

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

**Minutes of Meeting
Tuesday, December 7, 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, Aaron Minnis, Mike Ouderkirk, Sharon Potter and Jaci Sayen.

APSA Members excused: Elizabeth Hood.

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- Erin Hooper

APPROVAL OF AGENDA

Agenda of December 7, 2021

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

APPROVAL OF MEETING MINUTES

Motion made by Vice President Minnis to approve APSA meeting minutes from November 9, 2021, seconded by Vice President Ouderkirk, 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- will provide update on status. Retirement match reduction will begin January 2022.
- Vaccine/Mask Mandate - Per President Stanley letter to the University- Federal order requires employers to provide proof of vaccination. Details have not been shared how University will process to verify the vaccination status.
- Made aware of Faculty Senate petition and financial analysis of the University. Monitoring situation to see what impact any decisions at that level could directly impact members.
- Signed LOA for with university on days paid for December 28-December 30th. Worked out details that were included in FAQs to the membership.
- Meeting with President Stanley for Semi-annual meeting on Tuesday, December 7, 2021.

JHCC:

- In discussion with university to begin monthly meetings beginning Spring Semester. Need to establish action plan on items outlined in new Health Care MOU.

OTHER:

- Operating Calendar-
- New Member Orientation- will be handled via teleconference.
- President Garza and several members of the executive board attended the Culture of Support presentation and provided feedback to the university.
- The University and RHS/SAS is looking to extend comp time LOA that was signed for Fall Semester into Spring Semester.
- Sent EBOARD information on APSA audit -20 members reclassified and 9 pending
- Serving on MSU VP CHRO interview/search committee- have already had multiple meetings and trainings before interviews begin.
- President Garza is serving on the President's Informal Resolution Panel related to RVSM through August 15, 2022.
- President Garza has requested more information from the University regarding the merge of RHS and SAS and impact on our members, regarding seniority and reorganization. -still pending details.

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

- No questions from board members present.

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

Treasurer Deneau updated board members of the APSA November financials.

- November showed a decline in total funds by -\$3,986 with funds ending at \$565,135
- Expenses were normal with a few supplies for the office computer set up.
- Newly renewed CDs ticked up a fraction .05% on interest
- Financial review for Audit takes place next week. Most Information has been uploaded

3 Months	02/19/22	0.450%
6 Months	05/22/22	0.550%
6 Months	04/09/22	0.500%
3 Months	12/19/21	0.400%
3 Months	12/30/21	0.400%

Recording Secretary – Kathleen Deneau

- April 2022 Semi- Annual Meeting - MSUFCU Farm Lane Branch community room secured Thursday April 21, 2022, from 11-2:00 PM;

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

- Correspondence with board and members - Sent minor messages to the APSA Executive Board Teams group chat.
- Worked with a few APSA members regarding the listserv and junkmail rules 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 - Researching and troubleshooting on APSA computer regarding developing a solution to make APSA members available to the @msuapsa.org domain/accounts
- Microsoft/Office 365 - Worked with Microsoft and MSU to develop solutions for easily migrating APSA @msu.edu accounts to our Office 365 tenant. Treasurer Deneau took care of an Office 365 billing issue with my E5 license.
- 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.

- 1,252 on Roster in November 2021
- Change in roster from last month: +8
- Change in roster from one year ago: -36
- Retirements: 2
- New to MSU: 3
- Left MSU- 6

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

Member's Privilege:

- None

Unfinished Business:

- None

New Business:

- President Garza - recommended to continue EBOARD Monthly meeting via TEAMS for Spring Semester; President Garza requested that all board members hold time from 12:00 to 1:30 PM on their calendars for monthly board meetings.
 - A few board members expressed preference to meet in person versus virtual.
 - Treasurer Deneau recommended that we could offer a hybrid model for APSA board members.
 - President Garza will survey the board to assess their individual preference with regarding to our monthly board meeting remaining virtual versus in person or a hybrid model.
- Human Resources – Reclassification process and timeline – meeting will take place at the end of the board meeting.

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: Treasurer Deneau noted that APSA audit information has been uploaded to audit firm.
- Employee Assistance Program: No report
- All-University Traffic Committee: Director Barton noted that the scooter will go away when it snows;
- Other Committees: No report

ADJOURNMENT

MOTION by Director Espinosa and to adjourn meeting; seconded by Director Ouderkirk motion approved without dissent. Meeting adjourned at 12:57 PM.

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