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

**Minutes of Meeting**

**Tuesday, September 13, 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, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Jaci Sayen, and James Terrill.

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APSA Members excused: Melissa Del Rio and Sharon Potter

Absent: none

Associate Member- Mike Gardner

Member’s present- none

APSA Legal Counsel Present- Jeff Donahue

**APPROVAL OF AGENDA**

Agenda of September 13, 2022

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Hazzard to approve APSA meeting minutes from August 9, 2022, seconded by Director Fortino motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza met weekly with the University to discuss updates on university activities.
* President Garza met weekly with other union leaders to share information on status of their respective membership.
* Currently there are three unions bargaining new Collective Bargaining Agreements for their respective unions. 1585 Union has a Tentative Agreement. President Garza updated board on details of their new contract.
* The CLO has requested in writing to meet with the University regarding recent compensation/budget position of the University. Have been in discussions with the Faculty Senate regarding their compensation decision. -Meeting was held on August 17, 2022.  Position statement and fact sheet were sent to the University on compensation-August 25, 2022.  Waiting for response from the University.  Compensation documents shared with APSA executive board members.
* President Garza updated board at meeting of the upcoming changes to retirement plans.

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**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.
  + President Garza will follow up with the university to inquire about costs for dual employee households.
* University has requested response from impacted unions regarding Consumer Driven Health Plan (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.
* Will be serving on interview committee for new Staff Director, replacing Amy Rivard.
* Working on new Teladoc Chronic Care Complete program- that could bundle existing healthcare options that we have at a reduced cost.

**OTHER:**

* Operating Calendar- Begin Audit process/Approve Semi-annual lunch expenditures
* New Member Orientation- will be done via teleconference.
* President Garza served on the President's Informal Resolution Panel through August 15, 2022.  ​Finalizing recommendations was forwarded to President Stanley.
* Meeting with Spartan Imaging move to new McLaren Hospital- trying to work out Letter of agreement (LOA) that ensures union protection and maintains positions within the bargaining unit. ​University owes us a revision of the LOA after meeting to discuss concerns. Meeting was 3/9/22. No additional update.
* Have requested a demo on Absent Tracker that was launched June 13, 2022-had many questions regarding supervisory role in this new procedure.

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

* Question asked by Treasurer Deneau regarding upcoming arbitrations and specifically asking about the total number of arbitrations anticipated. President Garza noted there will be two and also provided an update to the board of the OIE # 8;

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

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

APSA Revenue as of August 31, 2022          $11,790.09

APSA Expenses as of August 31, 2022        $9,479.42

APSA Net Change as of August 31, 2022 + $2,310.67

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Total Change in Fund Balance since $10 dues drop occurred in January 2021= $42,926.

**Motion made by Director Espinosa to approve the FY 2023 APSA operating budget; seconded by Director Hazzard; motion passes without dissent.**

Recording Secretary – Kathleen Deneau

No report

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

Listserv:

* Fixed/restored ALLAPSA-L listserv ([ALLAPSA-L@list.msu.edu](mailto:ALLAPSA-L@list.msu.edu)) after it had 0 members on 08/18/2022
* 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

* Updated meeting minutes
* Updated financial reports
* Restored the Wix website service ($264.00 annually) – 08/22/2022
* Reconnected the Wix website service to our DreamHost domain registrar – 08/22/2022

Votenet

* Debriefed with MSU IT regarding what options VoteNet must remedy the junk mail situation. In short, emails are similar to letters; in this scenario, the emails being sent say [brown@msuapsa.org](mailto:brown@msuapsa.org)
* on the outside/envelope and [noreply@eballot.com](mailto:noreply@eballot.com) on the inside/letter and therefore it doesn’t bypass the DKIM spam requirement.

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

* Total number of Roster- 1291
* Change in roster from last month: +22
* Change in roster from one year ago: +37
* Retirements: 0
* New to MSU: 7
* Left MSU: 6

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

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Member’s Privilege:

* None

Unfinished Business:

* Vote for updated job descriptions for officers to the membership for approval.  Town Hall meeting was on Friday, August 5, 2022- Vote August 8-12, 2022. Membership approved changes. (Yes 226- No 1) Need to update Bylaws and post on website.
* New Committees should have meeting based on newly appointed Board Members prior to October 2022 APSA board meeting.

New Business:

* Business Committee – no report
* Member Outreach Committee Report ​​-no report
* By Law Committee Report- no report
* Grievance Committee Report
* APSA President Compensation- **Motion made by Vice President Ouderkirk to approve an extra $1000 monthly stipend for President Garza effective September 1, 2022, for a total annual stipend of $24,000; seconded by Director Fortino. Board members present started a discussion and voted. Six board members voted yes, three board members voted no and two board members abstained. Motion will be taken to membership for approval.**
* October Semi-annual meeting –President Garza requested officers send their reports to Corresponding Secretary Brown on or before October 11, 2022, board meeting. APSA will offer a hybrid meeting got its members.
* Need to decide how to conduct Board meetings for Fall Semester- TEAMS or in person- President Garza will send a survey to each board member asking their opinion.

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:  : First meeting scheduled for Thursday September 15, 2022
* All-University Traffic Committee: First meeting scheduled for Thursday September 15, 2022
* Other Committees:  No report

**ADJOURNMENT**

**MOTION by Director Hazzard and to adjourn the meeting; seconded by Director Espinosa motion approved without dissent. Meeting adjourned at 2:35 PM.**

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