

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

**Minutes of Meeting  
Tuesday, June 14, 2022**

**CALL TO ORDER**

President Garza called the monthly Executive Board meeting to order at 12:00 PM at Brody Cafeteria Conference room. Those in attendance and constituting a quorum were:

Executive Board Members Present: – Sean Barton, Karla Bauer, Randy Brown, Kathleen Deneau, Ken Deneau, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Sharon Potter and Jaci Sayen.

APSA Members Attending Remotely - Karla Bauer, Melissa Del Rio, and Natan Espinosa.

APSA Members excused: Elizabeth Hood,

Absent: none

Associate Member- Mike Gardner (absent)

Member's present- James Terrill

APSA Legal Counsel Present- none

**APPROVAL OF AGENDA**

Agenda of June 14, 2022

**Motion made by Director Espinosa to approve the agenda as submitted; seconded by Vice President Minnis motion approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from May 10, 2022, seconded by Director Barton 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. We had several meetings with members not in compliance with booster mandate and their departments. We worked through all issues presented.
- Met weekly with other union leaders to share information on status of their respective membership.

**JHCC:**

- Reviewed Healthcare Dashboard with board members present
- Created and shared calendar with board members present regarding upcoming university meetings.
- Sent out RFI's for Dental plan options

**OTHER:**

- Operating Calendar- Newly elected Board Orientation/Annual retreat/Approve Audit process/expense for upcoming year
- New Member Orientation- completed virtually
- Serving on the President's Informal Resolution Panel through August 15, 2022. Finalizing recommendations to be forwarded to the President.
- Serving on the Caregiver Program Committee that was formed based on President Stanley's email-committee is in the process of submitting recommendations to the President.
- Meeting with Spartan Imaging move to new McLaren Hospital- trying to work out Letter of Agreement (LOA) to ensure union protection and maintains positions within the bargaining unit. University owes us a revision of the LOA after meeting to discuss concerns. Meeting was 3/9/22. No further update to share.
- Signed LOA to change terms of reduction in retirement contributions from eighteen months to six months (ending June 30th).
- Met with several departments to discuss Remote Work Policy

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

- President Garza noted that arbitration number two has been resolved.
- Arbitrations number one and three both will be rescheduled.

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

Treasurer Deneau updated board members of the APSA May 2022 Financials.

APSA Revenue as of May 31, 2022	\$11653.20
<u>APSA Expenses as of May 31, 2022</u>	<u>\$12,206.55</u>
Net Change as of May 31, 2022	-\$553.35

Total Change in Fund Balance since \$10 dues drop occurred in January 2021= \$40,160.00

Treasurer Deneau updated board on financial services provided to APSA by Clark Schaefer Hackett firm.

**Motion made by Treasurer Deneau to approve annual APSA tax prep and financial services from Clark Shafer Hackett accounting firm for FY 2022/2023 with annual cost of \$6400, seconded by President Garza; motion passes without dissent.**

Recording Secretary – Kathleen Deneau

MSUFCU community room has been secured for Tuesday October 18, 2022, for a APSA semiannual membership meeting.

Report of the Corresponding Secretary – Randy Brown

- Corresponding Secretary Brown reviewed details of the report which was submitted electronically to the board ahead of the meeting.

Report of the Membership Secretary- Karla Bauer

- Total number of Roster- 1265
- Change in roster from last month: -5
- Change in roster from one year ago: -8
- Retirements: 1
- New to MSU: 4
- Left MSU: 7

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

Member's Privilege:

- None

Unfinished Business:

- APSA Annual Retreat-will begin directly following this meeting.

New Business:

- Business Committee – no report
- Member Outreach Committee Report- no report
- By Law Committee Report- no report
- Grievance Committee Report- no 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 Hazzard to adjourn the meeting; seconded by Director Fortino motion approved without dissent. Meeting adjourned at 12:59 PM.**

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