

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, August 11, 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 (absent)

Member's present- none

APSA Legal Counsel Present- none

APPROVAL OF AGENDA

Agenda of August 11, 2020

Motion made by Director Espinosa to approve the August 11, 2020 agenda as submitted; seconded by Director Hood agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from July 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:

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, 78 members concerns and questions regarding COVID issues related to furloughs/recalls/workplace changes.
3. Beginning to receive recall letters for some of our furloughed members- 25 recall from 138 furloughs.
4. Worked with members on UIA claims -specific to the payout most received for personal time.
5. Discussed with University the multiple "interim placements" in open positions. The Association has made their position clear that we will file a grievance if open positions are not posted in the future.
6. Met with the University to discuss RHS decision to designate Akers Hall, Kellogg Center, and Spartan Village as isolation locations.

CLO:

- President Garza noted that he is concerned about the impact athletics cancelations may have on APSA employees;
- President Garza met weekly with the University to discuss updates regarding Covid-19 crisis and impact on members.
- Continue to pursue Actual financials vs. Projected. Submitted request to the University regarding specific budgetary information. Had presentation by CFO Dave Byelich on University budget. As of today President Garza still has not received an update from the University.
- Met weekly with other union leaders to share information on current status of their respective membership.
- Continues to serve on HR Subcommittee of the Reopening Campus Task Force. Was assigned Compensation review during this time period. Proposal sent to MSU leadership- have not received a response.
- Met with University to discuss new RVSM policy changes that will be sent out to the University by August 14, 2020. Reviewed new policy changes with APSA legal counsel and posed questions that were sent to the University. Reiterated at meeting regarding the notations in "hiring files" of any member listed as a respondent in an investigation. We still are waiting for special conference to discuss this.
- Met with University to discuss the MSU Community Compact on COVID 19. Discussed concerns of enforcing mask wearing compliance, multiple scenarios, discipline issued, and training of staff among other items.

JHCC: (meetings were cancelled by the University for the month of July with the JHCC)

- Have been in constant conversation regarding our Health Care Coverage with the university and evolving information based on COVID 19 situation.
 - Sent information to membership in regards to FSA availability during furlough and payments dues for Voluntary Benefits.
- Met with University to discuss Livongo Business Review and Return on Investment analysis;
- Have inquired to the University member's concerns with notification that Midwestern Dental is not in operation. University is following up.
- Teledoc merged with Livongo and Best doctors;

OTHER:

- Operating Calendar-
 - End of fiscal year-prepare files for audit
 - Board approves Continuation of Non-Board Payments (none)
 - Recommended to conduct Semi-annual meeting via Microsoft Teams
- New Member Orientation- will be done via teleconference.

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

- VP Minnis noted that there has been a lot of activity in July related to contract administration including multiple letter of agreements for members serving in an interim role.

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

- Treasurer Deneau provided an update on the financial status of APSA
- July membership dues total dropped due to member furloughs. (We do not collect dues from members if they do not receive a check for the month).
- Treasurer Deneau reviewed the accounting firms audit options for APSA including annual Audits/Reviews/Agreed upon Procedures.
 - Treasurer Deneau recommend that business committee meet to discuss changing the bylaws at the April 2021 membership meeting to allow flexibility for a full audit to occur every other year and in the opposite years allow for a review.
 - **Motion made by Director Espinosa to approve proceeding with the current annual audit process on behalf of APSA; seconded by Vice President Minnis; motion passes unanimously.**

Recording Secretary – Kathleen Deneau

- No report

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

- Sent report this morning and requested that Treasurer Deneau review website to confirm that all financials are posted to website;

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

- 1289 members on roster
- Any employee that was furloughed and called back needed to resubmit their APSA dues automatic reduction form

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

Member’s Privilege

- None

Unfinished Business:

- None

New Business:

- President Garza requested that the board approve moving the semiannual meeting scheduled in October to occur via Microsoft Teams.
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 - **Motion made by Director Espinosa to hold upcoming APSA Semi-Annual meeting in October via Microsoft Teams; second by Corresponding Secretary Brown; motion passes unanimously.**
- Business Committee - met with audit firm and received information on Audit or Engagement Comparison
- Member Outreach Committee Report-have reduced NO pays from 94 to 79. Have received positive remarks about union leadership during this pandemic. Currently, working on annual reach out to No Pays.
- By Law Committee Report- no update
- Grievance Committee Report- no update

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 Espinosa to adjourn meeting; seconded by Director Hazzard motion approved without dissent. Meeting adjourned at 1:04 PM.

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