

MSU Administrative Professional Association MEA/NEA
Minutes of Executive Board Meeting
MEA Headquarters, East Lansing
1350 Kendale Boulevard
Tuesday, March 10, 2020
2:00 PM

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

Excused: Leo Sell, Pat Hampton, Jeremy Romel

MEA Staff Present: Shannon Alston

General Members Present: None

CALL TO ORDER

Martin McDonough called the meeting to order.

Welcome and Introduction

Welcome to Heather Litts, new APA executive board member.

Approval of Agenda

Jared Andrews moved to approve the agenda with flexibility. Motion seconded by Darius Bradley. Motion Carried.

Approval of Meeting Minutes

Minutes of February 11, 2020 meeting. Jamie Lynn Marks moved to approve the minutes as distributed.; seconded by Tim Woods. Motion Carried.

REPORTS

President's Report

Martin McDonough presented his president's report with discussion regarding member issues, meetings and events.

Treasurer's Report

Sue Brandt presented her financial report as of 02/29/2020.

MEA Uniserv Report

Shannon Alston presented her report with discussion regarding outreach, training, organizing, diversity, and member issues. Discussion of new, green contact cards to gather member input. Discussion regarding personal pronoun preferences in the workplace.

Committee Reports

Membership – Kandy Slack presented her 2019-2020 membership activity summary. Discussion regarding new-member packets, community lunches, member engagement events, Area Representative trainings, and new member lunches. Tentative date for annual member picnic is May 27th.

Community Based Events – APA is looking into sponsoring a blood drive.

Communications – Sue Brandt reported articles are due April 1st for the next newsletter.

Legislative – Tonya Jamison reported there will be a voter registration event April 23rd at Hubbard Hall from 11am – 1pm. Martin McDonough and Tonya Jamison met with three MSU board of trustee candidates. Martin McDonough to meet with MEA President and Director of Public Affairs.

Elections – Jamie Lynn Marks reported 252 members received eight postcards from MEA notifying them of the upcoming election due to an error in the print shop. Balloting ends 03/18/2020. Discussion regarding requirement to send postcards in the future.

Grievance – Martin McDonough reported one grievance is going to arbitration, one step-one grievance in progress, and one additional issue in progress.

Professional Development

NEA Orlando conference canceled. Contact MEA for Spring RA registration.

MEMBER QUESTIONS, COMMENTS, AND CONCERNS

Sue Brandt reported region 50 elections starting 03/16/2020, and she is on the ballot.

BUSINESS AND DISCUSSION ITEMS

Leadership Transition Update/ Strategic Planning

Martin McDonough is looking through historical office files and presented his findings on calculations for the stipend for the president/chairperson. He is also reviewing historical officer position descriptions to align with the bylaws. Note: Review of these stipends and position descriptions was not part of the presidential transition process.

Member to Member Organizing and Recruitment

Use new green cards to track efforts to reach potential members and to provide APA with valuable organizing information.

Provost Search Committee

Nicole Proctor-Kanyama reported interviews to be conducted this week and candidate town halls to take place late March or early April. Thank you to Nicole for her hard work on this effort to benefit all members!

JHCC Update

Next meeting is next week. Significant Etna changes for 2020.

Health Related Emergency LOA

Martin to discuss with OER. Concern with unclear language related to critical employees and critical employees with essential functions.

ANNOUNCEMENTS

Upcoming APA Executive Board Meeting
April 14, 2020 MEA HQ

APA Elections
March 11 – March 18, 2020

Upcoming MEA Meetings
Spring RA, April 17 and 18 at MSU Kellogg Center

EXECUTIVE SESSION

Motion to enter executive session to protect member privacy made by Todd Ring and seconded by Tonya Jamison. Motion Carried. Motion to rise and report brought by Todd Ring and seconded by Sue Brandt. Motion Carried.

Adjournment

Darius Bradley moved to adjourn; seconded by Tim Woods and Carried.

Meeting minutes are respectfully submitted by Jared Andrews.