

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION  
Minutes of Meeting  
Tuesday, June 9, 2020**

**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, Sam Fortino, Joe Garza, Heather Hazzard, Elizabeth Hood, Aaron Minnis, Mike Ouderkirk Sharon Potter and Jaci Sayen.

APSA Members excused: Natan Espinosa (technical difficulties)

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- none

**APPROVAL OF AGENDA**

Agenda of June 9, 2020

**Motion made by Director Hazzard to approve the June 9, 2020 agenda as submitted; seconded by Director Hood agenda approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Hood to approve APSA meeting minutes from May 12, 2020 seconded by Director Hazzard, motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President's Report

President Garza sent electronically:

Monthly activity from President Garza:

1. Sent out multiple APSA Updates to membership over the course of the month.
2. Negotiated with the University a Tentative Agreement to address furloughs and layoffs. Executive Board approved for ratification.
3. Weekly meetings with the Executive Board to provide updates on current situation on campus.
4. Conducted Town Hall meeting with Membership on May 8, 2020.
5. Conducted Town Hall meeting with APSA members of the MSU Police on May 14, 2020.
6. Ratification of LOA and Bylaw amendment to allow furlough and layoff members to maintain their rights as members in good standing through December 31, 2020.
7. Daily Discussions with other union leadership to address situation.
8. Negotiated transition of three nonunion members into APSA from the MSU Foundation.
9. Addressed through different means of correspondence, 449 members concerns and questions.
10. Working with members and University on UIA fraudulent claims.
11. Reviewed of 128 furlough letters issued to members. Numerous follow up conversations.

**CLO:**

- Met weekly with the University to discuss updates regarding Covid 19 crisis and impact on members.
- Continue to pursue Actual Financials vs. Projected from the University.
- Met weekly with other union leaders to share information on current status of their respective membership.
- Discussed with University the new Pay Transparency Nondiscrimination Provision.
- Was appointed to serve on HR Subcommittee of the Reopening Campus Task Force.

**JHCC:**

- Have been in constant conversation regarding our Health Care Coverage with the university and evolving information based on COVID 19 situation. Confirmed that furlough members can change health care coverage based on life changing event.
- Continued CVS follow up to annual review and discussed recommended programs to reduce prescription drug cost. Looking to implement change by January 1, 2021. Working on a LOA with the JHCC and University.
- Scheduled Teladoc annual review for June 5th, 2020- telemedicine services have drastically increased in the last three months.
- Working with the University to reintroduce the Co-pay Card program that was discontinued due to administrative issues.
- Received Q3 Dashboard- Health Care Cost are similar to previous year at the same time.

**OTHER:**

- Operating Calendar-Newly elected Board Orientation/Annual Retreat in October 2020/Annual approval for Auditing firm/Business Committee Recommendation for dues for upcoming year.
- New Member Orientation- will be done via teleconference

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

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

- Discussed cost for storage for APSA files - \$105 per month; President Garza will defer to APSA Legal counsel on length of time to keep files.
- Provided an update on the audit-looking at other options of review.

Recording Secretary – Kathleen Deneau

- No report

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

Report of the Membership Secretary- Karla Bauer - Electronically mailed report.

- 1298 members on roster

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

Member’s Privilege

- None

Unfinished Business:

- Update to Lease agreement- still waiting on lease proposal. CTU has informed Association that they will not be charging rent since we have not been occupying space since March due to Governor's Executive order.
- Approve President monthly expenditures- I will suspend this based on our current situation.

New Business:

- APSA board retreat will be scheduled for October 2020;
- Business Committee – no report
- Member Outreach Committee Report – no report
- By Law Committee Report- no report
- Grievance Committee Report – no report

Standing Committee Reports

Member Outreach Committee Report – no report

By Law Committee Report – no report

Grievance Committee Report – no report

Business Committee: no report

PACDI: no report

Employee Assistance Program: No report

All-University Traffic Committee: no report

Other Committees: No report

By Laws Committee: No report

**ADJOURNMENT**

**MOTION by Director Hazzard to adjourn meeting; seconded by Director Hood motion approved without dissent. Meeting adjourned at 1:06 PM.**

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