MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS’ ASSOCIATION

Minutes of Meeting

Tuesday February 11, 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 James Terrill.

APSA Members excused: Melissa Del Rio

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of February 11, 2025

**Motion made by Director Kussmaul to approve the agenda as amended; seconded by Director Hazzard motion passed without dissent.**

Approval of Meeting Minutes

**Motion made by Director Hazzard to approve APSA meeting minutes from January 14, 2025, seconded by Director Kussmaul, motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report - Electronically mailed report.

President Garza confirmed that the next APSA board meeting will be Tuesday March 18, 2025 via teams.

CLO:

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

* Met with HCI to discuss the Henry Ford partnership and departmental updates. January 27, 2025, (Presentation shared with board)- President Garza provided summary for Board.
* Discussed new construction of urgent care in the former Eyde Building (presentation shared with board).
  + MSU pharmacy will extend their hours.
* Meeting to discuss the new Employer Provided Apparel Policy

JHCC:  Meetings have been suspended due to healthcare bargaining. President Garza will be working with the University on any healthcare related issues that need to be addressed with other unions.

* Joint meeting with FHCC was held January 29, 2025.   Discussed the upcoming Retiree RFI Presentations and RFP medical vendor presentations
* Healthcare/Wages MOU- Gave initial proposal on 1/23/25. Had three presentations on the University budget/Healthcare Projections/ Merative Analytical Presentation. (Presentation shared with board members)
  + Next meeting scheduled for February 19, 2025. Will provide updates to the Board

OTHER:

* Operating Calendar-1099 mailed to all Board members.
* eBallot renewal/Legal counsel annual renewal (I sent the increase from $189.00 to $195.00 per hour (3% raise)
* New Member Orientation- will be done via teleconference.
* Serving on Concessions Workgroup-Final questions from vendors are due 2/14 with proposals due on 2/28- Looking at presentations first week in April.
* Conducted Supervisor Support Series on Thursday, January 16, 2025, - "Reclassification” Had numerous members reach out regarding their positions and those of their staff.
* MSURA- requesting that we send out to membership applications for the MSURA Endowed Student Scholarships for $2,500 to attend MSU. Four scholarships awarded annually.
* Was invited to speak at the MSU Women of Color Community- related to maneuvering difficult work environments.
* Received the Osha 300A report (report shared with board members)

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

* Treasurer Deneau asked one question and President Garza provided background information associated with case.

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

* Treasurer Deneau updated board members of the APSA January 31, 2025, Financials and gave an overview of the budget to board members present.
  + Revenue $13,939.08
  + Expenses $17,085.40
  + Net Change -3,146.32
* Treasurer Deneau also shared the January 31, 2025, MSUFCU statement, and December 2024 Visa Statement.

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!
* March APSA board meeting will be held on Tuesday March 18, 2025.

Corresponding Secretary – Randy Brown – Electronically sent report

* Correspondence with board and members
* Correspondence with members
* Scheduled reminder emails for upcoming S3 – 02/20/2025

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
* Updated BLOIG to include Spirit of APSA (Kelly)
* Updated BLOG to include upcoming S3 2/20/2025

Desktop, Software, and Security Support

* Troubleshoot Joe’s hard-drive issue at his home.

Analytics

* No Update.

Microsoft 365/Office 365

* Reviewed “Spirt of APSA” surveys submitted – 01/28/2025

Votenet

* No Update.

Supervisor Support Series (S3)

* Attended pre-S3 meeting on 02/10/2025
* Created webinar for February 20, 2025, S3

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

* Total number of Roster- 1,410
* Change in roster from last month: -8
* Change in roster from one year ago: + 42
* Retirements: 7
* New to MSU: 7
* Left MSU: 6

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: – First meeting scheduled for next week
* All-University Traffic Committee: – No report
* Other Committees:  -No report

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

Member’s Privilege:

* None

Unfinished Business:

* Election for April 2025- need to discuss who is running and establish Nomination Committee.
  + Director Hazard and Recording Secretary Deneau are interested in serving on the nomination committee.

 New Business:

* Approve APSA legal counsel 3% price increase for 2025.
  + **Motion made by Vice President Minnis to approve APSA legal counsel 3% increase seconded by Vice President Ouderkirk; motion passes without dissent.**
* Business Committee -
* Member Outreach Committee Report- - Next Supervisor Support Series session will be held Thursday, February 20, 2025- "Educational Assistance" Discuss "Spirit of APSA Award "
* By Law Committee Report-
* Grievance Committee Report-

**ADJOURNMENT**

**MOTION by Director Hazzard to adjourn the meeting; seconded by Vice President Ouderkirk motion approved without dissent. The meeting adjourned at 12:52 PM.**

Meeting minutes respectfully recorded by Kathleen Deneau, APSA Recording Secretary