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

**Minutes of Meeting**

**Tuesday, May 9, 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, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Mariano Porco, and James Terrill.

APSA Members excused: Natan Espinosa

Absent: None

Associate Member- Mike Gardner (absent)

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of May 9, 2023

**Motion made by Director Hazzard to approve the agenda; seconded by Treasurer Deneau motion approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Hazzard to approve APSA meeting minutes from April 11, 2023; seconded by Director Fortino; motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza noted that he met weekly with the University to discuss updates on university activities.
* President Garza noted that he met weekly with other union leaders to share information on status of their respective membership.
* President Garza noted that GEU has a Tentative agreement which includes a one-year extension.
* The CLO has requested in writing to meet with the University regarding recent compensation/budget position of the University.  President Garza has had multiple conversations with University Administrators and BOT and issue was placed on February 2023 agenda. President Garza addressed the BOT during Public Participation at the 2/10/23 meeting. Sent statement to membership. President Garza again addressed the BOT at the April 21, 2023, meeting.  Speech was sent to membership. President Garza sent a direct request to Chairperson Vassar requesting meeting.  President Garza spoke to Trustee Denno and Trustee Byrum and they support a meeting.  University budget will be approved in June for the following fiscal year.
* President Garza - met with President Woodruff on April 10, 2023- President Garza stressed the need for additional compensation for support staff.

**JHCC:**

* President Garza shared details of a new employee paid dental plan which will be in effect 1/1/24. Plan shared with membership on 4/4/23. FAQs was shared with board and feedback has been requested.
* Will be serving on interview committee for new Staff Director. First search failed. University has hired a search firm to begin the process again. President Garza has been asked to serve again when candidates have been selected.
* President Garza met with CVS on January 12, 2023, to review prescription coverage and new programs. Follow up meeting on March 23, 2023, to discuss recommendations. Met again on April 13, 2023, to continue discussions on recommendations. May include a prior authorization requirement on some specialty medications primarily used for diabetes but maybe prescribed for weight loss. Potentially this could be a savings of $1.5 million to our health care spend.
* Reviewed Q3 Dashboard- Potential for annual raise may be 1.75%-2% in 2024. President Garza shared dashboard with APSA board members.
* Looking for Board members to do Hinge Free trial - I have had two interested.
* Covid Test kits will no longer be covered by our healthcare plan.

**OTHER:**

* Operating Calendar- Semi-annual meeting/Elections
* New Member Orientation- will be done via teleconference.
* President Garza attended ADP Input Summit at Kellogg Center- April 24, 2023 along with Directors Hazzard and Del Rio also participated.
* President Garza met with New Interim Staff Benefit Director Amy Holda
* President Garza attended University Council meeting to get budget review. Faculty Senate has shared their compensation request for 2023-2024 fiscal year.  President Garza provided more detail at meeting.
* President Garza ran the APSA Semi-Annual meeting on April 17, 2023- election process took place from April 18-24, 2023- candidates were contacted and results sent to membership.
* President Garza attended the President Search -Listening session on April 27, 2023 - spoke about needs in a candidate.
* President Garza will participate in the SLE Benefits Information Fair for the summer- four dates were scheduled.

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

* There were a few questions related to the grievance report including one a question about an arbitration case and two questions related to contact reports.

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

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

APSA Revenue as of April 30, 2023 $13,218.81

APSA Expenses as of April 30, 2023 $9,654.03

APSA Net Change as of April 30, 2023 -$3,564.78

Recording Secretary – Kathleen Deneau

* No report

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

# Correspondence with the board and members

* Corresponded with 11 members regarding nomination form.
* Corresponded with 16 members regarding upcoming semi-annual
* Corresponded with MSUFCU regarding technology in the Farm Lane community room for upcoming semi-annual
* Correspondence with new MSU APSA board members (Cheryl Berry, Mariano Porco and Sheryl Soczek)
* Staged/sent 5 emails (“Your company is requested...”) promoting the upcoming Semi-Annual membership meeting to APSA membership (04/05/2023 -- 04/18/2023).

# 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
* Deactivated the Election page – <https://msuapas.org/elections/>
* Updated BIO page with new members and new ending terms.
* **Working on adding LOA’s for Dental, Winter Break, MLK and Personal Observance Days (4/6/2023)**

# Desktop, Software, and Security Support

* Helped Joe and Heather with two-factor authentication in our Office 365 tenant.

# Analytics

* No Update

# Office 365

* Created Office 365 account for Cheryl Berry, Mariano Porco and Sheryl Soczek
* Created Office 365 account for Mariano Porco
* Created Office 365 account for Sheryl Soczek
* Removed Office 365 account for Sharon Potter
* Removed Office 365 account for Jaci Sayen
* Added Cheryl Berry, Mariano Porco and Sheryl Soczek to APSA Executive Board Microsoft Teams chat group
* Compiled slides for the upcoming MSU APSA semi-annual meeting (4/18/2023).
* Create RSVP form to collect attendance and food preferences OR register for virtual attendance in the upcoming semi-annual meeting (04/05/2023 - 04/17/2023).
* Created and scheduled 5 email solicitations (“Your Vote Counts...”) for RSVP to semi-annual to be sent between 4/18/2023 - 04/24/2023
* Created Microsoft Teams Webinar event scheduled for 04/17/2023
* Created TEST Microsoft Teams Webinar event scheduled on 04/14/2023 and tested MSUFCU Community Room equipment.

# Votenet

* Spoiled ballots for non-members (4/17/2023)
* Created election and uploaded voter list for upcoming election (4/18/2023 – 4/24/2023)

# 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 4-hour APSA contract negotiations meeting 5/5/2023.
* Ordered Jimmy Johns (5/4/2023)
* I researched and published my findings regarding U of M unions and codes of conduct (5/4/2023)

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

* Total number of Roster- 1,311
* Change in roster from last month: -3
* Change in roster from one year ago: +41
* Retirements: 0
* New to MSU: 1
* Left MSU: 4

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

Member’s Privilege:

* None

Unfinished Business:

* Negotiations Committee- will create initial proposal. Final draft to be shared with the board at a special meeting.
* **​**Discuss RFP process for legal counsel – added to the fall retreat in September
* APSA Board Retreat- we will schedule in the Fall

New Business:

* Business Committee - ​Should address dues for the upcoming fiscal year and provide recommendation to the Board.
* Member Outreach Committee Report-
* 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: No report
* Other Committees:  No report

**ADJOURNMENT**

**MOTION by Director Hazzard and to adjourn the meeting; seconded by Corresponding Secretary Brown Director Fortino motion approved without dissent. Meeting adjourned at 1:11 PM.**

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