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

**Minutes of Meeting**

**Tuesday June 11, 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, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Heather Hazzard, Joe Garza, Kelly Kussmaul, Mike Ouderkirk, Mariano Porco, and James Terrill.

APSA Members excused: Aaron Minnis, and Sheryl Soczek.

Absent: None

Associate Member- Mike Gardner (absent)

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of June 11, 2024

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Hazzard to approve APSA meeting minutes from May 14, 2024, seconded by Director Del Rio motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report - Electronically mailed 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
* Requested meeting on the new AI Surveillance being installed throughout campus
* Met new Director of Office of Employee Relations Yvonne Powers- President Garza has already had a meeting with her to discuss APSA outstanding items. She has indicated that she will be assigning certain individuals to union contracts.
* Lisa Frace presented budget update on June 5, 2024- President Garza gave an update to the board members present.

**JHCC:**

* President Garza has 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.
* President Garza has worded on a new Dashboard that contains more vital data that will help us make future decisions. Presented draft to JHCC group to review.

**OTHER:**

* Operating Calendar- Conduct Board Retreat
* New Member Orientation- will be done via teleconference.
* Serving on University Health Wellness Advisory Committee
* Serving on "Free Speech/Hate Speech Committee - are meeting bi-weekly- report due by Fall Semester
* Met with HCI as part of quarterly meetings to foster communication between the unions and department.
* Application tracking System Language Change- trying to get a meeting to understand new change

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

* No questions from board members present.

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

* Treasurer Deneau updated board members of the APSA May 31, 2024, Financials and gave an overview of the budget to board members present.

Revenue $13,717.76

Expenses $25,628.45

Net Change -$11,910.69

Recording Secretary – Kathleen Deneau

* No report

Corresponding Secretary – Randy Brown – Electronically mailed report.

Listserv

* Updated ALLAPSA-L listserv (ALLAPSA-L@list.msu.edu)
* Updated EXECAPSA-L listserv (EXECAPSA-L@list.msu.edu)

Website and DNS (Domain Name System)

* Updated meeting minutes
* Updated financial reports
* Updated website with Kelly Kussmaul headshot
* Setup WIX account for Cheryl and Karla APSA accounts
* bauer@msuapsa.org
* berry@msuapsa.org
* Updated WIX Roles and Permissions
* Removed old BLOG authors
* Updated Resource |Link to new contract

Desktop, Software, and Security Support

* No Update

Analytics

* No Update.

Office 365

* Reset and configure Mike Gardner’s @msuapsa.org accounts on iPhone and iPad
* Created a Microsoft Teams Poll for soliciting availability for upcoming MSUAPSA retreat
* July 16- 12pm-5pm
* July 30-12pm-5pm
* August 6- 12pm-5pm
* August 8-12pm-5pm
* Updated Kelly Kussmaul with @msuapsa.org account for password recovery

Votenet

* No update

Supervisor Support Series (S3)

* No update

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

* Total number of Roster- 1,377
* Change in roster from last month: +12
* Change in roster from one year ago: + 50
* Retirements: 3
* New to MSU: 4
* Left MSU: 11

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: – No report
* All-University Traffic Committee: – No report
* Other Committees:  -No report

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

Member’s Privilege:

* None

Unfinished Business:

* Discuss Board retreat -– President requested each member respond to the poll that Corresponding Secretary Brown sent regarding possible dates for board retreat. – Board Retreat set for August 8, 2024.
* Discuss Board Renumeration proposal- Treasurer Deneau shared and reviewed Business committee’s recommendation. (see attached Business Committee Recommendations and Notes)
	+ Remuneration discussion will happen at upcoming Board retreat on August 8, 2024.
* President Garza reviewed cost to rent additional space at the CTU building for APSA business. CTU would charge an extra $100 per month for space.
	+ There was discussion about getting a signed contract from CTU. Currently we have a monthly agreement with them to rent space.

New Business:

* Business Committee - No report
* Member Outreach Committee Report- No report
* By Law Committee Report- No report
* Grievance Committee Report - No report

**ADJOURNMENT**

**MOTION by Director Del Rio and to adjourn the meeting; seconded by Director Hazzard motion approved without dissent. The meeting adjourned at 1:06 PM.**

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