

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, December 8, 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 December 8, 2020

Motion made by Director Hazzard to approve the December 8, 2020 agenda as submitted; seconded by Vice President Ouderkirk agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Hazzard to approve APSA meeting minutes from November 10, 2020 seconded by Director Fortino, 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, members concerns and questions regarding COVID issues related to furloughs/recalls/workplace changes.
3. Addressed multiple calls on new merit format.
4. Requested updated "Essential Employees list for Modified Operations" from the University - have not received.
5. Completed the Furlough Extension LOA and ratification
6. Sent email to membership of dues reduction- worked with Payroll to begin new amount January 1, 2021.
7. President meeting scheduled for December 10, 2020, with CLO.
8. Attended Strategic Planning Session meeting

9. Attended RHS Town Hall meetings on status of Spring Semester housing- they expect 1900 more residents, we have had a few of the 17 members left on furlough recalled returning by December 13, 2020, to prepare for Spring opening.
10. Dreamhost Domain was paid for the next two years.
11. Review of Merit Pay/General increase for members. 102 members received less than 2.75% of those 28 only received the 1.375%/142 members received higher than the 2.75%. Old CBA language of 25%/75% would have resulted in the 28 members only receiving .6875% of the 2.75% raise.

CLO:

- Met weekly with the University to discuss updates regarding Covid 19 crisis and impact on members.
- Reviewed Finance and Budget Update slide deck from Dave Byelich and Mark Haas.
- 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. This committee work is complete at this time. Committee ended 11/22/20, but was asked to serve if committee work was needed to address future issues.
- 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 scheduled for Thursday December 10, 2020.
- 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.
 - President Garza provided an update as to his expectations for the upcoming meeting with the university.
- Met with CVS to discuss new copay card program for Specialty Drugs- met and are currently working through language for LOA
- Working with the University on new list of Health Care initiatives.

OTHER:

- Operating Calendar- Annual Audit complete/Pay Federal Taxes by the 31st
- New Member Orientation- will be done via teleconference.
- The CTU building still remains closed - we are not being charged rent at this time.
- Would like to send membership an email requesting input like we did for the CBA.

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 and taxes.
- 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
- Noted that corresponding secretary is working with Microsoft to find a solution to allow @msu.edu members to interoperate with our @msuapsa.org tenant to allow for seamless communications.
- Microsoft Flow automated birthday email stalled until I resolve the interop problem because of enhanced security measures put in place by MSU.

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

- 1288 members on roster
- 2 retirements in November 2020

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

Member’s Privilege

- None

Unfinished Business:

- Membership Outreach Committee- APSA Mask Proposal
 - **Motion made by Membership Outreach Committee Chair Brown to approve purchase and distribution of APSA face masks for members; questions were asked and discussions took place; motion seconded by Director Sayen, motion passes with three board members dissenting.**
- Business Committee- Mobile Phone Expense Annual Approval-following similar protocol as other +500 expenses
 - **Motion made by to approve current cell phone reimbursement of President and Vice Presidents at current rate for the fiscal year; seconded by Director Fortino; motion passes without dissent.**
 - Annual operating expenses will be reviewed each August.

New Business:

- Semiannual membership meeting and election process will be added to unfinished business for January 2021 board meeting.
- Updating Annual Operating calendar by each committee will be added to unfinished Business for January 2021.
- Business Committee –
- 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: Director Barton updated board on recent meeting and will send summary of the minutes from this meeting.

Other Committees: No report

ADJOURNMENT

MOTION by Director Sayen to adjourn meeting; seconded by Director Espinosa motion approved without dissent. Meeting adjourned at 1:16 PM.

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