

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, July 13, 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 -absent

Member's present- none

APSA Legal Counsel Present- Jeff Donahue

APPROVAL OF AGENDA

Agenda of July 13, 2021

Motion made by Director Espinosa to approve the July 13, 2021; agenda as submitted; seconded by Vice President Minnis agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from June 8, 2021, seconded by Vice President Ouderkirk, motion passed without dissent.

Motion by President Garza to move Tentative Agreement to the beginning of the meeting; seconded by Director Espinosa, motion passed without dissent.

Motion made by President Garza to take the Tentative Agreement to membership for approval to ratify, seconded by Director Espinosa; Treasurer Deneau and Elizabeth Hood abstained from voting; motion passes 12/2.

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.
- Bargaining Process- We completed bargaining on June 30, 2021-we are awaiting the draft of the final MOU so the CLO can review. Details will be shared with membership once this has been finalized.

- We met with the MSU Dairy Store regarding reorganization -reorganization will effect one APSA Member who has chosen to retire.
- President Garza met with the University to discuss the Remote Work Committee and the status of their decisions related to return employees back to campus.

JHCC:

- Scheduled meeting times were being utilized for Health care bargaining agreement with university. No new meetings will be scheduled until the tentative agreement has been ratified.

OTHER:

- Operating Calendar- File Non-Profit Renewal State of Michigan/Approve Insurance renewal- (this can be addressed in overall budget approval process).
- New Member Orientation- will be done via teleconference.
- The CTU building remains closed – President Garza is hoping to move APSA office furniture in by August.
- President Garza provided update on status of Clery Act and its impact on members.

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

- **Motion made by President Garza to take grievance number 2 to arbitration if necessary; seconded by Vice President Minnis; Motion passes without dissent.**

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

- Treasurer Deneau reviewed APSA financials for June.
- Increase to funds of \$6,657. However, no legal bill was paid during this period. One \$2 expense for mask postage. All other expenses are recurring.
- Current fund balance is \$578,114.
- MSU Dues deposit \$11,300 – or 1,130 \$10 payments
- Audit costs will be \$7,000 and Review charges will be \$1,500.

Recording Secretary – Kathleen Deneau

- No report

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

- Corresponding Secretary noted that APSA board members have been getting password reset email requests; Corresponding Secretary Brown advised to just ignore these emails.
- President Garza inquired about cyber safety of APSA. Corresponding Brown noted that he felt we were protected.

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

- 1275 on Roster in June 2021
- Change in roster from last month: +2

- Change in roster from one year ago: -19
- Retirements: 1
- New to MSU: 4

President Garza noted that he had an employee reach out to him regarding their membership in APSA. Their supervisor instructed them to not join the union because they are classified as confidential, however they were not. President Garza intends to investigate this.

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

Member's Privilege:

- None

Unfinished Business:

- APSA Budget - Input was shared, Treasurer requested every committee to review for any additional information.
- 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.
- Retreat- Each Committees will report four action plans for the upcoming year.

New Business:

- Review of new TA for Healthcare/wages – discussed at the beginning of the 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: No report
- Other Committees: No report

ADJOURNMENT

MOTION by Director Espinosa and to adjourn meeting; seconded by Director Hazzard motion approved without dissent. Meeting adjourned at 1:37 PM.

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