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

**Minutes of Meeting**

**Tuesday, November 14, 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, Cheryl Berry, Karla Bauer, Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Joe Garza, Heather Hazzard, Mike Ouderkirk, Mariano Porco, and Sheryl Soczek.

APSA Members excused: Sam Fortino, Aaron Minnis, and James Terrill.

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of November 14, 2023

**Motion made by Recording Secretary Deneau to approve the agenda; seconded by Vice President Ouderkirk, motion passed without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Vice President Ouderkirk to approve APSA meeting minutes from October 10, 2023, and October 17, 2023 seconded by Recording Secretary Deneau; 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.
* President Garza is serving on the Administrative Spend Efficacy Analysis Advisory Committee- Have already attended four of five meetings to discuss with external consulting group.
* President Garza is part of round table to discuss desires for new Office of Employer Director with Search Firm.
* President Garza was asked to be part of the University Health and Wellness Committee - held first meeting to discuss objectives.
* President Garza asked to join Preventing "Pass the Harasser" Policy workgroup to discuss best practices to screen potential employees for previous misconduct in the hiring process- have not met yet.

**JHCC:**

* Open Enrollment was Oct 1-31- New dental buy up plan is available as well and new Healthcare options for out of state members. Sent out 132 letters to members to complete the spousal affidavit.
* We are doing an RFP for University/JHCC Medical Consultant- current vender MERCER contract expires at the end of the year.
* Staff Benefit Director Position-We met new Director Mary Lou Morey – coming from Central Michigan University.
* Reviewed new CVS Retail 90 program that would open more pharmacies for members to get 90-day supply of medication.   Savings could represent .05% or approximately $700K.

**OTHER:**

* Operating Calendar- Continue Audit process
* New Member Orientation- will be done via teleconference.
* Conducted Semi Annual meeting on October 17, 2023
* Sent correspondence to membership on university invoking PA54.
  + Had Town Hall meeting on October 3, 2023, over 520 in attendance
  + Signed LOA to extend contract through October 31, 2023
  + Reached TA on October 21, 2023
  + Presented to Board on October 27. 2023
  + Sent out correspondence to membership of TA summary and Contract edits after Board approved to take to ratification.
* President Garza attended MSU Board of Trustees meeting on October 27, 2023.
* President Garza responded to multiple contacts on open enrollment and dental
* President Garza responded to multiple contacts on Bargaining status and TA

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

* APSA President Garza answered questions asked by board members present.

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

Treasurer Deneau updated board members of the APSA October 31, 2023, Financials and gave an overview of the budget to board members present.

APSA Revenue as of October 31, 2023, $13,522.54

APSA Expenses as of October 31, 2023, $17,484.86

APSA Net Change as of October 31, 2023, ($3.962.32)

Recording Secretary – Kathleen Deneau

* Request by Recording Secretary Deneau to move the January board meeting to either Wednesday January 3 or January 4, 2024.
* President Garza agreed to move the board meeting to Wednesday January 3, 2024.

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

# Correspondence with board and members

* Met with outreach committee to discuss future semi-annual format and EAP, WLO supervisor series presentations on October 10, 2023
* Met with APSA/EAP/WLO regarding a joint session presentation on November 10, 2023
* Met regarding Supervisor Support Series to finalize advertisement details on November 13, 2023
* Created and scheduled 4 reminder emails for Nov 1, Nov 2 and Nov7 “Town Hall” webinar meetings
* Created 4 eballot/VoteNet automated reminder emails for “TA Ratification vote” (November 10, 2023, 8:00 am – November 16, 2023, 5:00 pm)

# 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
* Update photo of Director Soczek

# Desktop, Software, and Security Support

* Researched and solved union office OneDrive issue on November 06, 2023

# Analytics

* No Update.

# Office 365

* Enabled external sharing in the ADMIN for SharePoint and OneDrive across the entire Office/Microsoft 365 tenant
* Compiled a PowerPoint for October 17, 2023, APSA semi-annual meeting
* Conducted a successful hybrid semi-annual meeting
* Compiled a Microsoft Excel worksheet of APSA police to invite to town hall meetings - Karla
* Setup Microsoft Teams board meeting on October 27, 2023, to finalize APSA Final TA (Tentative Agreement)
* Setup Microsoft Forms page to collect town hall questions regarding APSA Final TA (Tentative Agreement) between October 31, 2023, and November 07, 2023
* Setup Microsoft Teams membership town hall webinar and registration page for November 1, 2023, at 5:00 pm
* Setup Microsoft Teams membership town hall webinar and registration page for November 2, 2023, at 12:00 pm
* Setup Microsoft Teams membership town hall webinar and registration page for November 7, 2023, at 12:00 pm
* Setup Microsoft Teams membership town hall (Police Only) webinar and registration page for November 7, 2023, at 5:00 pm

# Votenet

* Compiled and loaded 1218 APSA members in good standing for upcoming “TA Ratification vote” (November 10, 2023, 8:00 am – November 16, 2023, 5:00 pm) into eBallot Data Central
* Setup TA Ratification vote” (November 10, 2023, 8:00 am – November 16, 2023, 5:00 pm) election

# Negotiation Committee

* Attended October 12, 2023, negotiations meeting
* Attended October 16, 2023, negotiations meeting
* Attended October 20, 2023, negotiations meeting (8 am – 2 am)
* Ordered lunch for the committee from Pizza House on October 20, 2023
* Ordered dinner for the committee from Woody’s Oasis on October 20, 2023

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

* Total number of Roster- 1,344
* Change in roster from last month: -3
* Change in roster from one year ago: + 46
* Retirements: 5
* New to MSU: 7
* Left MSU: 9

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: Associate Director Gardner provided an update to the board.
* All-University Traffic Committee: Director Barton is now the chair of the AUTC and mentioned that the committee will meet this afternoon at 3:00 PM.
* Other Committees:  No report

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

Member’s Privilege:

* None

Unfinished Business:

* Negotiations Committee Status Update-completed bargaining and set up Town Hall meetings with membership.
* Membership Committee- conducted Semi-annual meeting.

New Business:

* Business Committee - ​(newly appointed Director Sheryl Soczek)
* Member Outreach Committee Report- (newly appointed Director Cheryl Berry)-working on a joint seminar with EAP/WLO to conduct a seminar for all APSA members.
  + December 5, 2023, will be the first session.
* By Law Committee Report- (newly appointed Director Mario Porco)
* Grievance Committee Report
* Need to approve renewal rate of 5% to our legal hourly cost- (from $180 per hour to $189).
  + **Motion made by Director Hazzard to approve increase in White Schinder Attorney fees of 5% beginning January 2024; seconded by Director Del Rio; motion passes without dissent.**
* Need to schedule Retreat for December or January- will add to January under unfinished business in December 2024.
  + President Garza requested that each standing committee meet in January 2024 to include new committee members.
* Need to discuss RFP process for legal counsel
* Met with Faculty Senate new President Jack Lipton

**ADJOURNMENT**

**MOTION by Recording Secretary to adjourn the meeting; seconded by Treasurer Deneau motion approved without dissent. Meeting adjourned at 1:13 PM.**

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