

MSU Administrative Professional Association MEA/NEA  
Minutes of Executive Board Meeting  
Virtual Meeting  
May 10<sup>th</sup>, 2022  
2:00 PM

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

**APA Board Excused:** Becky Jo Farrington

**MEA Staff Present:** Shannon Alston

**Call to Order**

Martin McDonough called the meeting to order and took a roll call of the board.

**Welcome and Introduction**

Approximately sixteen general members attended virtually.

**Approval Of Agenda**

Jim Brinker moved to approve the agenda with flexibility. Motion seconded by Pat Hampton and approved.

**Approval of Meeting Minutes**

Minutes of April 12<sup>th</sup>, 2022 as amended presented to board. Sue Brandt moved to approve the minutes. Seconded by Jamie Lynn Marks. Motion approved. Minutes of special meeting on May 5<sup>th</sup> presented to board. Leo Sell moved to approve the minutes. Seconded by Jamie Lynn Marks and carried.

**Official Guest(s) – None**

**REPORTS**

**President's Report**

Report presented to the board electronically. Discussion regarding APA Central Records storage options. Discussion regarding members' probationary rights. Discussion regarding disbursement of October base wage increases. Discussion regarding remote and in-person work.

**Vice President's Report**

Report presented to the board electronically. ARs are working to promote community engagement through upcoming virtual events. The First in-person community engagement event will be May 17<sup>th</sup>. Discussion regarding who will send out email notification to members.

### **Treasurer's Report**

Sue Brandt presented the April financial statement to the board.

### **UniServ Director Report**

Shannon Alston presented her report to the board electronically. Shannon reported on ongoing outreach, training, and organizing. Upcoming MEA/NEA member benefits trainings in June and July. More-You-Know training May 26<sup>th</sup> on how to ask for a raise. MEA Financial retirement training on June 22<sup>nd</sup>. Monthly trainings for probationary employees in progress. May 18<sup>th</sup> member drop-in event at lot 83. Why Union training May 31<sup>st</sup> at noon. Shannon attended American Arbitration Association training on issues related to remote work. Town hall at the end of June for members to have discussions in preparation for the next round of bargaining. Discussion regarding new classifications of employees for potential addition to APA.

### **Committee Reports**

Membership – Kandy Slack presented the membership reports and discussed recent and upcoming events and training. SO far there is a record number of 57 new hires for May. Group and one-to-one new member orientations are ongoing. Lugnuts game for member appreciation on July 23<sup>rd</sup>.

Community Based Events – The committee is meeting jointly with the membership committee to coordinate the Lugnuts game for member appreciation. The committee is also exploring participation in a football tailgate event.

Communications – Darius Bradley reported the updates to the website should be available for review at the June board meeting. The new site will incorporate a login to allow for differentiation between members and non-members. They hope to also provide a testimonial section. There will be an opportunity for members to provide their testimonials at the engagement event on May 18<sup>th</sup>. Darius has also been working with MEA organizers on website updates.

Legislative – No update. Chairperson position is vacant currently.

Elections – No update.

Grievance – Discussion regarding the need for special conferences vs grievances.

Finance Committee – The committee is working on a policy and procedure surrounding recruiting for donations and disbursement of prizes.

Diversity Equity and Inclusion – Jeremy Romel reported the committee has worked to get additional information on land grant acknowledgement. Elbony Hawkins has asked the MSU DEI Director to speak on this topic. The talk will be May 24<sup>th</sup> at 2pm The committee is also working on a review of the University DEI report and will look to the board for further information and discussion. Several heritage and awareness months take place in May including

mental health awareness. Jeremy Romel brought forth Amber Denney to be added to the committee.

Region 8H PAC Chair – Pat attended her first meeting recently. Discussion regarding scheduling member forums to meet MSU Board of Trustee candidates. Dues money is never used to support political action.

### **Professional Trainings / Conferences**

Martin attended the National Center for the Study of Collective Bargaining in Higher Education – The state of collective bargaining and higher education.

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

Members had the opportunity to ask questions.

## **BUSINESS AND DISCUSSION ITEMS**

### **Officer Elections**

Election of APA Vice President

Jim Brinker nominated Pat Hampton for the term starting September 1, 2022 and ending August 31, 2024. There were no additional nominations. Pat Hampton accepted the nomination. Leo Sell moved to elect Pat Hampton by acclamation and cast a unanimous ballot. Motion seconded by Jared Andrews and carried.

Election of APA Secretary

Kandy Slack nominated Jared Andrews for the term starting September 1, 2022 and ending August 31, 2024. There were no additional nominations. Jared Andrews accepted the nomination. Jim Brinker moved to elect Jared Andrews by acclamation and cast a unanimous ballot. Motion seconded by Nicole Proctor-Kanyama and carried.

### **Old Business**

### **Ad Hoc Committee for Hybrid Meetings**

Martin McDonough proposed Todd Ring as the chair along with Kevin Henley and Gerlind Kiupel as committee members. Leo Sell moved board concurrence. Seconded by Kandy Slack and carried.

### **Report on APA Central Records**

Martin McDonough reported much of the information contains privacy issues. Working documents could be placed in the members only area. Jared Andrews stated these working documents, SOPs, and policies are already floating around on personal Google and Microsoft cloud storage locations and the motion was never intended to digitize sensitive data. Leo Sell

stated documents related to topics that would normally be covered under executive session should not be digitized. Kandy Slack clarified the motion was intended to centralize working documents.

## **New Business**

### **Executive Board Meeting Schedule**

Martin McDonough presented APA executive board meeting dates from May 2022 – August 2023 on the second Tuesday of each month with the exception of June 2022. Schedule amended to include a July meeting in 2022 and 2023 and move both November meetings to the 1<sup>st</sup>. Jamie Lynn Marks moved to approve the proposed dates. Seconded by Jim Brinker and carried.

### **Attendance at NEA RA**

Martin McDonough is attending a meeting soon to determine how many delegates can attend in person. The NEA RA will be hybrid this year. Kandy Slack gave an update to members on what it means to be a NEA delegate.

### **JHCC**

The committee is continuing to meet following the last round of bargaining. Committee meetings are every two weeks.

### **Strategic Retreat Planning**

Next session will be hybrid May 16<sup>th</sup> at the MEA office.

## **ANNOUNCEMENTS**

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

June 7, 2022, 2pm

### **Upcoming MEA Events**

May 18, 2022, Region 8 meeting (Virtual)

### **Upcoming NEA Events**

July 2-6, 2022, NEA Representative Assembly (RA) Chicago, IL, hybrid

### **Upcoming National Council of Urban Education Associations (NCUEA) Events**

June 27 – June 30 NCUEA Summer Conference – Chicago – In person (Precedes NEA RA)

### **Adjournment**

Jim Brinker moved to adjourn. Motion seconded by Jamie Lynn Marks and carried.

**8H Coordinating Council**

Meeting minutes are respectfully submitted by Jared Andrews