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

**Minutes of Meeting**

**Wednesday, September 13, 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, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Mariano Porco, and Sheryl Soczek.

APSA Members excused: Randy Brown and James Terrill

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of September 13, 2023

**Motion made by Director Fortino to approve the agenda; seconded by Vice President Ouderkirk, motion passed without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Hazzard to approve APSA meeting minutes from August 8, 2023; seconded by Director Fortino; motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza noted that the meetings with the university to discuss updates and activities now occur bi-weekly, on the second and fourth Wednesday each month.
* President Garza continues to meet weekly with other union leaders to share information on status of their respective membership.
* Revisions to RVSM & Title IX Policy were scheduled to come out last May for the unions to review and provide input. Updates have not been shared yet. President Garza attended a meeting on August 16, 2023, to discuss with the university. Met with Nicole Schmidtke to discuss Mandatory reporting, Pregnancy and Parenting Policies.
  + President Garza updated board on presentation from the university’s position on how union leaders/stewards’ status as mandatory reporters.
* President Garza will serve on the Administrative Spend Efficacy Analysis Advisory Committee. He has already attended two meetings to discuss with external consulting group.

**JHCC:**

* President Garza met on several issues that impact our members- Behavioral Health Services/Open Enrollment/Dental Buy up plan roll out/Dashboard results for Fiscal year 2022-2023/ Navigation Tools/Apps/ 90-day prescription offerings for other vendors (possible savings).
* Discussed combining administrative/cost with Teladoc/Livongo since they were purchased by BCBSM- this could reduce cost and we would only have to work with one vendor instead of three separate vendors.
* Staff Benefit Director position- still in interview process

**OTHER:**

* Operating Calendar- Begin Audit process/Semi-annual meeting prep.
* New Member Orientation- will be done via teleconference.
* President Garza requested university policies and the process of selling alcohol at events to understand how this will impact members working events.
* Still working with VRC to get storage items moved to APSA office. All items will be moved on Thursday September 21, 2023.

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

* President Garza and Vice President Minnis reviewed A2 including the fact that we won that arbitration.

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

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

APSA Revenue as of August 31, 2023, $13,426.96

APSA Expenses as of August 31, 2023, $6,335.89

APSA Net Change as of August 31, 2023, $7,091.08

Recording Secretary – Kathleen Deneau

* No report

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

# Correspondence with board and members

* Minor Teams messages about negotiations in the “Contract Negotiations Committee 2023” group chat
* Minor Teams messages with “APSA Executive Board”

# 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

* Helped troubleshoot issue with MSU HR Excel file not loading from Downloads space.
* Created timeline for upcoming events leading to the October 17, 2023 Semi-annual

# Analytics

* No Update.

# Office 365

* No Update

# Votenet

* No Update

# Negotiation Committee

* Attended multiple negotiations meetings
* Ordered lunch for multiple negotiations meetings
* Created APSA Quick TA status August 31, 2023

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

* Total number of Roster- 1,342
* Change in roster from last month: +11
* Change in roster from one year ago: +51
* Retirements: 1
* New to MSU: 6
* 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: Membership Secretary will provide a recap and minutes of today’s meeting once she receives them.
* All-University Traffic Committee: Director Barton noted the first meeting is scheduled for Thursday September 14, 2023.
* Other Committees:  No report

**Motion by Director Hazzard to accept all officer reports; seconded by Treasurer Deneau, motion approved without dissent.**

Member’s Privilege:

* None

Unfinished Business:

* Negotiations Committee Status Update – President Garza provided an update on the status of the APSA contract negotiations.
* President Garza requested that each board member has their corresponding reports for the membership meeting complete by October 10, 2023, board meeting.

New Business:

* Business Committee -  ​
* Member Outreach Committee Report-
* By Law Committee Report-
* Grievance Committee Report

**ADJOURNMENT**

**MOTION by Sam Fortino to adjourn the meeting; seconded by Director Barton motion approved without dissent. Meeting adjourned at 1:09 PM.**

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