

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

**Minutes of Meeting
Tuesday, November 9, 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: none

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- Jeff Donahue

APPROVAL OF AGENDA

Agenda of November 9, 2021

Motion made by Director Espinosa to approve the agenda as submitted; seconded by Director Hood, motion approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from October 12, 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.
- The University came forward with an amendment to the TA that would reduce the two-year retirement concession to 18 months. All other terms of the TA would remain the same. Five unions that took new terms to membership ratified. Represent 94% of entire CLO members. University is completing their approval process.
- Vaccine/Mask Mandate - We received non-compliance list for APSA, less than .1% of members not in compliance. We have had one member terminated (see Labor report).

JHCC:

- Final claim numbers to official determine Fall 2022 raises (last year of current MOU) were processed. Raise for Cycle 21 (last year of MOU) is 2.0%. Notified membership that this will be raise, allocated based on CBA language, in October 2022.

OTHER:

- Reviewed APSA Operating Calendar
- New Member Orientation- will be done via teleconference.
- Health Care/Wages/Retirement Town Hall meetings for amended retirement MOU were held October 7th and 8th. Over 200 registered for virtual meeting.
- Voting for amended TA was conducted Thursday Oct 14, 2021- Wednesday, October 20, 2021. TA was ratified by an 89% approval
- Sent out information to membership on Open enrollment - answered numerous questions on the options and process. Sent out reminders to over 200 members that had not completed Spousal/OEI affidavit as of October 26, 2021.
- Conducted Semi-annual meeting- power point and minutes were sent out to entire membership after meeting.
- Met with MSUPD to discuss voluntary research study available to staff.
- Have requested more information from the University regarding the merge of RHS and SAS and impact on our members, especially regarding seniority and reorganization.
- We are paying rent for the CTU building equaling \$400 a month. Treasurer Deneau set up automatic payments to occur monthly.
- Recording secretary Deneau recommended adding the official ballot report to monthly meeting minutes. President Garza agreed.
- **APSA election results:**

Election: Memorandum of Understanding Vote 10-2021
Results by Question
Vote to ratify the amended healthcare/wages/retirement agreement (memorandum of understanding) between the APSA and the University that was presented to the member through emails and town hall meetings in October, 2021.
Total Voters:1254

	Choice	Votes	Percentage
Vote YES to accept		597	89.00
Vote NO to not accept		73	11.00

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

- G4 Grievance reviewed by APSA counsel Donahue regarding a supervisor that was demoted to a lower-level position. APSA requesting full compensation be restored with back pay.
 - **Motion made by Director Hazzard to take Grievance number G4 to arbitration; seconded by Director Espinosa; motion passes without dissent.**

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

- Treasurer Deneau updated board members of the APSA October financials.
- President Garza asked a couple of questions related to the certificates that will be maturing.
 - Treasurer Deneau noted that CD C7 is now set for six months, earning .5% in interest moving forward versus the .4% for three months.

Recording Secretary – Kathleen Deneau

- No report

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

- Corresponding Secretary Brown noted he was exceptionally busy this last month due to all the notifications sent to members regarding the town hall meetings and election.

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

- 1,246 on Roster in October 2021
- Change in roster from last month: -6
- Change in roster from one year ago: -44
- Retirements: 2
- New to MSU: 4
- Left MSU- 11

President Garza has requested additional information from the university regarding the number of members that are no longer classified as APSA.

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

Member's Privilege:

- None

Unfinished Business:

- President Garza noted that an ACH payment for rental of office space was completed. Rent is set at \$400.00 per month, based on other tenants within the building.

New Business:

- October 2021 Semi Annual Membership Meeting Recap
 - Treasurer Deneau recommended that the slides be sent several days ahead to members to review prior to meeting.
 - Treasurer Deneau – requested that APSA officers review their report versus having the president provide all the reports to the membership.
 - Treasurer Deneau also suggested having a few “seeder questions” prepared to encourage members to participate in meeting and to ask their own questions.

- April 21, 2022 Semi-Annual Membership Meeting (in person and virtual) –President Garza recommended to Executive Board to conduct April Semi-Annual meeting as Hybrid (in person and via Zoom).
 - Recording Secretary Kathleen Deneau will look to secure room for meeting.
 - Corresponding Secretary Randy Brown will research virtual options to enhance presentation during meeting.
- 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: Director Barton noted that they are discussing the option to repurpose the designated moped parking spots on campus that are not being used including the possibility of converting them to employee car parking spaces instead.
- Other Committees: No report

ADJOURNMENT

MOTION by Director Espinosa and to adjourn meeting; seconded by Director Hood motion approved without dissent. Meeting adjourned at 1:11 PM.

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