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

**Minutes of Meeting**

**Wednesday, November 9, 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, Jaci Sayen, and James Terrill.

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APSA Members excused: None

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of November 9, 2022

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from October 11, 2022, seconded by Director Potter motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* Met weekly with the University to discuss updates on university activities.
* Met weekly with other union leaders to share information on status of their respective membership.
* Currently SSTU is in bargaining new CBA for their respective union.  Local 324 will begin in December.
* The CLO has requested in writing to meet with the University regarding recent compensation/budget position of the University. ​Meeting is scheduled for November 30, 2022.
* 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 Agreement.

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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, 2023.
* 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. Waiting for LOA to review, met again with the University on 10/27/22 to work out details. There will be a special enrollment period when LOA is approved and signed.
* 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.
* 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.
* Sent out over 200 emails to members that had not completed spousal/OEI affidavit by 10/24/22 as of 10/31/22 there was still 28 members that I sent another reminder.

**OTHER:**

* Operating Calendar- ​Review audit draft if available/verify I099 Information
* New Member Orientation- will be done via teleconference.
* Serving on the President's Informal Resolution Panel through August 15, 2022.  ​Finalizing recommendations to be forwarded to the President.
* 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 progress currently.
* Conducted Semi-annual meetings via Hybrid 57 in person attendees/74 virtual.
* Sent out Caregiving Survey to members to provide input
* Attended BOT meeting on 10/28/22- met with several Trustees to voice our concerns/working toward resolutions.
* Attended BOT meeting on 10/31/22- was present for formal announcement of appointed interim President Teresa Woodruff.  Sent formal request for meeting.  Looking at dates for end of November.

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

* President Garza updated board on grievance number 1 including why he is requesting permission to take this to arbitration.

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**Motion made by Vice President Ouderkirk to take grievance #1 to arbitration, seconded by Director Espinosa; motion carries without dissent.**

* President Garza updated board on arbitration number 1 including why he is requesting permission to take this to arbitration.

**Motion made by Vice President Minnis to take grievance #1 to arbitration, seconded by Vice President Ouderkirk; motion carries without dissent.**

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

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

APSA Revenue as of October 31, 2022     $12,002.05

APSA Expenses as of October 31, 2022    $11,033.24

APSA Net Change as of October 31, 2022 $968.81

Total Change in Fund Balance since $10 dues drop occurred in January 2021= $42,239.

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.
* Sent emails about the upcoming vote to the ALLAPSA list.
* Helped some members troubleshoot issues with their electronic ballots.

# 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

# Desktop, Software, and Security Support

* Compiled all officer reports for semi-annual PowerPoint.
* Did more configurations and troubleshooting at the MSUFCU Community room in preparation for the upcoming semi-annual meeting.

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* Did more troubleshooting regarding email delivery from eBallot/VoteNet with the help of MSU ITS.

# Analytics

* No Update.

# Office 365

* Hosted a hybrid semi-annual meeting at the MSUFCU Community room and Microsoft Teams.

# Votenet

* Created upcoming election for 10/19/2022.
* Created email reminders for the upcoming election

# Miscellaneous

* The hybrid semi-annual was well received and we had no technical difficulties.

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

* Total number of Roster- 1298
* Change in roster from last month: +5
* Change in roster from one year ago: +52
* Retirements: 1
* New to MSU: 3
* Left MSU: 3

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

Member’s Privilege:

* None

Unfinished Business:

* Discuss Negotiations Committee appointments
  + Might need to draw names due to interest level
* Survey responses need to be reviewed and consolidated-Membership Team working on this.
  + Negotiations Committee will review responses regarding contract topics from members.
* Board Meetings will continue via TEAMS for Spring Semester.

New Business:

* Business Committee - ​sent in new Operating Calendar/Audit update
* Member Outreach Committee Report- ​Met to review surveys on member engagement- have created a few action plans​​
* By Law Committee Report-
* Grievance Committee Report

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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.
* Other Committees:  No report

**ADJOURNMENT**

**MOTION by Director Sayen and to adjourn the meeting; seconded by Director Espinosa motion approved without dissent. Meeting adjourned at 1:11 PM.**

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