

**MINUTES
of the
July 8,2003
Executive Board Meeting**

Call to Order:

- ◆ Meeting called to order by Vice President for Contract Negotiations, Dan Chegwidden, at 12:05pm in the private dining room in the Kellogg Center State Room.
- ◆ The following officers were present – Dan Chegwidden, Rick Church, Chas Cloutier, Michael Gardner, Richard Moore, Bob Nowicki, John Phillipich, Troy Robertson, Sara Siebert, Deborah Sudduth, Andrew Verhage
- ◆ Absent – Joe Garza , Lenny Govoni, Jim Hensley, Gavin Smith
- ◆ Guests – Diane Mayers, Sue Titus

Report of Officers:

VP for Contract Negotiations (Dan Chegwidden)

- ◆ The Contract Negotiations Team has met twice with Dan Hankins and Jayne Flannigan. They were productive meetings in which they refined the list of possible topics for the upcoming negotiations. Hankins and Flannigan are expected to produce a list of topics to the board later in July. One area that will likely be negotiated is tightening up the contract language regarding layoffs.
- ◆ Negotiations will likely start at the end of August or the beginning of September.
- ◆ The issue of monthly vs. bi-weekly paychecks was brought up as a possible negotiation topic. Deborah Sudduth agreed to post to APSA Listserv to see what member interest was in switching to bi-weekly paychecks.

Treasurer (Andrew Verhage)

- ◆ Drew reviewed the May financial reports, a copy of which was provided to each Board member. Balance as of 5-31-03 was \$228,763.42
- ◆ The bonding company has additional requirements for the Executive Board. They require that someone other than the treasurer should make deposits, and hold and track blank checks. It was decided that a member of the Finance Committee, Troy Robertson would make deposits, hold the blank checks, and record the numbers of outstanding checks that have been issued to Drew. Michael Gardner suggested that there be some kind of written acknowledgement of the receipt of checks.
- ◆ Investigating the cost of D&O coverage.
- ◆ Regarding the copier, there is no maintenance agreement. The Finance Committee approved the purchase of a new copier/fax machine. Deborah Sudduth will look into equipment options.
- ◆ Treasurer's report was accepted.

Membership Secretary (Deborah Sudduth)

- ◆ Deborah reviewed the May 2003 membership report, a copy of which was provided to each Board member.
 - 913 on the APSA roster

- Twelve-month average is 907 members.
- 1 person on layoff

Corresponding Secretary (Chas Cloutier)

- ◆ Newsletter publication will be delayed until August or September.

Recording Secretary

- ◆ The Board accepted the May minutes.

Members Privilege:

- ◆ Bob Nowicki expressed his concerns regarding a couple of areas.
 - Supervisors having their duties doubled because of downsizing, but remaining the same classification.
 - Upgrading supervisors from a level 11 that is eligible for overtime payments to a level 12 that is not eligible for overtime payments. A person promoted to a level 12 in this situation may actually lose money if they work a considerable amount of hours over 40/week.

Standing Committee Reports:

- ◆ Bylaws – no report.
- ◆ Finance – no report.
- ◆ Grievance – John Phillipich stated that a couple of suspensions have turned into grievances. There have been a couple of counseling sessions with members.

University Committee Reports:

- ◆ Anti-Discrimination Judicial Board (Deborah Sudduth) – ADJB hasn't met this summer.
- ◆ All-University Traffic Committee (Mike Gardner) – no report.
- ◆ Distinguished Staff Awards () – no report.

Unfinished Business

- ◆ Lenny needs to finalize a date for the Executive Board retreat.
- ◆ Deborah has been unable to contact Barbara Harrison-King regarding assisting in the office.

New Business

- ◆ The Board needs to appoint someone to represent the APSA on the Distinguished Staff Awards committee. It was suggested that an article be placed in the next newsletter asking if any member is interested in serving on the committee.
- ◆ The reservations for the fall Board meetings need to be finalized.

Adjournment:

- ◆ The next Executive Board meeting is scheduled for Tuesday, August 12 in the private dining area in the Kellogg Center State Room.
- ◆ Meeting adjourned at 1:15 pm.

