

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

**Minutes of Meeting
Tuesday, April 13, 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, Sharon Potter and Jaci Sayen.

APSA Members excused: Mike Ouderkirk

Absent: none

Associate Member- Mike Gardner –absent

Member’s present- none

APSA Legal Counsel Present- none

APPROVAL OF AGENDA

Agenda of April 13, 2021

Motion made by Vice President Minnis to approve the April 13, 2021 agenda as submitted; seconded by Director Barton agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from March 9, 2021 seconded by Director Fortino, motion passed without dissent.

Electronic Vote by APSA Board regarding furlough extension - Friday April 9, 2021

Motion made by Vice President Minnis approve an extension of the current Furlough Letter of Agreement until July 31, 2021, and move forward to the membership for ratification; seconded by Director Fortino, motion passes 11:1.

Electronic Vote by APSA Board regarding APSA Bylaws Amendment - Friday April 9, 2021

Motion made by Vice President Minnis to approve modification of APSA Bylaw Article IV Members, Dues, and Meetings; section 4.2 Classes changing the date to reflect July 31, 2021; and move forward to membership for ratification. Seconded by Director Fortino, Motion passes 12:0.

OFFICER AND COMMITTEE REPORTS

President’s Report

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. New candidate was selected and announced April 1, 2021- Lisa Frace.
- Bargaining Process- initial proposals will be exchanged April 8, 2021.
- Discussed with University the new Remote Work Initiative Committee- requested to serve on committee since it will have impact on our members. University responded that they would bring us in for input once the committee reaches that point. Voiced our concerns that this is a work condition and we should have input. Also, per our contract we represent members in certain perimeters around the state. Would this alter their union protection?
- Reviewed Facilities Connect Roadshow- new system to replace Famis
- Reviewed new Snow/Ice removal vehicles policy for IPF- working on LOA
- Discussed that members could volunteer at the ICHD's vaccination site.

JHCC:

- Teladoc review scheduled for April 12, 2021. President Garza will send out annual utilization report to Board.
- Scheduled meeting times are being utilized for Health care bargaining.

OTHER:

- Operating Calendar- Semi-annual meeting/Elections
- New Member Orientation- will be done via teleconference.
- The CTU building still remains closed - we are not being charged rent at this time.
- Attended Management of OIE cases: Process and Responsibilities

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

- Treasurer Deneau asked a few questions regarding G3, C7 and C11 within the Labor relations report; President Garza provided an update on all issues.

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

- Treasurer Deneau noted that our expenses will soon outpace our income due to the temporary reduction in dues that we have provided to members.
- Treasurer Deneau also provided by an update on the business committee recommendations based on the Audit firm's feedback:
 1. Move financials to a software accounting system -Treasurer Deneau will review options and make recommendations to the board.
 2. Require a monthly reconciliation of dues deposited to the bank account and the roster of paying dues members. – Treasurer Deneau will contact audit firm to get information on if monthly reports need to change or can we provided redacted reports to firm to complete

process. Membership Secretary Bauer and President Garza will review what is currently being run each month and will make their recommendation on what if any changes will be made.

Recording Secretary – Kathleen Deneau

- Recording Secretary Deneau provided an update on the Bylaw changes and the timing of which Bylaw changes will be voted on at the upcoming membership election in April versus those that will be in a future ratification process in the summer of 2021.

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

- No questions from board members present.

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

- 1286 on Roster in March 2021
- 1 retirement in March 2021

Motion by Director Espinosa to accept all officer reports; seconded by Corresponding Secretary Brown motion approved without dissent.

Member's Privilege:

- None

Unfinished Business:

- Semi-annual membership meeting and Election process for April 2021
- APSA Budget -Business committee will meet to develop budget process.
- Need to create subcommittee to review current CBA/LOA and determine list of items to be addressed- would prefer that we begin after Healthcare MOU is reached. This process will begin after Healthcare bargaining is complete.

New Business:

- Business Committee – update provided in Treasurers report;
- Member Outreach Committee Report- share updated timeline for semi-annual meeting and elections;
- By Law Committee Report- updated provided by Recording Secretary;
- Grievance Committee Report- no update

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: No report
- Other Committees: No report

ADJOURNMENT

MOTION by Director Espinosa to adjourn meeting; seconded by Director Hood motion approved without dissent. Meeting adjourned at 1:22 PM.

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