

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

**Minutes of Meeting  
Tuesday, September 15, 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 September 15, 2020

**Motion made by Director Espinosa to approve the September 15, 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 August 11, 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, 126 members concerns and questions regarding COVID issues related to furloughs/recalls/workplace changes.
3. Due to announcement of remote learning for Fall Semester we had several recall letters rescinded. Current count is- 30 members still on furloughs from 138 initial total.
4. Met with the University and RHS multiple times to discuss current status of members impacted by switch to remote learning and occupancy of resident halls. Trying to work out solution that would have members continue working in other capacities.
5. Met with MSU Health Team to discuss current financial situation of clinics and need to make cuts. Met on Friday, September 11, 2020 with APSA members impacted to discuss options.
6. Notified of survey for feasibility study on potential new Multi-Cultural Center on Campus.
7. Attended Virtual conversation with President Stanley.

8. Attended town Hall meetings with RHS VP Vennie Gore – VP Gore asked for volunteer furloughs and early retirements;

**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. Saw presentation by CFO Dave Byelich on University budget status. Requested financial information again at August 26 meeting- still have not received anything.
- 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.
- 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.
- Sent letter to President Stanley requesting meeting with CLO. Received response September 3, 2020 and shared letter with board members.

**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.
- Health Care Cost Experiences was less than 1% for 2019-2020- General increase for year 3 will be 2.75%.
- Expects to begin negotiations with the university on next health care agreement beginning in the end of the year or early 2021. Meetings have not been scheduled.
- Working with University on how Open Enrollment will be conducted remotely this year.
- Confirmed that Midwestern Dental is no longer in operation and not part of dental plan.

**OTHER:**

- APSA Semiannual membership meeting will take place on October 20 2020
- Operating Calendar-Audit begins/ Board needs to approve annual record storage expenses –will be moved to Unfinished Business for next Board meeting in October.
- 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.

- No questions regarding grievance report;
- President Garza updated the board on requested arbitration for an MSU APSA member;
  - **Motion made by Vice President Minnis to approve APSA to take membership grievance to arbitration based on excessive discipline received; seconded by Director Sayen; motion passes without dissent.**

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

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

Recording Secretary – Kathleen Deneau

- No report

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

- Working with Office 365 - Microsoft Flow to automate birthday email from President Garza to members on their special day or special month.
- Researching options to share Teams recording with Health Care members. Currently, the only solution is to share this via my @msu.edu account according to Microsoft.
- Setup voting for Health Care members via Microsoft Forms to run from Tuesday 09-15-2020 12:00pm to Friday 09-18-2020 12:00pm.

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

- 1298 members on roster
- 3 retirements in August 2020

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

Member’s Privilege

- None

Unfinished Business:

- None

New Business:

- Parental Leave of Absence – discussed new policy
- 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: meets on Thursday September 17, 2020

Other Committees: No report

By Laws Committee: No report

**ADJOURNMENT**

**MOTION by Director Espinosa to adjourn meeting; seconded by Director Fortino motion approved without dissent. Meeting adjourned at 1:00 PM.**

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