

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, January 12, 2021**

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 January 12, 2021

Motion made by Director Espinosa to approve the January 12, 2021 agenda as submitted; seconded by Director Hazzard agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from December 8, 2020 seconded by Director Hazzard, motion passed without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza sent electronically:

Participated in action/discussion items related to the COVID 19 situation:

1. Sent out multiple APSA Updates to membership over the course of the months.
2. Addressed through different means of correspondence, members concerns and questions regarding COVID issues related to furloughs/recalls/workplace changes.
3. President meeting scheduled for December 10, 2020, with CLO. President gave current update of University's position regarding the pandemic, spoke briefly on Spring/Summer Semesters.

CLO:

- Met weekly with the University to discuss updates regarding Covid 19 crisis and impact on members.
- Met weekly with other union leaders to share information on current status of their respective membership.

- Serving on CFO Search Committee- had several meetings already on process and confidentiality. Have scheduled out times for meetings/interviews through March. Met with firm assisting with search.

JHCC:

- Scheduling initial meeting in December to begin negotiations. Deadline is to have an agreement by June 30, 2021. Had initial meeting December 10, 2020, to discuss procedural and guidelines for future bargaining sessions scheduled for January and February.
- Met with CVS to discuss new copay card program for Specialty Drugs- Currently securing signatures for agreement from union leadership.
- Sent emails to APSA members that had not filled out spousal affidavits during open enrollment. Under national emergency members can still sign up for coverage.

OTHER:

- Operating Calendar- 1099's issued to All Paid members/Review of Lease, Legal, Property insurance, and Fraud insurance
- New Member Orientation- will be done via teleconference.
- The CTU building still remains closed - we are not being charged rent at this time.

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

- No questions asked regarding the labor relations report.

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

- Treasurer Deneau updated on board on annual audit (expected to be completed today)
- 1099's should be sent out soon;
- Audit firm filed for an extension to pay association taxes.
- Treasurer Deneau reviewed expenses associated with storage of current furniture;

Recording Secretary – Kathleen Deneau

- No report

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

- Sent report electronically

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

- 1295 members on roster
- 1 retirements in December 2020

Motion by Director Espinosa to accept all officer reports; seconded by Director Fortino motion approved without dissent.

Member's Privilege

- None

Unfinished Business:

- Semi-annual membership meeting and Election process for April 2021
- Annual Operating Calendar for 2021- President Garza requested that all committees meet to review their operating calendars due dates;
- Survey for Health Care input from members will be sent in the next few weeks.

New Business:

- Business Committee –
 - Review of Deficit or Surplus of Fund Balance
 - Mobile Phone Stipends (added bullet point number 4) to include that this will be reviewed annually;
- Member Outreach Committee Report-
 - Would like a blitz done on non-paying members, especially with new dues amount.
- By Law Committee Report-
- Grievance Committee 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
- Employee Assistance Program: No report
- All-University Traffic Committee: No report
- Other Committees: No report

ADJOURNMENT

MOTION by Director Espinosa to adjourn meeting; seconded by Director Hazzard motion approved without dissent. Meeting adjourned at 12:51 PM.

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