

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

**Minutes of Meeting  
Tuesday, January 11, 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, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Elizabeth Hood, Mike Ouderkirk, Sharon Potter and Jaci Sayen.

APSA Members excused: Aaron Minnis

Absent: none

Associate Member- Mike Gardner

Member's present- James Terrill

APSA Legal Counsel Present- Erin Hopper

**APPROVAL OF AGENDA**

Agenda of January 11, 2022

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from December 7, 2021, seconded by Director Sayen, 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.
  - President Garza discussed some confusion about the early detection program and what was or was not required of employees enrolled in the program.
- Met weekly with other union leaders to share information on current status of their respective membership.
- Met with the University on Remote Learning for first three weeks of the academic year and impact on remote work for support staff.
- Healthcare MOU/Retirement LOA- President Garza provided update on status.
- President Garza updated Board on the three unions that had not reached separate Healthcare MOUs.
- Discuss summary provided to EBOARD on President Stanley meeting December 7, 2021.
- Signed MOU for "Bonus Pay" for members.

**JHCC:**

- Meetings will begin January 27, 2022. Need to establish action plan on items outlined in new Health Care MOU. I am awaiting final dashboard numbers for the last cycle of our contract.

**OTHER:**

- Operating Calendar- 1099 issued to all Board members
- New Member Orientation- will be done via teleconference.
- Sent out to six members notice of non-compliance with the Spousal/OEI Affidavit- deadline was January 1,
- Serving on MSU VP CHRO 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.
- Special Conference with University on Postings/Reclassifications- summary was sent to EBOARD
- Addressed many issues with the University on Longevity Pay for members and who was eligible.
- Have requested more information from the University regarding the merge of RHS and SAS and impact on our members, especially in regard to seniority and reorganization. -still pending details.

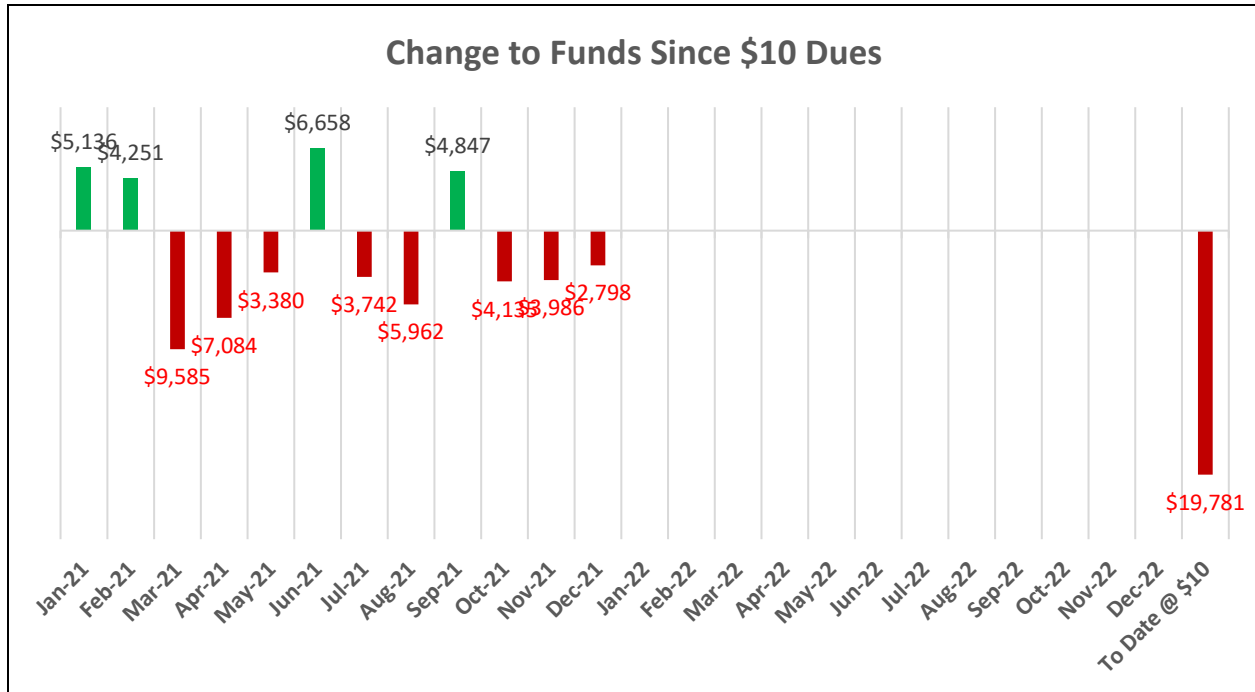
Vice President for Contract Administration – Aaron Minnis /Mike Ouderkirk - Electronically mailed report.

- A few members had questions related to the current Labor Relations Report were answered by President Garza and Vice President Mike Ouderkirk.
- APSA legal Counsel Hopper explained current grievance and why we are requesting to take this to arbitration specifically it is due to failure on behalf of a department to follow procedures protocols related to hiring practices.
  - **Motion made by Treasurer Deneau to allow APSA Legal counsel to take G5 to arbitration, seconded by Vice President Ouderkirk, motion passed without dissent.**

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

Treasurer Deneau updated board members of the APSA December financials.

- Financial Review - much activity in December. No report back from Accounting Firm yet. Taxes and 1099s in process by Accounting Firm
- E- Ballot contract renewed small increase as expected
- Two 3-month CDs rolled over at .45% up .05% from prior
- Treasurer Deneau recommended that current letter of agreements be added to the APSA website within the Contract & Bylaws link and rename the link to Contracts-Bylaws-LOAs
  - If they were posted with the title having the expiration date like our contract, we would know when to take down. President Garza agreed we should do this.
- Treasurer Deneau shared new chart reflecting change in APSA monthly funds and in total since Jan 2021 when \$10 dues went into effect.



Recording Secretary – Kathleen Deneau

- Date of APSA Semi Annual Meeting should be updated on the APSA website. Thursday April 21, 2022, at 12:00 PM at MSUFCU Community Room on Farm Lane Road.

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

- Dialoged with Karla and MSU IT to figure out issue with ListServ permissions. - Add James Terrill to our 01/11/2022 board meeting.

Listserv –

- Updated ALLAPSA-L listserv ([ALLAPSA-L@list.msu.edu](mailto:ALLAPSA-L@list.msu.edu)).
- Added Christopher Wierenga ([cjw@msu.edu](mailto:cjw@msu.edu)) to ALLAPSA-L@list.msu.edu per Karla.
- Updated EXECAPSA-L listserv ([EXECAPSA-L@list.msu.edu](mailto:EXECAPSA-L@list.msu.edu)).

Website and DNS –

- Updated meeting minutes.
- Updated financial reports.

- Updated website content.

Desktop, Software and Security Support

- Verified the Log4J vulnerability doesn't impact any APSA systems.

Membership Outreach Committee –

- No Update

Analytics

- No Update

Microsoft/Office 365

- Concluded the board meeting survey, compiled results, and emailed Joe.
- Trying to find options for Ken Deneau that is causing an “Informational-severity alert: Creation of forwarding/redirect rule

VoteNet

- Joe updated eBallot contract for 2022 to include my contact information with Alessandra Belaver (alessandra@eballot.com)

Miscellaneous - Working on timeline of events for upcoming Semi-annual and election.

Report of the Membership Secretary- Karla Bauer

- Unable to update report because of issues with Human Resources.

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

Member's Privilege:

- Director Hazzard shared feedback from a member regarding experience as a member of APSA.

Unfinished Business:

- Through Survey of Board Members - monthly meetings will continue via TEAMS for Spring semester and reassessed in June 2022 moving forward.

New Business:

- Business Committee - No 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 Espinosa and to adjourn meeting; seconded by Director Barton motion approved without dissent. Meeting adjourned at 1:31 PM.**

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