

MSU Administrative Professional Association MEA/NEA  
Minutes of Executive Board Meeting  
Virtual Meeting  
September 15<sup>th</sup>, 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, Leo Sell, Kandy Slack, Laura Wise, Tim Woods.

MEA Staff Present: Shannon Alston

General Members Present: 64 member attended via Zoom webinar.

**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**

Laura Wise moved to approve the agenda with flexibility. Motion seconded by Todd Ring and carried.

**Approval of Meeting Minutes**

Minutes of August 11<sup>th</sup>. Jeremy Romel moved to approve the minutes as distributed. Motion seconded by Heather Litts 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 areas where furlough decisions are being questioned. Martin announced increased interaction with MAHE and MSU RHS meetings.

**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. Pat is involved with the MSU Martin Luther King Jr. planning committee this year.

### **Treasurer's Report**

Sue Brandt provided her report with financial statements from August. The report was distributed to the board electronically. The statement includes fiscal year end accounts payable and accounts receivable. Final report to be shared with board after receipt from the accounting firm. Some members have signed up recently to prepay for MEA retired dues. Sue Brandt moved to allow contacting these members for confirmation in advance of direct billing. Motion seconded by Tonya Jamison and carried.

### **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. Shannon announced the 2020 MEA higher education conference will be October 23<sup>rd</sup>. Shannon and Martin will be presenting a session titled "Finding Opportunities in Chaos". Registration materials are not yet available. Martin McDonough to distribute materials to membership once available as this is open to any APA member in good standing. Shannon reiterated APA is collecting personal contact info from members who are interested in receiving materials that are not appropriate to send through MSU email. This also provides a line of communication to members who are on leave or furlough.

### **Committee Reports**

Membership – Kandy Slack presented an update including group and one-to-one new member orientations. The upcoming more-you-know session will be an official Zoom meet and greet for our new, permanent MEA Uniserv Director, Shannon Alston. Any new members signing up between August 1<sup>st</sup> and November 30<sup>th</sup>, 2020, will be entered into a drawing to win MSU/APA/MEA swag bags. There will also be a separate drawing for Area Representatives who are signing up members. The committee met today to help determine virtual experiences. Martin McDonough presented Bethany Troy for board concurrence for addition to the membership committee. Motion seconded by Nicole Proctor-Kanyama and carried. Currently there are 1,927 APA members in good standing or 66.9%.

Community Based Events – Pat Hampton reported this committee is at a standstill. Pat is planning to reach out to the committee to coordinate virtual options. She has been recently consumed with other university business and the AR program.

Communications – Darius Bradley, communications chair, reported that the next newsletter will go out next month. The committee is currently working on ideas for the APA website.

Legislative – Tonya Jamison reminded everyone there is an election coming on November 3<sup>rd</sup>. Ballots may be requested via mail, online or in person. From September 25<sup>th</sup> – November 2<sup>nd</sup>, ballots may be requested at your local clerk for early voting and cast the same day. Voters may

register online now through October 19. From October 20<sup>th</sup>- November 3<sup>rd</sup>, voters may register at their local clerk with proof of residency. Local clerk's offices are open the Saturday before the election. Requested ballots will start being mailed out September 24<sup>th</sup>. Please contact your local clerk if you do not receive your local ballot by October 1<sup>st</sup>. Most local clerks have drop boxes for completed ballots in order to minimize delays with US Mail. Tonya 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](http://www.meavotes.org) for MEA recommendations. APA and MEA do not use any member dues for political matters. Tonya is working with MEA on the feasibility of hosting a virtual meet the trustees forum in the future. Links provided in the Zoom chat for [ballotpower.org](http://ballotpower.org) and Michigan SOS.

- Vote Online: <https://mVIC.sos.state.mi.us/RegisterVoter>.
- More about Absentee Voting/Vote by Mail: [https://www.michigan.gov/sos/0,4670,7-127-1633\\_8716\\_8728-21037--,00.html](https://www.michigan.gov/sos/0,4670,7-127-1633_8716_8728-21037--,00.html).
- Ballot Power: <https://ballotpower.org>

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. Three new grievances filed at step one on furlough recall policy.

Finance – No report this month. All business covered by Treasurer's report.

Diversity, Equity and Inclusion – Co-chairs Jeremy Romel and Elbony Hawkins have met with members who are interested in joining the DEI committee. They are also working with Tonya Jamison and Pat Hampton to provide DEI representation for the MLK celebration.

## **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 regarding the LOA on furloughs, furlough recall, more-you-know sessions, rising Covid cases in East Lansing, labor strike at UofM, MSU Spartan Spit program, continuation of APA zoom meetings after Covid, job searches, APA DEI coordination with MSU DEI.

## **BUSINESS AND DISCUSSION ITEMS**

### **APA Strategic Planning Retreat**

Laura Wise provided the results of the surveys sent to the board. Four training sessions will be planned. Virtual sessions will be planned two weeks apart. Laura will send out a scheduling request.

### **Area Representative Program Update**

Pat Hampton reported that the AR program is beginning the shift from a service model to an organizing model. MEA “ABC” series begins at the AR meeting this Friday.

### **Member to Member Organizing and Recruitment**

Kandy Slack reported APA are always looking for new ways to engage potential members and for members to help. Please contact Kandy Slack or Pat Hampton to get more involved. Please reach out to your colleagues who may not be dues-paying members. Our power is in our numbers. Martin McDonough reported many issues he helps members with are not directly in the contract.

### **JHCC Update**

Martin McDonough reported the next meeting is canceled but Martin McDonough and Shannon Alston to attend future meetings. Martin McDonough reiterated the October, 2021 base wage increase is 2.75% split 40% across the board and 60% based on merit.

### **Bylaws Committee**

Sue Brandt moved to name Pat Hampton as the chair of the bylaws review committee. Motion seconded by Kandy Slack and carried.

## **ANNOUNCEMENTS**

Upcoming APA Executive Board Meeting

October 13, 2020 Virtual Meeting

Upcoming MEA Events

September 16<sup>th</sup>, 6pm, Region 8 meeting

October 21<sup>st</sup>, 6pm, Region 8 meeting

October 23<sup>rd</sup>, Higher Education Conference

### **Executive Session**

Pat Hampton moved to enter executive session to discuss bargaining strategy. Seconded by Sue Brandt and carried. Motion to rise and report made by Laura Wise and seconded by Jared Andrews. Motion Carried.

**Adjournment**

Nicole Proctor-Kanyama moved to adjourn. Motion seconded by Tim Woods and carried.

Meeting minutes are respectfully submitted by Jared Andrews.