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

**Minutes of Meeting**

**Tuesday, December 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, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Sharon Potter, and James Terrill.

.

APSA Members excused: None

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- Erin Hooper

**APPROVAL OF AGENDA**

Agenda of December 13, 2022

**Motion made by Director Hazzard to approve the agenda; seconded by Director Barton motion approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Hazzard to approve APSA meeting minutes from November 9, 2022, and the APSA Special Meeting minutes from November 28, 2022; seconded by Director Potter motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza noted that he continues to meet weekly with the university to discuss university activities.
* President Garza noted that he meets weekly with other union leaders to share information on status of their respective membership.
* Currently SSTU has reached a tentative agreement with the university. Local 324 will begin negotiations next, then CTU and then APSA. President Garza updated board on the status of each.
* The CLO has requested in writing to meet with the University regarding recent compensation/budget position of the University. ​Meeting occurred November 30, 2022. President Garza updated board on the details of the meeting. President Garza is scheduled to meet with Interim President Woodruff tonight (12/13/2022).
* President Garza noted that he had dialogue with university on new observed days off and how they would be executed- details were sent out November 3, 2022. Waiting for Letter of

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Agreement. Met with EBOARD to approve LOA on Monday, November 28, 2022- have signed and waiting for university signatures.

**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 March 1, 2023. The delay is due to discussions on current Basic plan.
* 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. LOA was signed by all JHCC members waiting for university signatures.
* President Garza will be assisting with new staff director. interviews will take place Wednesday, December 15-Friday, December 17, 2022. I will be limited in my availability those day.
* 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. ​Reviewed numbers and ROI is very risky. JHCC group is waiting to see how new program fairs in other segment of the market. Requesting to run a test pilot program to measure effectiveness and cost savings. Teladoc is willing to do pilot for Faculty at cost. At this point we have informed them that the JHCC is not interested in pursuing.
* President Garza noted he had one member that did not complete spousal/OEI affidavit- worked with member to get insurance.
* President Garza will meet with CVS on January 12, 2023, to review prescription coverage and new programs.
* SSTU has officially requested to be part of the JHCC group again if they agree to the same terms as current Memorandum of Understanding.

**OTHER:**

* Operating Calendar- ​completion of audit. Any federal taxes paid by the 31? Confirm Board 1099 information. Request for information for legal counsel. (3-year cycle).
* New Member Orientation- completed via teleconference.
* Meeting with Spartan Imaging move to new McLaren Hospital- trying to work out 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 update.
* President Garza met with Vice President Melissa Woo and CHRO Christina Brogdon to discuss members concerns and compensation request from the JHCC.
* President Garza noted he responded to over 100 emails and calls on the New Observed Days off/Holiday Pay/Longevity- most questions were on execution/scheduling/eligibility
* President Garza will be available during the week on December 23, 2022- January 2, 2023, in the event of any urgent union matters that need to be addressed.

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

* President Garza updated board on grievance number 2 including that the employee involved was terminated yesterday.

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

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

APSA Revenue as of November 30, 2022,  $12,548.03

APSA Expenses as of November 30, 2022,  $32,115.10

APSA Net Change as of November 30, 2022, $19.567.07

Total Change in Fund Balance since $10 dues drop occurred in January 2021= $61,806.

Recording Secretary – Kathleen Deneau

No report

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

# Correspondence with board and members

* Sent minor messages to the APSA Executive Board Teams group chat regarding special meeting calendar invite issues.
* Setup special meeting for 11/28/2022 (Holiday days and MLK day).

# 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))
* Updated O365 group APSA Executive Board (removed Jaci Sayen)

# Website and DNS (Domain Name System)

* Updated meeting minutes
* Updated financial reports
* Updated website – removed Jaci Sayen, added open position
* Updated BLOG with CLO MOU

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# Desktop, Software, and Security Support

* Investigated the membership form submission issue (KB – 11/12/2022) but unable to reproduce the problem
* Dialoged with MSU IT regarding malformed message invites causing issues with the MSU APSA Microsoft tenant

# Analytics

* No Update.

# Office 365

* Blocked sign-in for sayen@msuapsa.org

# Votenet

* No Update.

# Miscellaneous

* No Update.

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

* Total number of Roster- 1301
* Change in roster from last month: +3
* Change in roster from one year ago: +49
* Retirements: 1
* New to MSU: 3
* Left MSU: 5

**Motion by Vice President Minnis to accept all officer reports; seconded by Director Brown, motion approved without dissent.**

Member’s Privilege:

* None

Unfinished Business:

* Discuss Negotiations Committee appointments- meetings will begin in January-they will be in person meetings held at the CTU Building.
  + APSA negotiations committee includes Joe Garza, Aaron Minnis, Mike Ouderkirk, James Terrill, Sam Fortino, Randy Brown, Karla Bauer.
* Survey responses need to be reviewed and consolidated-Membership Team working on this. Negotiations Committee will review responses regarding contract topics from members.
* Replacement of current vacancy in on the Executive Board (Director-term ends July 31, 2023)

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New Business:

* Business Committee - ​sent in new Operating Calendar/Audit update; APSA Legal counsel contract.
  + APSA will begin a Request for information for a new contract as APSA legal counsel beginning January 2024 and or after next contract has been ratified with membership.
* Member Outreach Committee Report- ​Met to review surveys on member engagement- have created a few action plans​​
* By Law Committee Report- APSA board will discuss board training for bylaws and Roberts rules at the APSA board meeting in January 2024.
* 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: Director Barton updated board on electric bikes contract with campus and the speed limit restrictions associated with the bikes.
* Other Committees:  No report

**ADJOURNMENT**

**MOTION by Treasurer Deneau and to adjourn the meeting; seconded by Director Hazzard motion approved without dissent. Meeting adjourned at 1:21 PM.**

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