MSU Administrative Professional Association MEA/NEA

Minutes of Executive Board Meeting

Hybrid Meeting

 December 13th, 2022

2:00 PM

**APA Board Present**: Jared Andrews, Jim Brinker, Becky Jo Farrington, Patricia Hampton, , Jamie Lynn Marks, Martin McDonough, Nicole Proctor-Kanyama, Gerlind Kiupel, Todd Ring, Jeremy Romel, Leo Sell, Kandy Slack.

**APA Board Excused:** Darius Bradley, Sue Brandt, Heather Litts

**MEA Staff Present:** Shannon Alston, Dennis Kubas

# Call to Order

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

**Welcome and Introduction**

Dennis Kubas introduced himself as the APA Temporary Univserv Director.

Approximately seventeen general members attended virtually.

No members attended in-person.

# Approval Of Agenda

Jim Brinker moved to approve the agenda with flexibility. Motion seconded by Todd Ring and approved.

**Approval of Meeting Minutes**

Minutes of November 1st, 2022, presented to board Jim Brinker moved to approve the minutes as amended. Seconded by Jamie Lynn Marks. Motion approved.

**Official Guest(s) – None**

**REPORTS**

**President’s Report**

Report presented to the board electronically. Discussion regarding APA classifications being moved to CTU. Update on discussions with MSU Trustees. Announcement on additional days off between Christmas and New Year’s. Discussion regarding a no-post LOA.

**Vice President’s Report**

Report presented to the board electronically. APA is participating with the MSU College Assistance Migrant Program (CAMP) coat drive. Coats and all cold weather gear will be accepted at room C249 Holden Hall. Contact Cristina Rodas rodascri@msu.edu with questions. APA members interested in participating in the Area Representative program should contact Pat Hampton. Discussion regarding APA Union Expo next Spring or Summer. Beginning 2023, Pat will conduct training sessions for Area Representatives on the APA contract.

**Treasurer’s Report**

Sue Brandt is excused. Monthly budget reports and profit and loss statements from October through November and budget provided to the board. Discussion regarding profit and loss statements and MEA vs APA billing cycle. The committee is still waiting for the audit report from ALG.

**UniServ Director Report**

Report presented to the board electronically. The next More-You-Know session will be in January and will be focused on MEA/NEA member benefits. The 8H training grant has been approved through MEA. The process to add a group of nurses to APA is continuing.

**JHCC**

Shannon Alston reviewed the letter of agreement for healthcare options provided to MSU employees working remotely from outside of Michigan. MSU is still working on the process to release the buy-up dental plan. Discussions regarding available discount prescription cards that may be cheaper than CVS.

**Committee Reports**

Membership/Community Based Events – Kandy Slack reported APA had 61.8% of members in good standing for November. Current percent for December is 60.93%. Twenty-four new member orientations scheduled so far this month.

Communications – Darius Bradley is excused.

Legislative – Becky Jo Farrington reported the committee is participating the Martin Luther King Jr. Unity Dinner to promote voter education provide voter registration information. Register to vote: <https://mvic.sos.state.mi.us/> Additional information about non-partisan candidate recommendations available at [www.meavotes.org](http://www.meavotes.org). No APA dues money may be used to support or endorse political candidates.

Elections – No report.

Grievance – Martin McDonough gave a brief update on current grievance status. Three active grievances in arbitration at this time.

Finance Committee – No update.

Diversity Equity and Inclusion – Elbony Hawkins reported the committee will participate with the MLK commemorative celebration committee to host a film screening and panel discussion in participation with MSU Libraries. The committee is also working with the Cezar Chavez planning committee for their event in April. DEI calendar dates will be published in the next APA newsletter.

Constitution and Bylaws – No update.

**Professional Trainings / Conferences**

Martin McDonough attended the NCUEA conference in Salt Lake City.

**Member Questions, Comments and Concerns**

Members had the opportunity to ask questions.

**BUSINESS AND DISCUSSION ITEMS**

**Old Business**

**MEA RA Delegate Commitments**

Martin McDonough asked for delegates to contact him regarding their availability to attend the Spring MEA RA on April 21st, 2023. Discussion regarding election and seating of delegates and alternate delegates.

**APA Website**

Todd Ring reported a new member’s only section of the APA website will soon be available for members in good standing. Account creation information will be delivered to members in good standing via email from Martin McDonough. Contact Todd Ring via MS Teams for assistance. Discussion regarding improving the website to follow current accessibility standards.

**New Business**

**Negotiation Committee Update**

No meeting in December. Meeting and trainings to begin in January.

**Bonuses**

Jim Brinker brought up the topic of executive board compensation in the form of a dues rebate for board discussion on the topic. Kandy Slack asked for historical reference. Leo Sell commented on past problems recruiting executive board members and a historical dues rebate, but that the policy was eventually dropped. Nicole Proctor-Kanyama commented on the increased workload put on union members. Leo Sell recommended reviewing the prior policy for consideration and asking the finance committee. Jim Brinker moved to review the previous executive board dues rebate policy and ask the finance committee to review and comment on financial implications. Motion seconded by Nicole Proctor-Kanyama. Kandy Slack commented that the board needs access to all APA policies and procedures in a central location and that these topics should be discussed in strategic planning as there are implications for the constitution and bylaws. The board does not currently have knowledge of or access to these policies. Jim Brinker amended the motion to request a report back from the chairperson at the February meeting with approval of Nicole Proctor-Kanyama. Motion carried.

Leo Sell moved to pay a thank you bonus to Kandy Slack in amount of $599 in thanks for her efforts in maintaining membership organizing and contact throughout the pandemic due to the extra effort required to maintain these services virtually. Motion seconded by Pat Hampton and carried.

**ANNOUNCEMENTS**

**Upcoming APA Executive Board Meeting (Hybrid for Members)**

January 10th, 2023, 2pm, TBD

**Upcoming MEA Events**

**Upcoming NEA Events**

**Adjournment**

 Nicole Proctor-Kanyama moved to adjourn. Motion seconded by Todd Ring and carried.

**8H Coordinating Council**

Meeting minutes are respectfully submitted by Jared Andrews