**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION**

**Minutes of Meeting**

**Tuesday, March 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, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Elizabeth Hood, Aaron Minnis, Mike Ouderkirk, Sharon Potter and Jaci Sayen.

APSA Members excused: Kathleen Deneau

Absent: none

Associate Member- Mike Gardner

Member’s present- none

APSA Legal Counsel Present- none

**APPROVAL OF AGENDA**

Agenda of March 9, 2021

**Motion made by Director Espinosa to approve the February 9, 2021 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 February 9, 2021 seconded by Vice President Ouderkirk, motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

President Garza sent electronically:

* Recent member contact activity has increased- we are conducting more investigatory meetings.   University meetings have been limited due to bargaining sessions.
* Attended Spartan Advocate: Governor's Budget Proposal Confirmation (state appropriations will remain at the same level as last year with possible one year increase).
* Attended CACUBO webinar on new stimulus funding for higher Ed and its application.
* Attended town hall with RHS VP Vennie Gore. It was presented, based on financial situation in the Division that the University may request to extend the furlough agreement. Discussion with board.

**CLO:**

* Met weekly with the University to discuss updates regarding Covid 19 crisis and impact on members.

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**CLO Continued:**

* 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. ​Still on-going process.
* Reviewed FRIB Video Camera Policy
* Attended Employee town hall on Covid-19 vaccines
* Attended IPF Quarterly Union Stakeholders Meeting

**JHCC:**

* Bargaining Process- have had several presentations/looking to exchange proposals in April.
* Teledoc and Livongo meeting on Thursday 3/11/21, to discuss possibilities on future cost-savings.

**OTHER:**

* Operating Calendar- Election Nominations Begin/Election committee approved -​done ​
	+ Election expenditures approved- ​none will be needed, semi-annual will be virtual.
* New Member Orientation- will be done via teleconference.
* The CTU building still remains closed - we are not being charged rent at this time.
* Renewed eBallot contract (previously approved)

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

* There were a few questions regarding the OIE process and discussion on status of the current contacts and grievances.

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

* Business committee discussed changes to the budget process that would be approved each year. Committee will work with other committees to forecast their yearly budgetary needs.
* Committee would draft and present to the board in July. Ken will organize additional Business committee meetings to finalize before July.
* Transaction approval policy: Open for comments to address any needed changes. Reserve this topic for business committee meeting.
* Audit report: Includes two recommendations – same as the recommendations from 2 years ago. Have not been implemented to date. Move this to business committee for recommendation to board.

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Recording Secretary – Kathleen Deneau – Absent

* No Report

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

* Still working with Microsoft to establish trust and functionality between mse.edu and APSA
* Timeline for election was sent via email

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

* 1282 on Roster in February 2021
* 4 retirements in February 2021

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

Member’s Privilege

Unfinished Business:

* Semi-annual membership meeting and Election process for April 2021
* Annual Operating Calendar for 2021
* Discuss current Furlough Agreement
* APSA Budget

New Business:

* Business Committee – see Treasurer’s report
* Member Outreach Committee Report- share timeline for semi-annual meeting and elections
* 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: No report
* Other Committees:  No report

**ADJOURNMENT**

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

Meeting minutes respectfully recorded by Heather Hazzard, APSA Director.