**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS’ ASSOCIATION**

**Minutes of Meeting**

**Tuesday May 14, 2024**

**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: – Cheryl Berry, Karla Bauer, Randy Brown, Kathleen Deneau, Ken Deneau, Sam Fortino, Joe Garza, Kelly Kussmaul, Mike Ouderkirk, Mariano Porco, and Sheryl Soczek.

APSA Members excused: Melissa Del Rio, Heather Hazzard, Aaron Minnis, and James Terrill.

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of May 14, 2024

**Motion made by Director Fortino to approve the agenda as amended; seconded by Vice President Ouderkirk motion passed without dissent.**

Added to new business:

* + - * Board remuneration and board retreat.
* Need a volunteer to be on the AUTTC

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Fortino to approve APSA meeting minutes from April 9, 2024, seconded by Vice President Ouderkirk motion passed without dissent.**

President Garza welcomed Kelly Kussmaul, APSA Director and asked each board member present to introduce themselves.

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* Meetings have changed to bi-weekly with the University to discuss updates on university activities. The second and fourth Wednesday of each month
* Met with new President as group on April 2, 2024.  Had a good conversation regarding the first 100-day goals. Discussed budget and state appropriation. Discussed challenges with current HR department.
* Requested meeting on the new AI Surveillance being installed throughout campus.
* Met new Deputy Director Stephanie Horton to review APSA outstanding items.

**JHCC:**

* President Garza suspended the JHCC meetings for the Month of May to work with the University on cost saving initiatives/updates from vendors/and re-establishing quarterly stakeholder meetings within the University that were held prior to the pandemic.
* Hinge Test pilot was approved by MSU general counsel - members that volunteered to be part of test group have been notified by Hinge. President Garza requested feedback from members that participated in the pilot.
* Dashboard was presented - This was addressed and updated with more pertinent information.
* Assess vendors and pricing structure(s)
  + 1. Invite Teladoc Health (formerly Livongo diabetes management, Teladoc virtual care, and Best Doctors second opinion) to present 4/25/24.
    2. Have AEPC (Rx coalition) and MUCH (Michigan University Coalition on Health – either Mary Lou or Miikelle Mitchell) present their contributions to MSU -3/28/24 Presentations were completed -need to evaluate recommendations.
* Mandatory step therapy for specialty medications -need to review recommendations.
  + 1. Replace Standard Specialty Guideline Management with Enhanced Specialty Guideline Management
    2. Implement stricter criteria for specialty drugs for rheumatoid arthritis and atopic dermatitis.
* Utilization management (UM) for migraine medications-signed LOA 5/2/24
  + 1. Implement step therapy for oral non-specialty migraine products such as Nurtec and Ubrelvy, which are not first-line agents.
* Perform a gene and cellular therapy risk assessment.
  + 1. The cost for the MercerRx solution is $20K, which can usually be covered by pharmacy credits from the PBM (CVS)-discussing this on 4/5/24 Reviewing response that was offered to the University from consultant.  Looking at possible alternatives.

**OTHER:**

* Operating Calendar- Orientation of newly elected board members.
* New Member Orientation- will be done via teleconference.
* University ratified the TA -draft copy was sent 3/25/24 for review and edits. Final draft sent to members on 05/05/2024.
* Serving on Preventing "Pass the Harasser" Policy workgroup-committee completed initial draft 4/4/24.
* Serving on "Free Speech/Hate Speech Committee - are meeting bi-weekly- report due by Fall Semester
* Conducted Semi-annual membership meeting via Microsoft TEAMS
* Held the election process- followed up with all candidates after the election.
* Attended MSU Board of Trustees meeting on April 12, 2024- met with interim Executive Vice President Thomas Glasmacher.

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

* One member inquired about options for the union members to hold the university accountable for missed deadlines. President Garza noted we do have the option to move forward with filing a grievance.

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

* Treasurer Deneau updated board members of the APSA April 30, 2024, Financials and gave an overview of the budget to board members present.

Revenue $13,702.54

Expenses $8,981.73

Net Change $4,720.81

Recording Secretary – Kathleen Deneau

* No report

Corresponding Secretary – Randy Brown – Electronically mailed report.

Correspondence with board and members

* Lots of correspondence with members who could not attend the S3 and wanted the recording.
* Prescheduled and sent emails reminding members to attend upcoming May 09, 2024, S3 Employee Rights & Grievances presentation (04/30/2024, 05/03/2024, 05/06/2024, and 05/09/2024)

Listserv

* Updated ALLAPSA-L listserv (ALLAPSA-L@list.msu.edu)
* Updated EXECAPSA-L listserv (EXECAPSA-L@list.msu.edu)
* Removed Director Barton and added Director Kelly Kussmaul

Website and DNS (Domain Name System)

* Updated meeting minutes and financial reports and removed items older than 2020.
* Updated the website to list information for open board positions and how to submit nominees - https://www.msuapsa.org/elections
* Updated homepage with term of office including Membership Secretary Bauer; Treasurer Deneau; Directors Sam Fortino; Heather Hazzard; James Terrill; Melissa Del Rio; Kelly Kussmaul.
* Updated homepage - change address to 2990 E Lake Lansing Rd. | Suite 201a
* Update BLOG, add Semi-annual and upcoming S3.
* Updated Contracts & Bylaws – link updated to new APSA contract

Desktop, Software, and Security Support

* Compile PowerPoint for upcoming Semi-annual meeting.

Analytics

* No Update.

Office 365

* Co-managed Supervisor Support Series Microsoft Teams webinar on May 09, 2024, 01:30 pm – 02:30 pm
* Setup Microsoft Teams webinar for May 09, 2024, 01:30 pm – 02:30 pm, S3
* Removed Office 365 account for Sean Barton’s ([barton@msuapsa.org](mailto:barton@msuapsa.org))
* Created/added Office 365 account for Kelly Kussmaul ([kussmaul@msuapsa.org](mailto:kussmaul@msuapsa.org))
* Added Kelly Kussmaul to the following upcoming Executive Board meetings (May 14, June 11, July 09, August 13 and September 10)
* Added Kelly Kussmaul ([kussmaul@msuapsa.org](mailto:kussmaul@msuapsa.org)) to the APSA Executive Board group ([apsaexecutiveboard@msuapsa.org](mailto:apsaexecutiveboard@msuapsa.org)).

Votenet

* Worked with VoteNet tech support to increase the deliverability of emails to members.

Supervisor Support Series (S3)

* Meeting 05/09/2024
* Skipping June 2024 meeting
* Skipping July 2024 meeting
* Next S3 will be Wednesday, September 18, 2024, on Healthcare and Open Enrollment -- https://bit.ly/3UZ5zl0

Report of the Membership Secretary- Karla Bauer – report sent electronically.

* Total number of Roster- 1,365
* Change in roster from last month: -6.
* Change in roster from one year ago: + 54.
* Retirements: 3
* New to MSU: 4
* Left MSU: 7

Standing Committee Reports

* Member Outreach Committee Report: met on May 6, 2024 to discuss Supervisor Support Series
* By Law Committee Report – No report
* Grievance Committee Report – No report
* Business Committee: – No report
* Employee Assistance Program: – Last meeting was May 2, 2024. Associate Member Gardner and Membership Secretary Bauer provided an update on the last meeting.
* All-University Traffic Committee: – No report
* Other Committees:  -No report

**Motion by Treasurer Deneau to accept all officer reports; seconded by seconded by Director Fortino motion approved without dissent.**

Member’s Privilege:

* None

Unfinished Business:

* AUTTC committee representative will be Sheryl Soczek

New Business:

* Business Committee -
* Member Outreach Committee Report- -Supervisor Support Series for FMLA April 11, 2024, from 12pm-1pm. 144 in attendance. Next S3 is Employee Rights/Grievance Process on May 9, 2024 from 130pm-230pm.
* By Law Committee Report-
* Grievance Committee Report-
* Board remuneration – President Garza requested the Business Committee review board remuneration and make recommendation to the board.
* APSA board retreat – retreat to be scheduled July 9, 2024; President Garza will send out more information to the board.
* President Garza requested that we consider securing additional office space in the CT building for APSA. Will be added to the June agenda.

**ADJOURNMENT**

**MOTION by Recording Secretary Deneau to adjourn the meeting; seconded by Corresponding Secretary Brown motion approved without dissent. The meeting adjourned at 1:14 PM.**

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