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

**Minutes of Meeting**

**Tuesday, October 11, 2022**

**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, Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Aaron Minnis, Mike Ouderkirk, Sharon Potter, Jaci Sayen, and James Terrill.

.

APSA Members excused: Heather Hazzard,

Absent: none

Associate Member- Mike Gardner

Member’s present- none

APSA Legal Counsel Present- Jeff Donahue

**APPROVAL OF AGENDA**

Agenda of October 11, 2022

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from September 13, 2022, seconded by Director Barton motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza inquired about the current count of members planning to attend in person the upcoming APSA Semiannual meeting. Corresponding secretary Brown noted we have 47 as of today.
* President Garza requested that all board members reach out to him with their preference about having in person or virtual board meetings in the future. To date President Garza has only heard from three board members on this issue.
* President Garza is requesting to know if you are interested in serving on the contract negotiations committee. If so, please let him know.
* President Garza noted that he continues to meet weekly with the University to discuss updates on university activities.
* President Garza noted that he continues to meet weekly with other union leaders to share information on status of their respective membership.

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* Currently there is one union bargaining a new CBA. Two have reached tentative agreements.
* The CLO requested in writing to meet with the University regarding compensation/budget position of the University. President Garza has been in discussions with the Faculty Senate regarding their compensation decision. A meeting was scheduled for August 17, 2022.  Position statement and fact sheet were sent to the University on compensation-August 25, 2022.  Waiting for response from the University.  Documents were shared with APSA executive board for review. Sent reminder on requested response 9/28/22- was told that they are still working/vetting through channels. President Garza met with the university again yesterday. Not additional update to share.

**JHCC:**

* JHCC has approved new dental buy up option- University was notified on August 11, 2022- waiting now to go through the FHCC and final approval from the University.  Enrollment period is targeted for January 1, 2022. University is considering a better dental plan but has not announced details.
* University has requested response from impacted unions regarding CDHP being offered to out of state APSA members ​The University was notified of the Associations position on allowing the CDHP to out of state Remote Work Employees.   There is another option that was just worked out with BCN that could provide that plan at a cheaper rate than Community Blue- University was sent official position from the JHCC regarding the CDHP/BCN out of state options. August 17, 2022. Waiting for Letter of Agreement and once received will review.
* President Garza will be serving on interview committee for new staff director (replacing Renee Rivard) -Interviews will begin first week of November.  Posting is currently active. The person currently serving as interim director is not interested in this position.
* Working on new Teladoc Chronic Care Complete program- that could bundle existing healthcare options that we have at a reduced rate.  Had presentation on 9/22/22- working through the numbers and offerings to see if new benefit to consider.

**OTHER:**

* Operating Calendar- Begin Audit process
* New Member Orientation- conducted via teleconference.
* President Garza served on the President's Informal Resolution Panel through August 15, 2022.  ​Finalizing recommendations to be forwarded to the President for review.
* Meeting with Spartan Imaging move to new McLaren Hospital- trying to work out Letter of Agreement that ensures union protection and maintains positions within the bargaining unit.   ​University owes us a revision of the letter of agreement after meeting to discuss concerns. Meeting was 3/9/22. No further update to report at this time.

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

* President Garza updated board on grievance number 6 including why he is requesting permission to take this to arbitration.

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**Motion made by Director Sayen to take grievance #6 to arbitration, seconded by Director Espinosa; motion carries without dissent.**

Director Espinosa inquired about several recent contacts within the labor relations report. President Garza provided update and answered questions.

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

Treasurer Deneau updated board members of the APSA September 2022 Financials.

APSA Revenue as of September 30, 2022          $11,880.04

APSA Expenses as of September 30, 2022        $12,162.58

APSA Net Change as of September 30, 2022 - $282.54

Total Change in Fund Balance since $10 dues drop occurred in January 2021= $43,208.

Recording Secretary – Kathleen Deneau

No report

Report of the Corresponding Secretary – Randy Brown Electronically mailed report.

# Correspondence with board and members

* Responded to two members regarding the upcoming semi-annual
  + - Susan Garmo
* Responded and removed 2 members from the ALLAPSA-L
* Created and sent 4 emails to encourage members to fill out the membership survey
* Created and sent 4 emails to advertising the upcoming semi-annual meeting and encouraging them to RSVP for the in-person and virtual aspect of the meeting.
* Created and sent Microsoft Teams webinar event and webinar registration form for virtual component of upcoming semi-annual meeting.
* Corresponding with Ryan Winsor at MSUFCU to get camera zoom in/out working on the community room PTZ camera.

# 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)) 10/06/2022

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# Website and DNS (Domain Name System)

* Updated/fixed email address for board member
* Updated blog to include post for upcoming semi-annual
* Updated meeting minutes
* Updated financial reports

# Desktop, Software, and Security Support

* Visited MSUFCU Community Room to verify technology 09/27/2022
* Visited MSUFCU Community Room to verify technology 09/30/2022

# Analytics

* No Update.

# Office 365

* Add board member @msu.edu account to the MSU APSA Board Microsoft Teams group chat
* Created form for membership survey 2022.
* Created form for RSVP to collect attendance and meal preference for the in-person portion of the upcoming semi-annual meeting.
* Diagnosed email issues on 10/04/2022 with iPhones/iPads not being able to retrieve email. Solicited the help of APSA member.
* Deployed Microsoft Modern Authentication to our O365 tenant.

# Votenet

* Created upcoming election for 10/19/2022

# Miscellaneous

* Printed name tags for all board members to wear at the upcoming semi-annual meeting. Courtesy of APSA member Maria Giggy.

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

* Total number of Roster- 1293
* Change in roster from last month: +2
* Change in roster from one year ago: +41
* Retirements: 0
* New to MSU: 3
* Left MSU: 7

**Motion by Director Espinosa to accept all officer reports; seconded by Director Sayen, motion approved without dissent.**

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Member’s Privilege:

* President Garza updated board on update from university. Official announcement should be coming out next week.

Recording Secretary Deneau inquired about the wording of the APSA president compensation on the upcoming ballot. Official ballot will read: **The board has approved an extra $1000 monthly stipend for President Garza effective September 1, 2022, for a total annual stipend of $24,000 Y/N?**

Unfinished Business:

* Semi-Annual meeting -Tuesday, October 18, 2022- Power Points due October 11, 2022.
* New Committees should have meeting based on newly appointed Board Members.
* Survey responses need to be reviewed and consolidated

New Business:

* Business Committee – No report
* Member Outreach Committee Report- ​​No report
* By Law Committee Report- Bylaws Chair Deneau noted that the bylaws committee is recommending that the entire APSA board receive official training on APSA bylaws and Robert Rules of Order. APSA president will ask APSA legal counsel if they offer this type of service/training. President Garza will also ask APSA legal counsel to attend all future bylaws committee meetings so that questions can be answered as we review and attempt to update the current bylaws.
* Grievance Committee Report – No report

Standing Committee Reports

* Member Outreach Committee Report: ​No report
* By Law Committee Report – see above.
* Grievance Committee Report – No report
* Business Committee: No report
* Employee Assistance Program: Associate Member Gardner provided update to board on recent EAP board meeting in September. Notes were shared with President Garza who has offered to share with entire board.
* All-University Traffic Committee: No report
* Other Committees:  No report

**ADJOURNMENT**

**MOTION by Director Espinosa and to adjourn the meeting; seconded by Corresponding secretary Deneau motion approved without dissent. Meeting adjourned at 1:50 PM.**

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