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

**Minutes of Meeting**

**Tuesday, August 9, 2022**

**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: – Sean Barton, Karla Bauer, Randy Brown, Kathleen Deneau, Ken Deneau, Melissa Del Rio, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard,

Aaron Minnis, Mike Ouderkirk, Sharon Potter, Randy Brown, and James Terrill.

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APSA Members excused: Jaci Sayen,

Absent: none

Associate Member- Mike Gardner (absent)

Member’s present- none

APSA Legal Counsel Present- Erin Hopper

**APPROVAL OF AGENDA**

Agenda of August 9, 2022

**Motion made by Director Barton to approve the agenda as submitted; seconded by Vice President Ouderkirk motion approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Vice President Ouderkirk to approve APSA meeting minutes from July 12, 2022, seconded by Director Fortino motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza noted that he has met weekly with the University to discuss updates on university activities.
* President Garza continues to meet weekly with other union leaders to share information on status of their respective membership.
* Currently there are three unions bargaining new Collective Bargaining Agreement for their respective unions. 1585 Union has a tentative agreement.
* The CLO has requested in writing to meet with the University regarding recent compensation/budget position of the University. Have been in discussions with the Faculty Senate regarding their compensation decision. -Meeting is scheduled for August 17, 2022.

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**JHCC:**

* Received four RFI's for Dental plans-met with JHCC to review plans- requested additional information from some of the vendors. Will continue to proceed with recommendations.   We are hoping to have a plan that would be available for open enrollment. ​Review with the EBOARD new option- get board approval​
	+ President Garza explained new options for dental coverage including the buyup option.
	+ **Motion by Vice President Minnis to accept the Delta Dental Buy Up Plan as an option for APSA membership; seconded by Vice President Ouderkirk; motion passes without dissent.**
* University has requested response from impacted unions regarding Consumer Driven Health Plan (CDHP) being offered to out of state APSA members. ​The University was notified of the Associations position on allowing the CDHP to out of state Remote Work Employees.   There is another option that was just worked out with BCN which is cheaper than Community Blue. ​
	+ President Garza explained the new cheaper plan offered by BCN.
	+ **Motion made by Director Espinosa to move forward with JHCC offering BCN coverage for out of state employees, seconded by Vice President Minnis, motion passes without dissent.**

**OTHER:**

* Operating Calendar- ​End of Fiscal Year files prepared for audit/Board approves continuation of non-board payments/board approves dues rates/Board approves Semiannual Swag
* New Member Orientation- will be done via teleconference.
* Serving on the President's Informal Resolution Panel through August 15, 2022.  ​Finalizing recommendations to be forwarded to President Stanley.
* Meeting with Spartan Imaging move to new McLaren Hospital- trying to work out LOA that ensures union protection and maintains positions within the bargaining unit.   ​University owes us a revision of the LOA after meeting to discuss concerns. Meeting was 3/9/22. No additional update.
* Have requested a demo on Absent Tracker which was launched June 13, 2022-had many questions regarding supervisory role in this new procedure.

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

* Question asked by Treasurer Deneau regarding G4, C7, C22 and C27. President Garza provided an update on all questions.

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

Treasurer Deneau updated board members of the APSA June 2022 Financials.

APSA Revenue as of July 31, 2022          $11,650.21

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APSA Expenses as of July 31, 2022        $12,872.49

APSA Net Change as of July 31, 2022 -$1,222.28

Total Change in Fund Balance since $10 dues drop occurred in January 2021= $45,236.

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown Electronically mailed report.

Correspondence with Membership:

* N/A

Listserv:

* Updated ALLAPSA-L listserv (ALLAPSA-L@list.msu.edu)
* Updated EXECAPSA-L listserv (EXECAPSA-L@list.msu.edu) - added James Terrill and

removed Elizabeth Hood

* Updated LIST APSA Executive Board group; added James Terrill and removed Elizabeth

Hood

Website and DNS

* Updated meeting minutes
* Updated financial reports
* Updated msuapsa.org website with new board member James Terrill (Jaci Sayen)
* Updated DNS SPF records at DreamHost

Desktop, Software, and Security Support

* Researched options for Windows 8.1 end-of-life (January 2023) options for APSA
* computer
* Dialogued multiple times with eBallot/VoteNet support regarding the blocked e-blast
* Dialogued multiple times with MSU IT Services regarding the blocked e-blast
* Dialogued with DreamHost support regarding SPF/DNS updates

Membership Outreach Committee

- No committee meeting

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Analytics

* No Update.

Office 365

- Created and provisioned Office 365 account for James Terrill

- Compiled PDFs of updated officer job descriptions and created a shareable link in Microsoft OneDrive

Votenet

* Created election and uploaded voter list for the upcoming election (08/08 – 08/12)
* Loaded voter list into VoteNet
* Created scheduled email campaign to remind members to vote
* Created bit.ly short link for reference in the email campaigns
* Deactivated 110 APSA members from this vote

Report of the Membership Secretary- Karla Bauer (Electronically mailed report)

* Total number of Roster- 1269
* Change in roster from last month: 0
* Change in roster from one year ago: +1
* Retirements: 1
* New to MSU: 3
* Left MSU: 7

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

Member’s Privilege:

* None

Unfinished Business:

* Vote on taking new job descriptions for officers to the membership for approval.  Town Hall meeting set for Friday, August 5, 2022- Vote August 8-12, 2022.
* Report back on suggestions from members in your areas on how they would like Board to utilize funds-Membership committee met and will be distributing a survey to membership.
* New Committees should have meeting based on newly appointed Board Members

New Business:

* Business Committee – no report
* Member Outreach Committee Report- ​​ no report
* By Law Committee Report- no report

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* Grievance Committee Report- no report

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

President Garza officially welcomes James Terrill to the APSA board.

**ADJOURNMENT**

**MOTION by Director Terrill and to adjourn the meeting; seconded by Vice President Minnis motion approved without dissent. Meeting adjourned at 1:03 PM.**

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