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

**Minutes of Meeting**

**Tuesday, December 12, 2023**

**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, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Mariano Porco, Sheryl Soczek, and James Terrill.

APSA Members excused: Cheryl Berry and Sam Fortino.

Absent: None

Associate Member- Mike Gardner (absent)

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of December 12, 2023

**Motion made by Director Terrill to approve the agenda; seconded by Director Hazzard, motion passed without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Vice President Minnis to approve APSA meeting minutes from November 14, 2023; seconded by Director Hazzard; motion passed without dissent.**

**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.
* Serving on the Administrative Spend Efficacy Analysis Advisory Committee- Have already attended five of five meetings to discuss with external consulting group.  We have gone through draft proposal to send to university and break up into group committees to focus on specific directive.
* Was asked to be part of the University Health and Wellness Committee - held first meeting to discuss objectives.
* Asked to join Preventing "Pass the Harasser" Policy workgroup to discuss best practices to screen potential employees for previous misconduct in the hiring process- had first meeting November 15, 2023.
* Met with University as a group to discuss changes to the Modified Operations Policy.

**JHCC:**

* We are doing an RFP for University/JHCC Medical Consultant- current vender MERCER contract expires at the end of the year.
* Met with new Director Mary Lou Morey - we discussed objectives for 2024. Discuss bargaining for healthcare beginning in November of 2024.
* Reviewed new CVS Retail 90 program that would offer more pharmacies for members to get 90-day supply.   Savings could be about .05% of total prescription coverage- please see attached presentations.  The University is working on Letter of Agreement.
* Discussed PA 152 with our legal counsel to confirm compliance.

**OTHER:**

* Operating Calendar- Continue Audit process
* New Member Orientation- will be done via teleconference.
* TA was ratified by 94% of the vote- had 590 members vote.
* University ratified the TA on November 18, 2023 - (not told until November 29).  Waiting for clean copy of contract to review with legal counsel for signatures.

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

* APSA President Garza answered question about various contacts on the report.

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

Treasurer Deneau updated board members of the APSA November 30, 2023, Financials and gave an overview of the budget to board members present.

APSA Revenue as of November 30, 2023, $13,689.22

APSA Expenses as of November 30, 2023, $29,598.27

APSA Net Change as of November 30, 2023, ($15,909.50)

Recording Secretary – Kathleen Deneau

* Request by Recording Secretary Deneau to move the March 12, 20224 board meeting due to Give Green Day. APSA meeting moved to Wednesday March 13, 2024.

Report of the Corresponding Secretary – Randy Brown – report shared electronically.

# Correspondence with board and members

* Met multiple times with Supervisor Support Series committee to discuss upcoming future meeting.
* Correspondence with members around voting

# 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
* Update photo of Director Soczek

# Desktop, Software, and Security Support

* Troubleshooting network/DNS connection on Joes desktop computer (12/11/2023)

# Analytics

* No Update.

# Office 365

* Setup Microsoft Teams meeting for upcoming Supervisor Series in January of 2024

# Votenet

# Concluded November 16, 2023, ratifications vote

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

* Total number of Roster- 1,356
* Change in roster from last month: +12
* Change in roster from one year ago: + 55
* Retirements: 4
* New to MSU: 3
* Left MSU: 3

Standing Committee Reports

* Member Outreach Committee Report: ​No report
* By Law Committee Report – Met today; next meeting scheduled for Monday February 5, 2024
* Grievance Committee Report – No report
* Business Committee: No report
* Employee Assistance Program: next meeting in January 2024
* All-University Traffic Committee: next meeting in January 2024
* Other Committees:  No report

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

Member’s Privilege:

* None

Unfinished Business:

* Spoke with White Schneider to submit a multiyear agreement (up to five years)
* Committees were directed to meet and report any objectives for 2024 by February Board meeting.
* Officers were asked to review their respective back up designee and make sure there is someone trained that can replace officer during their absence.

New Business:

* Business Committee -
* Member Outreach Committee Report- -working on a joint seminar with EAP/WLO to conduct seminars for all APSA.  Targeting January 17 or 18, 2024.
* By Law Committee Report- had committee meeting today and another one is scheduled for February 5, 2024.
* Grievance Committee Report- met to review on-going contacts and do prep for grievance hearings.

**ADJOURNMENT**

**MOTION by Vice President Minnis Recording Secretary to adjourn the meeting; seconded by Vice President Ouderkirk motion approved without dissent. Meeting adjourned at 1:04 PM.**

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