

MSU Administrative Professional Association MEA/NEA
Minutes of Executive Board Meeting
Virtual Meeting
August 11th, 2020
2:00 PM

APA Board Present: Jared Andrews, Darius Bradley, Sue Brandt, Pat Hampton, Tonya Jamison, Heather Litts, Jamie Lynn Marks, Martin McDonough, Nicole Proctor-Kanyama, Todd Ring, Jeremy Romel, Kandy Slack, Laura Wise, Tim Woods.

Excused: Leo Sell

MEA Staff Present: Shannon Alston

General Members Present: Members invited to join Zoom Webinar – 57 Members Present

CALL TO ORDER

Martin McDonough called the meeting to order and conducted a roll call of the board.

Welcome and Introduction

Welcome to all members attending this Zoom webinar!

Approval of Agenda

Pat Hampton moved to approve the agenda with flexibility. Motion seconded by Nicole Proctor-Kanyama and carried.

Approval of Meeting Minutes

Minutes of June 9th. Kandy Slack moved to approve the minutes as distributed. Motion seconded by Laura Wise and carried.

REPORTS

President's Report

Martin McDonough presented his president's report with discussion regarding member issues, meetings and events. The report was distributed to the board electronically. Discussion regarding Martin announced APA is getting ready to start preparing the text of the LOA on parental leave negotiated with the university last August and beginning January 2021.

Vice President's Report

Pat Hampton introduced herself to the members present and presented an update on the AR program, which is now meeting via Zoom every two weeks. Pat is conducting one-on-one AR

meetings and assisting members with furlough questions. She is attending meetings with the Office of Inclusion and meeting with Martin and Kandy weekly.

Treasurer's Report

Sue Brandt provided her report with financial statements from June and July. The reports were distributed to the board electronically. The fiscal year closes 8/31. All items for reimbursement are due 8/30.

MEA Uniserv Report

Shannon Alston presented her report with discussion regarding outreach/training, organizing, and member issues. The report was provided to the board electronically. Shannon is working with members regarding the recent LOA on furloughs and the MSU response to COVID-19. She is working to revamp More-You-Know trainings for September.

Committee Reports

Membership – Kandy Slack presented an update including group and one-to-one new member orientations. As of today, we have 66.9% of members in good standing.

Community Based Events – Pat Hampton reported she is working on ideas for virtual events including a training on human trafficking awareness. She is checking on participation in the MSU homecoming parade for this fall.

Communications – Darius Bradley, new communications chair, reported that the next newsletter will go out next week and articles are due this week. He presented a proposal for future board consideration to create a Facebook group for APA. The proposal was distributed to the board electronically. Discussion regarding the ability to correctly ID members eligible for the group. Discussion on contents of comments on the page and news platforms. Suggestion to review the current APA social media policy. Discussion on how posting on social media can affect one's job.

Legislative – Tonya Jamison met with MSU Votes in July. She is encouraging absentee voting to maximize accessibility for all registered voters and minimize need to travel in light of the Covid 19 pandemic. Visit www.meavotes.org for MEA recommendations. See the next newsletter for more information.

Elections – Martin McDonough reported the MEA/NEA Delegates elected by members this year will begin their term 9/1/2020, and APA has three new delegates: Jamie Lynn Marks, Darius Bradley, and Jeremy Romel.

Grievance – Martin McDonough presented an update. One grievance was upheld at step three. One grievance is going to arbitration.

Finance – Sue Brandt brought a motion on behalf of the Finance Committee to adopt the budget for 2020-2021 as unanimously recommended by the Finance Committee. Motion carried.

Sue Brandt brought a motion on behalf of the Finance Committee to adopt the revised APA cell phone agreement as presented and unanimously recommended by the Finance Committee. Motion Carried. Sue Brandt brought a motion on behalf of the Finance Committee to convert the APA reimbursement guidelines to a policy and adopt as submitted as unanimously recommended by the Finance Committee. Section 8d now modified to add the last sentence, “Itemized receipts are required”. This change will bring our policy in line with DOL guidelines. Motion Carried. Discussion on guidelines vs. policy. Comment that scheduled, third-party financial reviews ask for a reimbursement policy.

Professional Trainings

Darius Bradley reflected on the social media training at the MEA Summer Conference in July. Pat Hampton and Sue Brandt also spoke about DEI training provided at this conference. APA delegates also attended the NEA virtual RA and the second day of the MEA virtual RA. Kandy Slack provided her reflections on the NEA RA and issues surrounding federal education funding and higher education funding.

MEMBER QUESTIONS, COMMENTS, AND CONCERNS

Members could submit questions via the Zoom Q and A section or raise their hand to ask a question. Several questions were answered by the board and UniServ director.

BUSINESS AND DISCUSSION ITEMS

2020-2021 Additions to Diversity, Equity, and Inclusion Committee

Martin McDonough presented Elbony Hawkins and Jeremy Romel to co-chair the committee. Pat Hampton moved for board concurrence of the recommendations, seconded by Tonya Jamison. Motion Carried.

Bylaws Update

Kandy Slack brought a friendly amendment to the list of names provided by Martin McDonough for board concurrence. Discussion regarding succession planning and president’s priority and focus as well as organizational flow. Martin accepted the friendly amendment to recuse himself as the chair of the committee and decide the chair from the remaining names at a later date. Motion for board concurrence for names as presented with the amendment seconded by Tonya Jamison and Carried. Committee members: Martin McDonough, Jamie Lynn Marks, Sue Brandt, Pat Hampton.

APA Strategic Planning Retreat

Sue Brandt proposed appointing a subcommittee to organize a 2020 APA Strategic Planning Retreat. The last retreat was held in 2016. Laura Wise volunteered as chair of the committee with

Nicole Proctor-Kanyama, Darius Bradley, and Heather Litts also volunteering as committee members. Motion to accept the names as presented brought by Todd Ring and seconded by Pat Hampton. Motion Carried.

Area Representative Program Update

Pat Hampton reported that the AR program is beginning the shift from a service model to an organizing model. There are 24 active Area Representatives and 4 in training.

JHCC Update

Martin McDonough reported the last meeting was canceled but that the next meeting is this week. Martin McDonough and Shannon Alston to attend future meetings.

Member to Member Organizing and Recruitment

Kandy Slack and Pat Hampton are working on a new program and meeting virtually every week.

MEA Retired Dues

Sue Brandt and Kandy Slack reported we need to address options for billing members who opt in for MEA Retired dues since these are not automatically included in payroll deduction.

ANNOUNCEMENTS

Upcoming APA Executive Board Meeting
September 15, 2020 Virtual Meeting

Executive Session

Jamie Lynn Marks moved to enter executive session to protect member privacy. Seconded by Tonya Jamison and carried. Motion to rise and report made by Tonya Jamison and seconded by Laura Wise. Motion Carried.

BUSINESS FROM EXECUTIVE SESSION

Stipend Committee

Tonya Jamison brought a motion unanimously on behalf of the stipend committee to accept and implement the new stipend policy for the three full-time release staff as presented. Motion Carried. Martin McDonough abstained.

MEA Retired Dues

Discussion regarding current model and options to gather more data on billing and breakdown from MEA. Discussion on method for confirming enrollment.

Adjournment

Pat Hampton moved to adjourn. Motion seconded by Jared Andrews and carried.

Meeting minutes are respectfully submitted by Jared Andrews.