

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, October 13, 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 October 13, 2020

Motion made by Director Hazzard to approve the October 13, 2020 agenda as submitted; seconded by Director Hood agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Hazzard to approve APSA meeting minutes from September 15, 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, 107 members concerns and questions regarding COVID issues related to furloughs/recalls/workplace changes.
3. Met with the University and RHS multiple times to discuss status of members impacted by switch to remote learning and occupancy of residence halls. Trying to work out solution that would have members continue working in other capacities. LOA of agreement was reached on September 22, 2020. All members impacted were offered an alternative position.
4. Met with MSU Health Team to discuss current financial situation of clinics and need to make cuts. Meeting Friday, September 11, 2020 with APSA members impacted to discuss options. Members rejected proposal by a vote of 19-2. University was informed of vote results.

CLO:

- Met weekly with the University to discuss updates regarding Covid 19 crisis and impact on members.
- Continue to pursue Actual financials vs. Projected. Have submitted request to the University regarding specific budgetary information. Had presentation by CFO Dave Byelich on University budget. (Requested financial information was sent September 17, 2020).
- Met weekly with other union leaders to share information on current status of their respective membership.
- Continue to serve on HR Subcommittee of the Reopening Campus Task Force.
- Sent letter to President Stanley requesting meeting with CLO. Received response September 3, 2020. Received notification September 29, 2020 from President's Office to schedule a meeting.
- Request to serve on the University CFO search committee by President Stanley.

JHCC:

- Open Enrollment begins October 1-31, 2020. Remind employees to sign affidavit. Required for health care coverage.
- Meeting with CVS to discuss new copay card program for Specialty Drugs
- Met with MSU Radiology to discuss savings over other services in the local area. Will continue to work a strategy on how to educate membership. Looking at incentive options to get membership to utilize services.
- Reviewed Final Dashboard for 2019-2020 Health Care cost.
- Sent out information to membership on Flu Clinics and new pharmacy.

OTHER:

- Operating Calendar- Semi-annual Presentation/Quarterly Labor Management meeting
- New Member Orientation- will be done via teleconference.
- The CTU building still remains closed - we are not being charged rent at this time.
- Scheduled a meeting with University to discuss Parental Leave Policy. (October 8, 2020). President Garza requested all board members review the agreement so that we can answer questions by members.

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

- No questions regarding grievance report;
- Arbitration was filed for member.

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

- Treasurer Deneau provided an update on the financial status of APSA
- Additional CD was purchased with funds
- No questions regarding the Treasures report.

Recording Secretary – Kathleen Deneau

- No report

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

- Launching Microsoft Flow automated birthday email November 2020
- Testing 0365 - Microsoft Flow to automate birthday email from Joe to members on their special day or special month.
- Participated in the Votenet pilot to evaluate their upgraded product. The new product will be launching soon, and the user experience will be better for our members.

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

- 1297 members on roster
- 2 retirements in September 2020

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

Member’s Privilege

- None

Unfinished Business:

- Board needs to approve the Annual Record storage expense
 - **Motion made by President Garza to approve the APSA annual record storage expense of \$1,248 annually to VRC; seconded by Director Espinosa; motion passes without dissent.**

New Business:

- Business Committee
- Member Outreach Committee Report-
- 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

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 Corresponding Secretary Brown to adjourn meeting; seconded by Director Sayen motion approved without dissent. Meeting adjourned at 12:48 PM.

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