for our board retreat.
 - Each committee will meet prior to the APSA board retreat and will submit a plan for up to four action items to be reviewed at retreat.
- Business Committee – Bylaws – APSA officer job descriptions sent via email to all board members.
- Member Outreach Committee Report- no update
- By Law Committee Report- no update
- Grievance Committee Report – no update

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 Potter and to adjourn meeting; seconded by Director Sayen motion approved without dissent. Meeting adjourned at 1:04 PM.

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