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

**Minutes of Meeting**

**Tuesday, June 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, Randy Brown, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Aaron Minnis, Mariano Porco, and James Terrill.

APSA Members excused: Melissa Del Rio, Heather Hazzard, and Mike Ouderkirk.

Absent: None

Associate Member- Mike Gardner (absent)

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of June 13, 2023

**Motion made by Vice President Minnis to approve the agenda; seconded by Director Terrill motion approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Vice President Minnis to approve APSA meeting minutes from May 9, 2023; seconded by Director Terrill; motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza noted that he has met weekly with the University to discuss updates on university activities.
* President Garza noted that he has met weekly with other union leaders to share information on status of their respective membership.
* President Garza provided an update to the board on the status of our request for a 5% wage increase for all support staff employees.
* President Garza noted that he has a university budget meeting scheduled with Lisa Frace on 6/28/23.
* President Garz~~a~~ reported on the Presidential Search committee which will include UNTF President Kate Birdsall and ASCME 1585 President Shawn Starr as representatives of the CLO.
* President Garza has not yet received the revisions to RVSM & Title IX Policy were scheduled to come out in May for the unions to review and provide input.   President Garza will forward to EBOARD to get your input once he receives them.

**JHCC:**

* President Garza noted he is compiling questions about the new optional dental agreement offered to employees at MSU.
* President Garza noted that he has requested to be replaced as serving on the interview committee for the staff director position at Human Resources. He has served on initial committee during a failed search. Wants to focus attention on APSA Bargaining process.
* President Garza provided an update on specific specialty medications which will require prior authorization. Letter of Agreement was signed by union groups working on details on how it will be executed.
* President Garza submitted the names of board member who indicated they wanted to be part of the Hinge Free trial program.
* President Garza provided update on scheduling a meeting for June 22, 2023, to review Healthcare/Wages MOU list of items we still need to review and research for next fiscal year beginning July 1, 2023.  Accomplished new Dental Premium Plan/Insurance for Remote Out of State employees/GLP-1 LOA for diabetic medicine during FY 2022-2023.

**OTHER:**

* President Garza reviewed Operating Calendar.
* President Garza noted that New Member Orientation- will continue to be handled via teleconference.
* President Garza noted that he participated in the SLE Benefits Information Fair on May 22, 2023- had about 30 people show up to meet with various unions and vendors.
* President Garza noted that he met with university to discuss APSA monthly Roster and Reports sent to Association - Membership Secretary Karla Bauer shared challenges we have been having with inaccurate/incomplete reports.
* President Garza updated board members on Olin Health requesting to meet on Absenteeism Policy.
* President Garza noted that he has been in conversation with IPF regarding their Dependability Policy request- SSTU and APSA oppose such new policy- I have spoken with University CHO and APSA legal counsel- we will demand to bargain if implemented.

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

* President Garza updated the board on Arbitration A3. Arbitration was scheduled for June 8, 2023, and the APSA member did not show up or respond to inquiries why he missed the arbitration.
  + Motion made by Director Espinosa to stop the arbitration process and pull the grievance. seconded by Director Terrill; motion passes without dissent. Correspondence will be sent to member indicating board decision and appeal process.

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

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

APSA Revenue as of May 31, 2023, $13,389.39

APSA Expenses as of May 31, 2023, $9,004.21

APSA Net Change as of May 31, 2023 -$4,385.18

Recording Secretary – Kathleen Deneau

* No report

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

# Correspondence with the board and members

* No report

# 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.
* Updated BLOG with Dental Buy Up LOA
* Updated BLOG with MLK and Winter Break LOA
* Updated BLOG with Personal Observance Days LOA

# Desktop, Software, and Security Support

* Helped Joe with the Bylaws page not showing correctly on the office PC.
* Researched and configure my OneDrive to work with msuapsa.org and msu.edu on the same computer without conflict.

# Analytics

* No Update

# Office 365

* Added new board members to all upcoming 2nd Tuesday board meetings.

# Votenet

* No Update

Negotiation Committee

* Negotiation meetings *[Tuesday, February 7,2023 |Tuesday, March 14, 2023, |Tuesday, April 4, 2023, |Tuesday, May 2, 2023, |Tuesday, June 6, 2023]*
* Canceled June 6, 2023, meeting
* Scheduled our first bargaining meeting for June 29, 2023, 8:00 am – 5:00 pm.

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

* Total number of Roster- 1,327
* Change in roster from last month: +16
* Change in roster from one year ago: +62
* Retirements: 0
* New to MSU: 10
* Left MSU: 7

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

Member’s Privilege:

* None

Unfinished Business:

* Negotiations Committee- sent draft proposal to EBOARD on June 5, 2023- Treasurer Deneau provide input and questions to President and Legal counsel.
* ​Discuss RFP process for legal counsel.
* June Retreat- we will schedule in the Fall/Requested Board training.
* Review of Agenda Format

New Business:

* Need new EAP rep since Sharon Potter vacated her position- Karla Bauer has volunteered to serve. Thank you, Karla!
* Business Committee -  ​Should address dues for the upcoming fiscal year and provide recommendation to the Board and request budget proposals for FY2023-24. – Will add to July Board meeting discussion.
  + Treasurer Deneau requested to receive all budgets requests for next fiscal year by end of June 2023.
* 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 Espinosa and to adjourn the meeting; seconded by Director Barton motion approved without dissent. Meeting adjourned at 1:10 PM.**

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