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

**Minutes of Meeting**

**Tuesday, July 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, Cheryl Berry, Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Mariano Porco, and James Terrill.

APSA Members excused: None

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of July 11, 2023

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Vice President Minnis to approve APSA meeting minutes from June 13, 2023; seconded by Director Espinosa; motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* Met weekly with the University to discuss updates on university activities.
* Met weekly with other union leaders to share information on status of their respective membership.
* The CLO has requested in writing to meet with the University regarding recent compensation/budget position of the University.  Have had multiple conversations with University Administrators and BOT- issue has been placed on February agenda for BOT to address.  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. Addressed the BOT at the April 21, 2023, meeting.  Speech was sent to membership. I have sent a direct request to Chairperson Vassar requesting meeting.  I spoke to Trustee Denno and Byrum and they support a meeting.  Budget will be approved in June for the following fiscal year.Met with BOT Chairperson Rema Vassar on May 26, 2023, to discuss compensation.  Will share details with Board**.** Addressed the BOT at June 16, 2023 meeting. BOT voted to increase compensation up to 4% in current year contracts. Shared LOA with Board. Have addressed multiple members on this.
* Budget meeting scheduled with Lisa Frace on 6/28/23. Provided recap to APSA board members present.
* Revisions to RVSM & Title IX Policy was forwarded 6/29/23-please provide any input you may have.

**JHCC:**

* Looking for Board members to do Hinge Free trial – President Garza submitted five names, waiting for university to submit their candidates.
* Schedule meeting for June 22, 2023, to review contract list of items we still need to review and research for next fiscal year beginning July 1, 2023.  Accomplished new Dental Premium Plan/Insurance for Remote Out of State employees/GLP-1 LOA for diabetic medicine. President Garza shared the new information with the APSA board members.

**OTHER:**

* Operating Calendar- vote on budget/dues recommendation.
* New Member Orientation- will be done via teleconference.
* Participate in the SLE Benefits Information Fair on June 20, 2023- had about 20 people show up to meet with various unions and vendors.
* Olin Health is requesting to meet on Absenteeism Policy Change-Had meeting June 19,2023- waiting for update.
* President Garza has been in dialogue regarding IPF Dependability Policy request- SSTU and APSA oppose such new policy- Spoke with University CHO and APSA legal counsel- we will demand to bargain if implemented. Step III Grievance was filed 6/27/23-JG

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

* Three questions asked by Director Espinosa regarding Grievance numbers 2, 3 and 4.
* Treasurer Deneau inquired about Contact number 2

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

Treasurer Deneau updated board members of the APSA June 2023 Financials and gave an overview of the budget to new board members present.

APSA Revenue as of June 30, 2023, $13,400.47

APSA Expenses as of June 30, 2023, $23,025.96

APSA Net Change as of June 30, 2023 -$9,625.49

Treasurer Deneau requested approval of APSA operating budget for next fiscal year and retention of membership dues rate.

* **Motion by Director Espinosa to approve expenditures for next fiscal year and to retain the $10 per month dues rate for members though August 2024; seconded by Vice President Deneau; motion passes unanimously.** 
  + President Garza noted that he is inquiring about the cost to rent additional space at the CTU building for APSA storage needs. President will update board on recommendations.

Recording Secretary – Kathleen Deneau

* APSA semiannual membership meeting scheduled for Tuesday October 17, 2023 @MSUFCU Community Room Farm Lane Branch

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

# Correspondence with the board and members

* Minor Teams messages about non-credit money in the “APSA Executive Board” channel
* Minor Teams message about negotiations in the “Bargaining” channel
* Multiple messages about the non-merit raise scheduled for October 2023

# 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.

# Desktop, Software, and Security Support

* Assembled a cost estimate for a new APSA laptop and iPad.
* Worked with Karla to resolve my issue with Bylaws on the website being different. correctly on the office PC.

# Analytics

* No Update

# Office 365

* Canceled special LOA meeting on June 30, 2023

# Votenet

* No Update

Negotiation Committee

* Canceled the first bargaining meeting for June 29, 2023, 8:00 am – 5:00 pm.
* Rescheduled first bargaining meeting for July 10, 2023, 9:00 am – 6:00 pm.
* Ordered Jimmy John’s for pre-bargaining meeting July 10, 2023, 11:30 am
* Scheduled second bargaining meeting for July 13, 2023, 8:00 am – 5:00 pm

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

* Total number of Roster- 1,332
* Change in roster from last month: +5
* Change in roster from one year ago: +63
* Retirements: 2
* New to MSU: 3
* Left MSU: 3

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

Member’s Privilege:

* None

Unfinished Business:

* Review of Agenda Format – Treasurer Deneau and President Garza will meet about this.
* Approve FY 2023-2024 Budget
* Negotiations Committee Status Update

New Business:

* Business Committee -  ​
* Member Outreach Committee Report-
* By Law Committee Report-
* Grievance Committee Report
* APSA October Semi Annual meeting- scheduled for Tuesday October 17, 2023, at MSUFCU Community Room Farm Lane Branch.
* LOA for additional increase – **Motion made by Director Espinosa to approve the Letter of Agreement for additional increase in salary effective October 1, 2024; seconded by Vice President Minnis; motion approved without dissent.**

**ADJOURNMENT**

**MOTION by Treasurer Deneau and to adjourn the meeting; seconded by Director Fortunio motion approved without dissent. Meeting adjourned at 1:14 PM.**

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