**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION**

**Minutes of Meeting**

**Tuesday, February 9, 2021**

**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 February 9, 2021

**Motion made by Director Espinosa to approve the February 9, 2021 agenda as submitted; seconded by Vice President Minnis agenda approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from January 12, 2021 seconded by Vice President Minnis, motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

President Garza sent electronically:

* Sent out email to membership outlining Healthcare Negotiations- received multiple suggestions and thoughts.

**CLO:**

* Met weekly with the University to discuss updates regarding COVID-19 crisis and impact on members.
* Met weekly with other union leaders to share information on current status of their respective membership.
* 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.
* Reviewed University policy about reporting Suspected Criminal Activity and Misconduct

Tuesday February 9, 2021 Executive Board Meeting Minutes

Page 2 of 4

**CLO continued:**

* Participated in Police Chief Town Hall meetings - discussed candidates with other CLO leaders

**JHCC:**

* Bargaining Process began on January 28, 2021- discussed process/ outlined was interest based presentations/ and scheduling of the next two months of bargaining.  There are two representatives from each union.
* Met with CVS to discuss new copay card program for Specialty Drugs- Signatures secured. Plan begins in July 1, 2021
* Staff Benefit Director is retiring- position has been posted.
* Working with University on refund based on CVS Audit-$2.4 million.
* Teladoc services have increased 23% over last year- savings of over $500,000 to plan.
* MIOSHA Posting for APSA – President Garza shared with membership

**OTHER:**

* Operating Calendar- Legal contract approval by Board/Eballot Invoice due/Board approves Swag for semiannual;
  + Renewal of APSA legal counsel contract; **Director Espinosa made a motion to approve APSA legal counsel contract with White Schneider PC for 2021, contract includes a $5 per hour increase; seconded by Corresponding Secretary Brown; motion passes without dissent.**
  + E-Ballot invoice $1,561 annually; **Motion made by President Garza to approve the annual fee of our e-ballot contract; seconded by Director Espinosa; 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’s Report – Ken Deneau   - Electronically mailed report.

* Treasurer Deneau updated on board on status of APSA budget to date.

Recording Secretary – Kathleen Deneau

* Director Hazzard has agreed to take minutes in March on my behalf.

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

* Corresponding Secretary Brown noted that we have received over 700 member requests for APSA masks;

**Post approval motion made by Corresponding Secretary Brown to approve additional expenses associated with the cost of purchase and mailing of face masks for APSA members; seconded by Vice President Ouderkirk; motion passes without dissent.**

Tuesday February 9, 2021 Executive Board Meeting Minutes

Page 3 of 4

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

* 1279 members on roster
* 7 retirements in January 2021

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

Member’s Privilege

* Associate Director Gardner requested that we add information on the APSA website regarding MSU Retiree Association scholarships available for any family member related to faculty, staff or retirees of MSU. Three annual scholarships available.

Unfinished Business:

* Semi-annual membership meeting and Election process for April 2021 – APSA Election committee for April 2021 membership election will include Corresponding Secretary Brown and Membership Secretary Bauer.
* Annual Operating Calendar for 2021-request was made for committees to complete their list
* President Garza requested that we review Furlough letter of agreement with university to the March 2021 board meeting; Agenda item will be added to new business for March 2021 board meeting.

New Business:

* Business Committee - report information outlined below.
* Member Outreach Committee Report- no report
* By Law Committee Report- met today; Operational calendar will include proposed recommended bylaw change changes to be review with APSA board every December and July. Approved changes will be sent to APSA legal counsel no later than March 1 and September 1 of each year.
* Grievance Committee Report – no report

Standing Committee Reports

* Member Outreach Committee Report: no report
* By Law Committee Report – no report
* Grievance Committee Report – no report
* Business Committee: Treasurer Deneau reviewed changes recommended by the Business Committee including when APSA membership dues increase would be approved by the board; policy on handling of old equipment and annual budget.
* Employee Assistance Program:  No report
* All-University Traffic Committee: No report
* Other Committees:  No report

Tuesday February 9, 2021 Executive Board Meeting Minutes

Page 4 of 4

**ADJOURNMENT**

**MOTION by Director Espinosa to adjourn meeting; seconded by Director Sayen motion approved without dissent. Meeting adjourned at 1:19 PM.**

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