MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS’ ASSOCIATION

Minutes of Meeting

Tuesday March 18, 2025

**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, Heather Hazzard, Kelly Kussmaul, Aaron Minnis, Mike Ouderkirk, Mariano Porco and Sheryl Soczek.

APSA Members excused: Melissa Del Rio and James Terrill

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of March 18, 2025

**Motion made by Vice President Minnis to approve the agenda; seconded by Vice President Ouderkirk motion passed without dissent.**

Approval of Meeting Minutes

**Motion made by Vice President Minnis to approve APSA meeting minutes as amended from February 11, 2025, seconded by Vice President Ouderkirk, motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report - Electronically mailed report.

CLO:

Meetings have changed to Monthly with the University to discuss updates on university activities.

* RFI Retirement Exchange- unions filed a "Demand to Bargain” with the University attempting to move away from group insurance. Met with EVP Thomas Glasmacher and Vennie Gore.  Sent letter to President and he called for a meeting held March 5, 2025- President Garza briefed the APSA Board at our meeting.
  + Presented and shared a power point on healthcare relationship with the University over the last 28 years.
  + President Garza had multiple meetings with CLO to issue Demand to Bargain letters and prepare for President meeting.
  + President Garza alsohad conversations with members of the MSURA.
* Met with Interim Provost Thomas Jeitschko to discuss Health Sciences Council. President Garza shared summary with board.
* Held Infrastructure Planning and Facilities Sick time policy review on February 28, 2025. Present at the meeting was ELR/ IPF leadership and representatives from six unions.

JHCC:  Meetings were suspended due to healthcare bargaining.

* Healthcare/Wages Memorandum of Understanding - multiple bargaining sessions occurred - reached a tentative agreement on February 27, 2025.  Will be conducting Townhall meetings throughout March for voting to take place March 24-28,2025.
* Attended RFI meetings for Retire Exchange- vendors were Aptia/VIA/Alight/Benistar

OTHER:

* Reviewed operating Calendar-Election and Nomination Process
* New Member Orientation- will be done via teleconference.
* Serving on Concessions Workgroup-Reviewed RFPs- Looking at presentations first week in April. Will provide update to the Board.
* Supervisor Support Series on Thursday, February 20, 2025, was held by the Membership committee. -Educational Assistance. Had numerous members reach out.
* MSURA- sent out information to APSA membership regarding application process for MSURA Endowed Student Scholarships. Each scholarship is valued at $2500 per year toward financial aid at offset costs attending MSU.
  + President Garza received many inquiries from APSA members.
* President Garza spoke on February 21, 2025, at the MSU Women of Color Community- regarding maneuvering difficult work environments.
* Attended MSU Board of Trustees meeting on 2/7/25.
  + BOT approved a change to the Tuition Policy
  + President Garza shared information with APSA membership.
* President Garza met with MSUPD on February 5, 2025, to discuss seniority list for sworn officers.
* President Garza signed APSA EBallot agreement and paid invoice.

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

* No questions by members present

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

* Treasurer Deneau updated board members of the APSA February 28, 2025, Financials and gave an overview of the budget to board members present.
  + Revenue $13,792.53
  + Expenses $9,148.83
  + Net Change 4,643.70

Recording Secretary – Kathleen Deneau

* April 2025 board meeting will take place at the APSA office on April 8, 2025.
* Reminder about standing lunch menu (several people have not yet submitted their requested orders). Recording Secretary Deneau requested that any board member having difficulties accessing the excel standing lunch order form to reach out to her for assistance. Thank you!

Corresponding Secretary – Randy Brown – Electronically sent report

* Correspondence with members
* Correspondence with members regarding the nomination process
* Scheduled reminder emails for nominations to APSA board (3/10 thru 3/31)
* Scheduled reminder emails for March 2025 S3 – 03/20/2025
* Scheduled reminder emails for April 2025 S3 – 04/16/2025
* Scheduled reminder emails for May 2025 S3 – 05/15/2025
* Scheduled reminder emails for Healthcare TA – Townhalls in March 2025

Listserv

* Updated ALLAPSA-L listserv ([ALLAPSA-L@list.msu.edu](mailto:ALLAPSA-L@list.msu.edu))
* Updated EXECAPSA-L listserv ([EXECAPSA-L@list.msu.edu](mailto:EXECAPSA-L@list.msu.edu))

Website and DNS (Domain Name System)

* Updated meeting minutes
* Updated financial reports
* Created the elections web page for members to submit nominations

Desktop, Software, and Security Support

* Assisted Joe with his @msuapsa.org email issue on his iPhone – 3/1/2025
* Assisted Joe with his PPTX to PDF for meeting with MSU President - 3/4/2025

Analytics

* No Update.

Microsoft 365/Office 365

* Reviewed “Spirt of APSA” surveys submitted – 01/28/2025
* Set up a special Teams meeting to vote on moving healthcare TA forward for membership vote – 3/4/2025
* Set up and host a Microsoft Teams webinar for the upcoming town hall meeting scheduled for 3/14/2025
* Set up and host a Microsoft Teams webinar for the upcoming town hall meeting scheduled for 3/18/2025
* Set up and host a Microsoft Teams webinar for the upcoming town hall meeting scheduled for 3/18/2025
* Set up and host a Microsoft Teams webinar for the upcoming town hall meeting scheduled for 3/21/2025
* Set up a Microsoft Form to collect town hall pre-questions to run 3/10/2025 to 3/21/2025
* Set up a Microsoft Form to collect nominations for the upcoming election to run 3/10/2025 to 3/31/2025

Votenet

* Curated Roster to exclude APSA members not in good standing
* Load eBallot/VoteNet for the upcoming Healthcare TA vote anticipated for 03/24/2025 to 03/28/2025 -- 03/11/2025

Supervisor Support Series (S3)

* Attended pre-S3 meeting on 03/10/2025
* Updated Teams webinar for March 20, 2025, S3-Retirement with guest speakers
* Created Teams webinar for April 16, 2025, S3-FMLA
* Created short-link for April 16, 2025, S3-FMLA -- <https://bit.ly/4hkZl6P>
* Created Teams webinar for May 15, 2025, S3-FMLA
* Created short-link for May 15, 2025, S3-FMLA -- <https://bit.ly/4iARJhG>

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

* Total number of Roster- 1,410
* Change in roster from last month: 0
* Change in roster from one year ago: + 34
* Retirements: 4
* New to MSU: 6
* Left MSU: 7

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: – Membership Secretary Baurer updated board on recent meeting including that there is a research project with the U of M.
  + There will be three meetings each year.
  + EAP will be doing a “road show” across campus to showcase the services they offer.
* All-University Traffic Committee: – Director Soczek provided an update on recent meeting.
* Other Committees:  -No report

**Motion by Vice President Minnis to accept all officer reports; seconded by seconded by Director Kussmaul motion approved without dissent.**

Member’s Privilege:

* None

Unfinished Business:

* Election for April 2025- President Garza will meet with Recording Secretary Deneau and Director Hazzard regarding upcoming APSA elections.
* April Board meeting will be in person- please place lunch order.

 New Business:

* Treasurer Deneau provided an update board on current interest rates offered at MSUFCU for CD’s versus what the interest rate was when we first opened CD’s.
* Business Committee – no report
* Member Outreach Committee Report-
  + Next Supervisor Support Series session will be held Thursday, March 20, 2025- Retirement.
  + Met to select Spirit of APSA February Award Recipient -Jaimie Hutchison/met to discuss nomination/election process
* By Law Committee Report- no report
* Grievance Committee Report- no report

**ADJOURNMENT**

**MOTION by Vice President Minnis to adjourn the meeting; seconded by Vice President Ouderkirk motion approved without dissent. The meeting adjourned at 12:59 PM.**

Meeting minutes respectfully recorded by Kathleen Deneau, APSA Recording Secretary