

MSU Administrative Professional Association MEA/NEA  
Minutes of Executive Board Meeting  
Virtual Meeting  
December 14<sup>th</sup>, 2021  
2:00 PM

**APA Board Present:** Jared Andrews, Darius Bradley, Sue Brandt, Jim Brinker, Patricia Hampton, Heather Litts, Jamie Lynn Marks, Martin McDonough, Nicole Proctor-Kanyama, Todd Ring, Jeremy Romel, Leo Sell, Kandy Slack.

**APA Board Excused:** Tonya Jamison, Gerlind Kiupel

**MEA Staff Present:** Shannon Alston

**Call to Order**

President McDonough called the meeting to order, and a moment of silence was observed in memory of Kristina Wilson.

**Welcome and Introduction**

Approximately 15 general members attended virtually.

**Approval Of Agenda**

Jim Brinker moved to approve the agenda with flexibility. Motion seconded by Jeremy Romel and approved.

**Approval of Meeting Minutes**

Minutes of November 09, 2021, presented to board. Kandy Slack moved to approve the minutes seconded by Todd Ring. Motion approved.

**Official Guest(s) – None**

**REPORTS**

**President's Report**

Report presented to the board electronically. New wage and healthcare agreement will go into effect on January 1, 2022. Discussion regarding revisiting employee retirement match reductions and staff resignations. Discussion regarding Automatic Progression Levels. Discussion regarding additional personal time.

**Vice President's Report**

Report presented to the board. Sad new on the loss of our Area Representative Kristina Wilson. Upcoming community engagement sessions occurring across the state. Those interested in representing their fellow members should contact Pat. She will also reach out to those who have

shown consistent interest in APA. Discussion regarding addition APA branding items for member and community events and possible logo change. Pat presented quotes for logo items to promote APA. Martin proposed approaching his son at no cost to update APA logos given the new mission statement. No logo changes will be made until after the strategic planning retreat. APA will participate in the Martin Luther King Junior celebration on January 16<sup>th</sup>.

### **Treasurer's Report**

Sue Brandt presented the November financial statement to the board.

### **UniServ Director Report**

Shannon Alston presented her report to the board. MEA winter conference will be virtual. Additional MEA trainings will be offered in the spring.

### **Committee Reports**

Membership – Kandy Slack presented the membership reports and discussed recent and upcoming events and training. The committee will meet in January.

Community Based Events –APA will plan to participate in the Martin Luther King Junior celebration in January. APA is participating in a coat drive collaboration with the MSU College Assistance Migrant Program (CAMP). Items can be dropped off at any time throughout the week at **Migrant Student Services (Holden Hall C249)**. The office is open from 8:00 am – 8:00 pm, Monday – Thursday, and 8:00 am – 5:00 pm on Fridays. The committee will plan to hold an APA football tailgate in the Fall.

Communications – Darius Bradley reported the next newsletter will be available by the end of this week. Forthcoming changes to the website are still being discussed. Best wishes for a good holiday season.

Legislative – Tonya Jamison is excused today.

Elections – No update

Grievance – Martin gave an update on grievances.

Finance Committee – No update

Diversity Equity and Inclusion – Jeremy Romel reported the committee will be hosting a witness to the Martin Luther King Junior assassination as part of the 2022 celebration on January 16<sup>th</sup>. This will be a virtual event with a link to be distributed to members soon.

### **Professional Trainings/Conferences**

Sue and Martin presented on the MEA ESP RA Delegate training. Discussion on creating a planning calendar to help board members attend upcoming events.

### **Member Questions, Comments and Concerns**

Members had the opportunity to ask questions, comment or concerns.

## **BUSINESS AND DISCUSSION ITEMS**

### **Elections Policy Update**

The proposed updated voting and elections policies were distributed to the board. Heather Litts moved on behalf of the elections committee, that the board adopt the distributed updated policy. Seconded by Jared Andrews. Discussion regarding the need to continue sending notification postcards to member homes. Motion carried.

### **Additional Personal Days Between Christmas and New Years**

Martin McDonough gave an update on the University's proposal to grant these days to employees. Contact the APA office with questions. Leo Sell moved that the APA board approve the LOA on the additional personal days. Motion seconded by Jim Brinker. Information provided in the chat. Discussion regarding use of vacation time versus personal. Motion carried.

### **Strategic Retreat Planning**

The first meeting was on December 4<sup>th</sup>. Nicole Proctor-Kanyama reported the next meeting will be after the first of the year. Martin McDonough to inquire about release time for future meetings.

### **Logo Changes**

Discussion regarding approaching Martin's son for a free initial review of the existing logos.

## **ANNOUNCEMENTS**

### **Upcoming APA Executive Board Meeting (Virtual)**

January 11, 2022, 2pm

### **Upcoming MEA Events**

March 18 - 19, 2022, MEA ESP Conference (MEA Headquarters)

April 22 – 23, 2022, MEA Representative Assembly (RA) locations TBD

### **Adjournment**

Nicole Proctor-Kanyama moved to adjourn. Motion seconded by Jamie Lynn Marks and carried.

Meeting minutes are respectfully submitted by Jared Andrews