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

**Minutes of Meeting**

**Tuesday, March 7, 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: – Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Heather Hazzard, Aaron Minnis, Mike Ouderkirk, Sharron Potter, and James Terrill.

APSA Members excused: Karla Bauer and Sean Barton

Absent: None

Associate Member- Mike Gardner

Member’s present- None

APSA Legal Counsel Present- None

**APPROVAL OF AGENDA**

Agenda of March 7, 2023

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

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from February 21, 2023; seconded by Vice President Minnis motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

**CLO:**

* President Garza has met weekly with university officials to discuss updates on university activities.
* President Garza has met weekly with other union leaders to share information on status of their respective membership.
* Clerical Technical Union (CTU) has begun bargaining on their new contract.
* Graduate Employees Union is scheduled to follow CTU; and after CTU will be Administrative Professionals Union and APSA,
* 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 on February agenda for BOT. President Garza addressed the BOT during Public Participation at the 2/10/23 meeting. Sent statement to membership.
* Respectively have met with CLO and University Leadership to discuss Feb 13 Incident-have scheduled multiple meetings for this month to address certain issues including handling policies related to modified operations.

**JHCC:**

* Finalizing TA for new dental plan effective 1/1/24.
* Will be serving on interview committee for new Staff Director. - Final decision has not been made.
* Meeting with CVS on January 12, 2023, to review prescription coverage and new programs. Follow up meeting on March 23, 2023, to discuss recommendations.

**OTHER:**

* Operating Calendar- Election Nominations begin/Form Election committee/Board Approves Semi-annual lunch expenditure/swag
* New Member Orientation- will be done via teleconference.
* Sent numerous emails to membership related to the Feb 13 Incident- have spoken and met with many members to offer support and listen to their concerns and issues.
* Worked with the University on multiple communications to the members/Supervisor Tool Kit.

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

* President Garza updated the board on recent developments with several grievances.

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

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

APSA Revenue as of February28, 2023 $12,961.54

APSA Expenses as of February 28, 2023 $12,230.00

APSA Net Change as of February28, 2023 -$731.54

Recommendation by Treasurer Deneau requesting that APSA receive any anticipated rate increases imposed by APSA legal counsel in November of each year rather than within the same year the new rate is scheduled to take effect. President Garza offered to share this request with White Schneider PC.

Recording Secretary – Kathleen Deneau

* No report

Report of the Corresponding Secretary – Randy Brown – No report

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

* Total number of Roster- 1313
* Change in roster from last month: +2
* Change in roster from one year ago: +57
* Retirements: 1
* New to MSU: 2
* Left MSU: 1

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

Member’s Privilege:

* None

Unfinished Business:

* Discuss Election Process to begin in March – Melissa Del Rio and Aaron Minnis will serve on the election committee.
* APSA Positions up for reelection:
	+ Vice President of Contract Negotiations – incumbent Mike Ouderkirk
	+ Membership Secretary – incumbent Karla Bauer
	+ 4 Director Positions: three incumbents running for re-election
		- Natan Espinosa, Sam Fortino, Sharon Potter, open position

New Business:

* Business Committee -  ​
* Member Outreach Committee Report- Semi-annual meeting; send President Garza all APSA reports for the Semi-Annual Membership meeting by Tuesday April 11, 2023.
	+ **Motion made by Director Espinosa to approve up to $1500 to cover the cost of food for the upcoming APSA semiannual membership meeting; seconded by Vice President Ouderkirk, motion passes without dissent.**
* By Law Committee Report- No Report
* Grievance Committee Report – No 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 Hazzard motion approved without dissent. Meeting adjourned at 12:41 PM.**

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