

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

**Minutes of Meeting
Tuesday, September 14, 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, Sam Fortino, Joe Garza, Heather Hazzard, Elizabeth Hood, Aaron Minnis, Mike Ouderkirk, and Jaci Sayen.

APSA Members excused: Natan Espinosa and Sharon Potter.

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- none

APPROVAL OF AGENDA

Agenda of September 14, 2021

Motion made by Vice President Minnis to approve the September 14, 2021; agenda as submitted; seconded by Vice President Ouderkirk agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Vice President Minnis to approve APSA meeting minutes from August 10, 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.
- Ratification - all eight unions completed their ratification process- four unions ratified/four unions rejected. Working through next steps with the University.
- Vaccine/Mask Mandate –
 - University offered a Letter of Agreement to APSA that they have met their requirements all eight unions on the demand to bargain. APSA will not sign.
 - We have not been provided enough information on the process/execution.
 - Had over 200 members respond voicing their concerns and comments.
 - We received non-compliance list for APSA.
 - Have spoken with APSA Legal and Grievance Committee on how we will address any disciplines.
 - University agreed to add an Appeal process for those exemptions that are denied.

- President Garza has worked directly with a few members to send in their appeal.

JHCC:

- Awaiting final claim numbers to official determine Fall 2022 raises (last year of current Memorandum of Understanding).
 - Projected to be between a 1.8-2.2%-healthcare expenses are increases.

OTHER:

- Operating Calendar- We need to discuss dues for 2022- we agreed to review within six months of expiration.
 - Audit begins- have they been notified of review instead of full audit?
- New Member Orientation- will be done via teleconference.
- Furniture was moved in- still in the process of set-up and unpacking of boxes/files.
- Signed LOA on overtime for APSA Level 12 and above in RHS for Fall semester.
- Health Care/Wages/Retirement TA was ratified by the membership.

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

- There was a couple of questions from Board members answered by Vice President Minnis and Vice President Ouderkirk.

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

- Treasurer Deneau updated board members of the APSA August financials.
- Besides normal monthly expenses:
 - Two legal billings cleared
 - Insurance Invoice Paid
 - Healthcare Bargaining Meals
 - WIX Web Software
 - Michigan Non-Profit Fee

APSA Financials (Net Change to Funds)

- Month -\$5,962
- Fiscal Year +\$31,947

Monthly dues for membership:

APSA board will review monthly and determine if we will continue to offer the discount to membership.

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

Motion made by Treasurer Deneau to approve the APSA annual budget expenditures which exceed \$500 up to the amount listed above; seconded by Vice President Ouderkirk; motion approved without dissent.

Recording Secretary – Kathleen Deneau

- No report

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

- Updated board on technology upgrades and needs related to the APSA office.

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

- 1254 on Roster in August 2021
- Change in roster from last month: -14
- Change in roster from one year ago: -42
- Retirements: 9
- New to MSU: 5
- Left MSU- 5

Motion by Vice President Minnis to accept all officer reports; seconded by Vice President Ouderkirk, motion approved without dissent.

Member's Privilege:

- None

Unfinished Business:

- None

New Business:

- December board meeting – Moved to December 7, 2021
 - Regular APSA Monthly Board Meetings -information (time and location) will be updated on the APSA website.
- 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 Hood and to adjourn meeting; seconded by Vice President Minnis motion approved without dissent. Meeting adjourned at 1:11 PM.

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