

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, November 10, 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, Mike Ouderkirk, Sharon Potter and Jaci Sayen.

APSA Members excused: Aaron Minnis, and Natan Espinosa.

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- none

APPROVAL OF AGENDA

Agenda of November 10, 2020

Motion made by Director Hazzard to approve the November 10, 2020 agenda as submitted; seconded by Director Sayen agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Hood to approve APSA meeting minutes from October 13, 2020 seconded by Director Potter, 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, 88 members concerns and questions regarding COVID issues related to furloughs/recalls/workplace changes.
3. Worked with RHS on "Bonus Job" placement.
4. Negotiated extension of current Furlough LOA.
5. Met to discuss policy and procedures execution for new Paid Parental Leave with the University.
6. Addressed multiple calls on new merit format.
7. Met with the University to review units defined in paragraph 142 of CBA
8. Conducted Semi-Annual Meeting - 237 members were in attendance.
9. Met with the University on the College of Arts and Letters reorganization.
10. Requested updated "Essential Employees list for Modified Operations" from the University - have not received.

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.-Presentation by CFO Dave Byelich on University budget will take place November 11, 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. Meeting is scheduled for December 10, 2020.
- Request to serve on the University CFO search committee by President Stanley.

JHCC:

- University sent email requesting negotiation team for the CLO- currently working on getting representatives from other unions.
- Met with CVS to discuss new copay card program for Specialty Drugs- working through logistics to present to membership; meeting scheduled tomorrow.
- Sent out 255 notices to members that had not completed Open Enrollment.
- Working with the University on new list of Health Care initiatives.

OTHER:

- Operating Calendar- Board Approves VoteNet and Microsoft 365 renewals.
 - **Motion made by Corresponding Brown to approve continuation of both contracts with Votenet and Microsoft 365 for the next year; seconded by Vice President Ouderkirk; motion passes without dissent.**
- 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.

- Treasurer Deneau inquired and requested clarification regarding grievances listed on Labor Report (C7&C8).

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

- Treasurer Deneau provided an update on the financial status of APSA
- No questions regarding the Treasurer's report.

Recording Secretary – Kathleen Deneau

- No report

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

- Sent report electronically
- Corresponding Secretary mentioned that he was unsure what happened with the most recent semi-annual meeting as it relates to technology difficulties; Communicating with Microsoft Teams to try to resolve issue.

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

- 1290 members on roster
- 1 retirements in October 2020

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

Member’s Privilege

- None

Unfinished Business:

- None

New Business:

- Business Committee - would like to present two items for discussion: Associate Fund Balance Policy and Mobile Phone Expense Annual Approval-following similar protocol as other +500 expenses.
 - Treasurer Deneau reviewed recommendations by the Business Committee including temporary reduction of dues based on current status of APSA budget;
 - **Motion made by President Garza to temporarily reduce APSA monthly membership dues to \$10 a month beginning January 2021 through December 31, 2021; seconded by Heather Hazzard; motion passes without dissent.**
 - Membership Secretary Bauer will inquire with payroll about timing required to implement this change.
- Treasurer Deneau also reviewed recommendations related to Mobile Stipends
 - Committee recommends that as an expense not approved by the membership the way board stipends are, and due to the expense on an annual basis representing \$155/month or \$1,860 annually the expense should be annually reviewed for changes and then board approval sought.
 - Due to continual changes in the mobile communication and technology sector the committee recommends that a bylaw change be sought that identifies the positions and applies the same standards as the MSU manual of business procedures. The association

- uses a similar reference in Bylaw 5.12d regarding travel. This would eliminate the need for an internal policy.
- President Garza requested that all board members review the mobile stipends and item will be added to unfinished business for our December board meeting.
- Member Outreach Committee Report- present on new swag items;
 - Corresponding Secretary Brown reviewed membership outreach committee recommendation to purchase APSA logo branded face masks for APSA members. Issue will be added to unfinished business in December and discussed further at that time.
- By Law Committee Report- no report
- Grievance Committee Report – no report

Standing Committee Reports

Member Outreach Committee Report – recommendations noted in New Business section of agenda

By Law Committee Report – no report

Grievance Committee Report – no report

Business Committee– recommendations noted in New Business section of agenda

Employee Assistance Program: No report

All-University Traffic Committee: No report

Other Committees: No report

ADJOURNMENT

MOTION by Director Fortino to adjourn meeting; seconded by Director Sayen motion approved without dissent. Meeting adjourned at 1:11 PM.

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