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

**Minutes of Meeting**

**Tuesday, April 11, 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, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Sharron Potter, and James Terrill.

APSA Members excused: None

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- Erin Hopper Donahue

**APPROVAL OF AGENDA**

Agenda of April 11, 2023

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Fortino to approve APSA meeting minutes from March 7, 2023; seconded by Vice President Ouderkirk; motion passed without dissent.**

**APPROVAL OF SPECIAL MEETING MINUTES**

**Motion made by Treasurer Deneau to approve APSA special meeting minutes from April 3, 2023; seconded by Director Fortino; motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza has met weekly with the University to discuss updates on university activities.
* President Garza has met weekly with other union leaders to share information on status of their respective membership.
* President Garza noted that the Clerical technical union (CTU) has reached a Tentative Agreement with the university. The TA needs to be ratified by their members. CTU has offered to share the gains they made with the new contract with President Garza.
  + Graduate Employees Union (GEU) has also reached a tentative one year agreement on April 5, 2023. President Garza is reviewing the details of this agreement.
  + President Garza expects that APSA union will begin contract negotiations soon and may begin as early as May.
* The CLO has requested in writing to meet with the University regarding compensation/budget position of the University.  President Garza has had multiple conversations with University Administrators and BOT including having the topic added to the February BOT meeting agenda.
  + President Garza addressed the BOT during Public Participation at the 2/10/23 meeting. Sent statement to membership.
  + Trying to secure time to meet with BOT prior to the April Board meeting to discuss in more detail our position.
* President Garza has been meeting with MSU Police Department to discuss concerns and issues of our members.  Have established bi-weekly meetings with newly appointed Chief of Police.
* President Garza has met with the University on Modified Operations and Post Event Feedback.
* President Garza had meeting with Interim President Woodruff on Monday April 10, 2023; update was provided to the board members present.

**JHCC:**

* Finalized Tentative Agreement for new dental plan which will be effective 1/1/24. Sent to membership on 4/4/23. FAQs will come out later.
* President Garza served on the interview committee for the new Staff Director. Final decision has not been made. This was a failed search. University has hired a search firm to begin the process again.
* President Garza noted he met with CVS on January 12, 2023, to review prescription coverage and new programs. Follow up meeting was on March 23, 2023, to discuss recommendations. Meeting again on April 13, 2023, to continue discussions on recommendations.
* New Interim Staff Benefit Director is Alice Smith

**OTHER:**

* Operating Calendar- Semi-annual meeting/Elections
  + Vice President Minnis is recommending a SOP be created related to the elections process for future elections.
* New Member Orientation- will be done via teleconference.
* Signed Personal Observance Days LOA- sent to membership.
* Met with New Interim Staff Benefit Director Amy Holda
* Attended University Council meeting to get budget overview

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

* Vice President Minnis noted that there were 51 member contacts in the last 30 days.
* APSA legal counsel updated board on the status of the Grievance number 1.

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

Treasurer Deneau updated board members of the APSA March 2023 Financials.

APSA Revenue as of March 31, 2023 $13,124.28

APSA Expenses as of March 31, 2023 $15,360.93

APSA Net Change as of March31, 2023 -$2,236.55

Recording Secretary – Kathleen Deneau

* No report

Report of the Corresponding Secretary – Randy Brown – report sent electronically

# Correspondence with the board and members

* Corresponded with 5 members regarding nomination form.
* Corresponded with members regarding upcoming semi-annual
* Corresponded with MSUFCU regarding technology and fire capacity in the Farm Lane community room for upcoming semi-annual

# 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 Elections page with job descriptions and verified nominees
* Working on adding LOA’s for Dental, Winter Break, MLK and Personal Observance Days (4/6/2023)

# Desktop, Software, and Security Support

* Finally got the APSA big office scanner to work when sending documents from scanner ADF (automatic document feeder) to PC.
* I am working with Karla and Microsoft to figure out what happened to her Membership Secretary files on OneDrive.

# Analytics

* No Update

# Office 365

* Working on compiling slides for upcoming MSU APSA semi-annual meeting.   
  ***\*\* Officers please send your slides by end of day Tuesday, 04/11/2023, per Joe’s email sent on 4/4/2023 \*\****
* Scheduled special meeting (04/03/2023)
* Setup Microsoft Teams webinar for upcoming hybrid semi-annual meeting (04/17/2023)
* Create nomination form for upcoming election
* Created and scheduled 4 email solicitations for nominations sent between 3/10/2023 - 03/31/2023
* Create RSVP form to collect attendance and food preferences for upcoming semi-annual meeting (04/17/2023).
* Created and scheduled 5 email solicitations for RSVP to semi-annual to be sent between 4/10/2023 - 04/17/2023
* Instantiated two-factor authentication with our Office 365 tenant. You will see prompts to download/install the Microsoft Authenticator application.

# Votenet

* Loaded data for upcoming election (4/18/2023)

# Negotiation Committee

* Negotiation meetings *[Tuesday, February 7,2023 |Tuesday, March 14, 2023, |Tuesday, April 4, 2023|Tuesday, May 2, 2023, |Tuesday, June 6, 2023]*
* Attended 5-hour APSA contract negotiations meeting 4/4/2023.
* Ordered Jimmy Johns (4/4/2023)
* Reviewed APA contract and created summary with Joe 4/10/2023

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

* Total number of Roster- 1,314
* Change in roster from last month: +1
* Change in roster from one year ago: +52
* Retirements: 0
* New to MSU: 1
* Left MSU: 6

**Motion by Director Espinosa to accept all officer reports; seconded by Corresponding Secretary Brown, motion approved without dissent.**

Member’s Privilege:

* None

Unfinished Business:

* Negotiations Committee- continue to meet and create initial proposal to share with Board.  Intent is to review at June Retreat.

New Business:

* Discuss RFP process for legal counsel – APSA President and Treasurer will meet to review RFP process for legal counsel.
* APSA June Retreat – postponing until late summer or early fall.
* Business Committee -  ​
* Member Outreach Committee Report- Semi-annual meeting
* By Law Committee Report-
* Grievance Committee 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: Director Barton updated board on vote for electric bikes. Electric Bikes will not be allowed on campus.
* Other Committees:  No report

**ADJOURNMENT**

**MOTION by Director Espinosa and to adjourn the meeting; seconded by Director Fortino motion approved without dissent. Meeting adjourned at 1:07 PM.**

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