

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

**Minutes of Meeting  
Tuesday, July 14, 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:

Absent: none

Associate Member- Mike Gardner

Member's present- none

APSA Legal Counsel Present- none

**APPROVAL OF AGENDA**

Agenda of July 14, 2020

**Motion made by Director Hazzard to approve the July 14, 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 June 9, 2020 seconded by Vice President Ouderkirk, 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 month, responding to President Stanley's emails.
2. Weekly meetings with the Executive Board to provide updates on current situation on campus.
3. Addressed through different means of correspondence, 94 members concerns and questions.
4. Working with members and University on UIA fraudulent claims.
5. Continue to receive furlough letters issued to members. Numerous follow up conversations. Have also received recall notices, with first return notices dated July 6, 2020.

**CLO:**

- Met weekly with the University to discuss updates regarding Covid 19 crisis and impact on members.
  - Specific concerns related to how wearing of masks will be enforced.
- Continue to pursue Actual financials vsp. Projected. Have submitted request to the University regarding specific budgetary information. Had presentation by CFO Dave Byelich on University budget.
- 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. Was assigned compensation review during this time period.
- Was presented a proposal from the University for Additional Concessions on salary and retirement contributions. All unions rejected proposal.

**JHCC:**

- Have been in constant conversation regarding our Health Care Coverage with the university and evolving information based on COVID 19 situation. Confirmed that furlough members can change health care coverage based on life changing event.
- LOA was executed for CVS Health Advance Control Formulary Management Program. Sent via separate email.
- University shared plans for the transition to the Humana Insurance for retirees. Savings will be in the millions.
- Teladoc annual review was June 5th, 2020- telemedicine services have drastically increased in the last three months. Sent via separate email
- Working with the University to reintroduce the Co-pay Card program that was discontinued due to administrative issues.
- Reviewed that there was not any "shock" claims for May- Final Q4 Dashboard will be complete by end of August.

**OTHER:**

- Operating Calendar-File Non-Profit Renewal for State of Michigan/Board Approves Insurance renewal/Quarterly Meeting with University.
  - Treasurer Deneau will look into the renewal fee for the non-profit status of the association.
  - Board insurance renewal – **Motion made by President Garza to renew APSA board member embezzlement insurance FY 2021; seconded by Vice President Ouder Kirk, motion passes unanimously.**
- Conducted Semi-annual meeting and Election for open Board Positions.
- New Member Orientation- will be done via teleconference.
- Have seen up an increase in non-paying members submitting their form for dues deduction.

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

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

- **Motion made by President Garza to retain APSA dues at \$19 a month for the next year; seconded by Director Espinosa; motion passes unanimously.**

Recording Secretary – Kathleen Deneau

- No report

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

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

- 1294 members on roster

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

Member’s Privilege

- None

Unfinished Business:

- None

New Business:

- Business Committee – Treasurer Deneau noted that he has requested a list of services that are offered by our auditing firm prior to a conference call we will schedule with them to review this year’s audit.
- 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 Director Espinosa to adjourn meeting; seconded by Corresponding Secretary Brown motion approved without dissent. Meeting adjourned at 1:06 PM.**

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