

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

**Minutes of Meeting
Tuesday, February 8, 2022**

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, Sharon Potter and Jaci Sayen.

APSA Members excused: Natan Espinosa

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- Erin Hopper

APPROVAL OF AGENDA

Agenda of February 8, 2022

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

APPROVAL OF MEETING MINUTES

Motion made by Vice President Ouderkirk to approve APSA meeting minutes from January 11, 2022, seconded by Director Hazzard, 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.
- Healthcare MOU/Retirement LOA- President Garza provided update on current status.
- Reviewing New Remote Work Policy – President Garza offered to share new policy with board members for feedback.
- President Garza met with IPF to discuss Employee Survey

JHCC:

- JHCC includes six unions. Formally there was eight. SSTU and POA no longer in JHCC;
 - SSTU (Spartan Skilled Trades Union) – approved a different agreement with the university.
 - Police Officers Association (non-supervisory) – different agreement with the university.
- Review Dashboard for last Cycle of the 2017-2021 MOU
- Meetings have begun and action items are being prioritized for the upcoming year.
- Vendor reviews are being scheduled to discuss new programs/options that may be available.

OTHER:

- Operating Calendar- Legal Contract Approved/Board Approves office lease renewal/Eballot renewed/Board approves Semi-annual take away if any
- New Member Orientation- completed through teleconference.
- Serving on MSU Vice President Chief Human Resource Officer interview/search committee- have already had multiple meetings and training before interviews begin.
- Serving on the President's Informal Resolution Panel through August 15, 2022.
- Serving on the Caregiver Program Committee that was formed based on President Stanley's email
- Special Conference with University on Postings/Reclassifications- summary was sent to EBOARD- follow up meeting has been cancelled and will be rescheduled.
- Participating on MSU Police and Public Safety Strategic Plan
- Conversations with the Faculty Senate have been going on to discuss their resolution demand to the University.
- Orientation Meeting with MSUPD to discuss union benefits and representation- had about 10 members present and both Jeff Donahue and Erin Hopper were present.
- Meeting with Spartan Imaging move to new McLaren Hospital -effecting three of our members.

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

- Grievance number one was reviewed by President Garza and APSA legal Counsel Hopper. Recommendation by APSA legal counsel Hopper was to not take this to arbitration.
- **Grievance number one explained by APSA legal Counsel Hopper who recommended not taking this to arbitration; Motion made by Vice President Ouderkirk to take G1 to arbitration; seconded by Director Fortino; five in favor and eight opposed; motion declined.**

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

Treasurer Deneau updated board members of the APSA January financials.

APSA Revenue As of January 30, 2022	\$11,669
<u>APSA Expenses as of January 30, 2022</u>	<u>\$16,533</u>
Net Change as of January 30, 2022	-\$4,865

Treasurer noted at January board meeting that there was an early ACH pay on record storage so there is no charge reflected in January.

Recording Secretary – Kathleen Deneau

- No report

Report of the Corresponding Secretary – Randy Brown – Electronically mailed report which is outlined below.

Correspondence with Membership:

- No update

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 website content.

Desktop, Software and Security Support:

- Created APSA Letterhead

Membership Outreach Committee:

- No Update

Analytics:

- No Update

Microsoft/Office 365:

- No Update

VoteNet:

- No Update

Miscellaneous:

- Working on timeline for events for upcoming Semiannual Meeting

Report of the Membership Secretary- Karla Bauer

- Total number of Roster- 1242
- Change in roster from last month: 0
- Change in roster from one year ago: -37
- Retirements: 3
- New to MSU: 4
- Left MSU: 5
- Sent out 42 prospective member emails in January 2022.

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

Member's Privilege:

- None

Unfinished Business:

- None

New Business:

- Discuss Bylaw 5.6 In Camera Meeting with Legal counsel – APSA Counsel Hopper explained technical aspects of Bylaw 5.6 In Camera Meetings and why she feels its important that we keep it within our bylaws;
- Director Sayen recommended clarifying the wording of this bylaw and shared how “in camera” meetings are described in another board she is a member of. “When, in the opinion of at least two-thirds (2/3) of the voting Board Directors present at any meeting of the Board Directors, it is necessary or convenient for the Board to convene in Closed Session, the Board may do so. Closed Sessions provide a venue for handling sensitive issues that are best discussed in private, for fostering robust discourse, and for strengthening trust and communication. Closed Sessions may take place at any time during regular Board meetings. When the Board of Directors convenes in Closed Session, only voting Board of Directors may be present, together with any consultant(s) or other person(s) deemed necessary to the discussion by two-thirds (2/3) of the voting Board Directors present. Minutes of any Closed Session shall be kept and maintained separate and apart from regular meeting minutes, and shall not be disclosed to any party other than the voting Board Directors, unless disclosure is compelled by court order or other legal process. The decision to convene a Closed Session shall be made by roll call vote of the voting Board Directors following a motion that very generally describes the purpose of the Closed Session. Following a Closed Session, any decision or action of the Board as a result thereof shall only be taken after the Board has returned to a regular session.”
 - Recoding Secretary Deneau will schedule a bylaws committee meeting to discuss.
- Approve new Legal rate for 2022 – New contract rate increased by \$5.00 per hour.
 - **Motion made Vice President Minnis to approve APSA legal counsel contract for 2022; seconded by Director Brown; motion approved without dissent.**

- Discuss action plan for APSA record storage – President Garza requested that Vice President Ouderkirk and Vice President Minnis review the information that is in storage.
- Discuss Dues for 2022 – President Garza suggested that we hold dues at \$10 a month for the remainder of the year.
 - **Motion made by Treasurer Deneau to keep APSA dues at \$10 a month through December 31, 2022; seconded by Vice President Minnis; motion passes without dissent.**
- Business Committee -
- Member Outreach Committee Report- prep for Semi-Annual Meeting
- By Law Committee Report-
- Grievance Committee Report

Standing Committee Reports

- Member Outreach Committee Report: Prepare for April Semi-annual meeting
- 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 Sayen and to adjourn meeting; seconded by Director Fortino motion approved without dissent. Meeting adjourned at 1:38 PM.

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