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

**Minutes of Meeting**

**Tuesday, February 21, 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, Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, and James Terrill.

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APSA Members excused: Sharon Potter

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of February 21, 2023

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from January 10, 2023; seconded by Director Hazzard motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza will be meeting with MSUPD and POAM on Friday February 24, 2023.
* President Garza will be meeting with the university on either February 28, 2023 or March 6, 2023 to discuss modified operations.
* President Garza continues to meet weekly with the University to discuss updates on university activities.
* President Garza continues to meet weekly with other union leaders to share information on status of their respective membership.
* Currently CTU is bargaining for a new CBA for their respective union.  Local 324 has ratified their contract.
* The CLO has requested in writing to meet with the University regarding recent compensation/budget position of the University.  Have had multiple conversations with University Administrators and BOT- issue was placed on February agenda for BOT meeting. Sent follow up letter regarding compensation based on recent activity and discussions on 1/28/23.  President Garza addressed the BOT during Public Participation at the 2/10/23 meeting.
* President Garza met with Interim President Woodruff on February 13, 2023, to discuss budget and state appropriations. Will provide details at Board meeting.

**JHCC:**

* Update- dental plan will not be ready until 1/1/24- I have demanded an LOA to guarantee this change. The University said they would provide. Their position is due to difficulty in implementation.  I asked that they provide a narrative of what we can tell our membership.
* Will be serving on interview committee for new Staff Director. -Review of applications has begun. Will be meeting as a committee soon to determine who will be candidates for interview. First round of interviews are complete- Second Round was completed on 2/1/23.   Final decision has not been made.
* APSA is forming a committee to review concerns with HR staff Benefits office and overall services offered by the office of Human Resources.
	+ Committee Chair- Heather Hazzard
	+ Committee Members: Natan Espinosa, and Karla Bauer.
* Meeting with CVS on January 12, 2023, to review prescription coverage and new programs. Follow up meeting on February 9, 2023, to discuss recommendations.

**OTHER:**

* Operating Calendar-
* New Member Orientation- will be done via teleconference.
* Meeting with other union leaders and University Administration to discuss Governance involvement.
* Attended State of University Address on January 18, 2023- was able to connect with Interim President and BOT Chairperson after speech during reception.
* Met with new Board member Dennis Denno- expressed members concerns and position statement on compensation

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

* President Garza updated board on grievance number 2. Issue is resolved.
* President Garza provided an update on Grievance number one.
	+ **Motion made by President Garza to allow APSA to take grievance #1 to arbitration; second by Vice President Ouderkirk; motion passes with 8 yes and 2 no votes.**

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

Treasurer Deneau updated board members of the APSA January 2023 Financials.

APSA Revenue as of January 31, 2023 $12,799.35

APSA Expenses as of January 31,2023 $25,886.22

APSA Net Change as of January 31, 2023 -$13,086.87

**Motion by Vice President Ouderkirk to accept new rate increase from APSA legal firm; seconded by Vice President Minnis, motion approved without dissent.**

**Motion by Director Espinosa to post new audit to APSA website; seconded by Director Hazzard, motion approved without dissent.**

Recording Secretary – Kathleen Deneau

* No report

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

# Correspondence with board and members

* Corresponded with 3 members regarding “Modified Operations”.

# Listserv

* Updated ALLAPSA-L listserv (ALLAPSA-L@list.msu.edu)
* Updated EXECAPSA-L listserv (EXECAPSA-L@list.msu.edu)

# Website and DNS (Domain Name System)

* Updated meeting minutes
* Updated financial reports
* Updated Domain registration (msuapsa.org) with DreamHost – renews 2025-01-22

# Desktop, Software, and Security Support

* No Update

# Analytics

* No Update.

# Office 365

* Adjusted Executive Board meeting to February 21, 2023, because of shooting on MSU campus.
* Created Microsoft Teams group chat for the Negotiations Committee.
* Started a word document for shared comments from committee members.

# Votenet

* Reviewed new eBallot contract (2/14/2023)

# Miscellaneous

* No Update.

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

* Total number of Roster- 1311
* Change in roster from last month: +2
* Change in roster from one year ago: +69
* Retirements: 3
* New to MSU: 5
* Left MSU: 3

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

Member’s Privilege:

* None

Unfinished Business:

* Approval of 2022 Financial Statements to post to website
* Appove Legal Counsel new rates for 2023
* Eballot renewal - was already approved with budget -contract was signed for 2023.

New Business:

* Negotiation Committee- meetings have been established through June- had first meeting 2/7/23.   Reviewed process and gave out assignments to committee.   Began to review contract and identify areas we would like to address.
* Discuss Election Process to begin in March- need election committee.
* APSA semiannual membership meeting will be held on Monday, April 17, 2023, at MSUFCU Community Room on Farm Lane.
* Director Hazzard to meet with Espinosa/Bauer/Garza to discuss next steps regarding MSU HR services to present at next meeting.

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 Secretary Brown motion approved without dissent. Meeting adjourned at 1:28 PM.**

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