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

**Minutes of Meeting**

**Tuesday February 13, 2024**

**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, Sean Barton, Karla Bauer, Randy Brown, Melissa Del Rio, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Mariano Porco, Sheryl Soczek and James Terrill.

APSA Members excused: Kathleen Deneau, and Ken Deneau

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of February 13, 2024

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Vice President Minnis to approve APSA meeting minutes from January 3, 2024, seconded by Director Del Rio, 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.
* Met with the OIE office to discuss revisions to the Anti-Discrimination Policy -12/13/23 Still waiting on response.
* Met with candidates for MSU HR Director of Compensations -waiting for final offer to candidate.
* Met with two candidates for MSU OER Director-waiting for final offer to candidate.
* Was informed that OER has added to temp staff members to assist in overload- Jennifer McManus and Frank Russell.

**JHCC:**

* We are doing an RFP for University/JHCC Medical Consultant- current vender MERCER contract expires at the end of the year. Extension was signed through March 1, 2024, with current vendor- Did a thorough review of each proposal and made recommendations.  Scheduling presentations for the end of March.
* Reviewed new CVS Retail 90 program that would open 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 LOA.  Secured signatures from union leaders on LOA- waiting for university to sign.
* Signed LOA for Cost Saver Program between CVS and Good RX- members will now get cheaper price for their prescription beginning May 1, 2024.
* Informed University of issues with Teladoc billing services- sent message to other union leaders and membership.
* There may be issues with VSP premium reduction for the month of January – notified the University.   They have indicated they will double bill members in February. I asked if they had checked why, it happened, and would they notify employees who are signed up.

**OTHER:**

* Operating Calendar- no change
* New Member Orientation- will be done via teleconference.
* University ratified the TA -still waiting for final copy to be signed by APSA/University

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

* Several questions were asked about Grievance number 3 and 6.
* Grievance number 3 is currently at step 2 and waiting for response from University. Requesting pre-approval for G3 to move to arbitration.
	+ **Vice President Minnis motioned to allow for pre-approval to take G3 to arbitration if necessary; seconded by Director Terrill; motion approves without dissent.**
* Grivance five currently at step 3. Requesting pre-approval for G5 to move to arbitration.
	+ **Vice President Minnis motioned to allow for pre-approval to take grievance #5 to arbitration if necessary; seconded by Vice President Ouderkirk; motion approves without dissent.**
* Grievance six is currently at step 3. Requesting pre-approval for G6 to move to arbitration.
	+ **Vice President Minnis motioned to allow for pre-approval to take grievance #6 to arbitration if necessary; seconded by Vice President Ouderkirk; motion approves without dissent.**
* Grievance seven – is currently at step 3. Requesting pre-approval for G7 to move to arbitration.
	+ **Vice President Minnis motioned to allow for pre-approval to take grievance #7 to arbitration if necessary; seconded by Vice President Ouderkirk; motion approves without dissent.**
* Grievance eight – is currently at step 3. Requesting pre-approval for G8 to move to arbitration.
	+ **Vice President Minnis motioned to allow for pre-approval to take grievance #8 to arbitration if necessary; seconded by Vice President Ouderkirk; motion approves without dissent.**

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

Treasurer Deneau updated board members of the APSA January 30, 2024, Financials and gave an overview of the budget to board members present.

APSA Revenue as of January 30, 2024 $13,753.78

APSA Expenses as of January 30, 2024 $5,990.00

APSA Net Change as of January 30, 2024 $7,763.78

Additional details shared by Treasurer Deneau:

* There was no payment of our Visa CC Bill in January due to it being advanced paid in December.  This left us with little expenses and a net gain of funds for the month of $7,763.78
* Board members should already have received their 1099.
* No additional information from Accounting Firm on Financial Review
* Shared notes from recent Business Committee Meeting

Recording Secretary – Kathleen Deneau (absent)

* No report

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

# MSU is getting stricter on emails. Working with VoteNet on how to get our emails delivered to inboxes and not spam or not delivered at all.

* Second supervisors support series on the 15th (219 registered already)

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

* Total number of Roster- 1,368
* Change in roster from last month: +2
* Change in roster from one year ago: + 57
* Retirements: 4
* New to MSU: 7
* Left MSU: 7

Standing Committee Reports

* Member Outreach Committee Report: Currently running Supervisor Support series. Next session is 2/1/245 on educational assistance and March’s event is on retirement. A survey has gone out to the attendees asking about content/suggestions/future topics. Plan is to offer a session every month.
	+ For semi-annual meetings, the committee wants to recommend that the meetings revert to virtual only. This would save money and offer flexibility. Not planning any giveaways in 2024 but do have some things left over from previous years. Will be reviewing the website for changes and updates. Question arose as to whether we should build an app. Planning to do a 40th anniversary recognition in Oct 2025, a lunch event at the Kellogg Center.
* By Law Committee Report – No report
* Grievance Committee Report – Need to purge some files that are past retention period. Would also like to attend an arbitration training session as a committee and then also to provide membership with training opportunities to learn about different processes and the unions’ role in each of those. This could be incorporated into the supervisor support series.
* Business Committee: See above
* Employee Assistance Program: Meeting was end of January. John Novelle was named permanent Director. Going through reorganization in their office, with the inclusion of areas that were separate before. A lot of programming today due to the anniversary. They are now fully staffed so appts are happening faster. They can now see children ages 10 and up. If a person is 18yo, they need to contact EAP directly, the parent cannot.
* All-University Traffic Committee: BYRD was bought out by another scooter company, and scooters are being thrown into the river.
* Other Committees:  No report

**Motion by Director Minnis to accept all officer reports; seconded by seconded by Director Del Rio, 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. Please let me know who is designated as your back up.
* Motion to move semi-annual meetings in April 2024 to virtual only and to use electronic ballots for the upcoming 2024 election made by President Garza.
	+ Recommendation by Director Fortino to hold vote until Treasurer and Recording Secretary are present since both are up for election.
		- * President Garza will speak to them about this motion.

New Business:

* Business Committee - Met January 30, 2024.
* Member Outreach Committee Report- -working on a joint seminar with OPD to conduct seminars for all APSA.  To conduct seminar for February 15, 2024. Topic will be educational assistance. The session for WLO/EAP had 158 in attendance.
* Need to form an election committee. Potions and people up for reelection: Treasurer (Incumbent – Ken Deneau) Recording Secretary – Incumbent – Kathleen Deneau); 4 Director Positions – Incumbents Sean Barton, Melissa Del Rio, Heather Hazzard, and James Terrill)
	+ If you are interested in serving on the elections committee, please let Joe know. Elections will be posted by the end of March.
* By Law Committee Report- scheduled to meet on February 6, 2024; will reschedule for late February 2024.
* Grievance Committee Report-
* President Garza was told that if staff want to take today off (in remembrance) they can have the day off. Some units have allowed staff to take the day off without using time off.

**ADJOURNMENT**

**MOTION by Director Del Rio to adjourn the meeting; seconded by Vice President Minnis motion approved without dissent. Meeting adjourned at 1:27 PM.**

Meeting minutes respectfully recorded by Heather Hazzard, APSA Director.