

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, May 12, 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, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Elizabeth Hood, Aaron Minnis, Mike Ouderkirk Sharon Potter and Jaci Sayen.

APSA Members excused: none

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- none

APPROVAL OF AGENDA

Agenda of May 12, 2020

Motion made by Director Hazzard to approve the May 12, 2020 agenda as submitted; seconded by Director Espinosa agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from April 14, 2020 seconded by Director Hood, motion passed without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza sent electronically:

Monthly activity from President Garza:

1. Sent out 12 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. Conducted daily meetings with Executive Board to address negotiations status and other related issues
4. Daily Discussions with other union leadership to address situation
5. Review of Governor's Executive Orders and updates/Federal Programs - CARES ACT
6. Addressed through different means of correspondence, 274 members concerns and questions.

CLO:

- Met weekly with the Union leadership to discuss updates with the University
- Met with Dave Byelich to discuss University financials and impact on the end of FY20 and going into FY21. Continue to pursue Actual financials vs. Projected.
- Met weekly with other union leaders to share information on current status of their respective membership
- Discussed change in OIE processes and shift of files from out of state back to the University
- Discussed with University Excused Unpaid Time and May coverage for health care

JHCC:

- Discussed COBRA payments/LTD/FSA, and Voluntary Benefits and met with group to discuss process. Have been in constant conversation regarding our Health Care Coverage with the university and evolving information based on COVID 19 situation.
- Continued CVS follow up to annual review and discussed recommended programs to reduce prescription drug cost. Looking to implement change by August 1, 2020.
- Scheduled Teladoc annual review for June 5th, 2020- telemedicine services have drastically increased in the last three months.

OTHER:

- Operating Calendar-we have addressed all the items scheduled for Board action.
- New Member Orientation- will be done via teleconference
- Postponed 35th Anniversary Celebration -notified vendor
- I have been utilizing White Schneider staff to cover some OIE appeals and review of LOAs for grievance settlements that have been completed. Activity level has been higher. This will have an impact on April billing.
- Corresponding Secretary Randy Brown has provided proposal for new laptop for President Garza. We were working on it before the crisis situation. - the one President Garza received from APSA is ten years old and cannot get it to update/ nor can it download Teams. President Garza took to MSU computer lab and they said it was pretty old and it would be wiser to purchase new one then to upgrade. President Garza does not plan on asking Board for approval to purchase laptop until we get back to the full activity.

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

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

Recording Secretary – Kathleen Deneau

- No report

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

- VoteNet –May 14, 2020 voting begins ends May 20, 2020.
- Microsoft teams program was utilized for Town Hall meeting conducted May8, 2020.

Report of the Membership Secretary- Karla Bauer - Electronically mailed report.
New section that includes members that have recently retired.
Current membership-1303

Motion by Director Espinosa 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.
- Approve President monthly expenditures- I will suspend this based on our current situation.

New Business:

Recommended Bylaw change: Motion made by Director Espinosa to amend APSA Bylaws 11.1 as follows: These Bylaws may be altered or amended in accord with Section 4.3 of these Bylaws. The proposed amendment must be provided to the membership at least 72 hours prior to voting. Any proposed amendment may be presented by petition signed by not less than seventy-five (75) of the regular members of the Association, or by resolution of the Executive Board. Passage of any amendment shall be by two-thirds (2/3) vote of the regular members voting; seconded by Director Potter, motion passes without dissent.

APSA board had a discussion about postponing the election until October 2020. President Garza will review with APSA legal counsel and will report back to board on decision.

Scheduling of June Retreat- recommend moving to the Fall 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: Director Barton mentioned that the Gotcha e-scooters will return to campus this summer.

Other Committees: No report

By Laws Committee: No report

ADJOURNMENT

MOTION by Corresponding Secretary Brown to adjourn meeting; seconded by Director Espinosa motion approved without dissent. Meeting adjourned at 12:59 PM.

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