

MINUTES
of the
Administrative Professional Supervisors Association
Tuesday, January 13, 2004
Executive Board Meeting

Call to Order:

- Meeting called to order by President Lenny Govoni at 12:08 pm in the Holden Hall Hunt Club room.
- The following Officers and Directors were present –
 - Dan Chegwiddden, Chas Cloutier, Michael Gardner, Joe Garza, Lenny Govoni, Richard Moore, Bob Nowicki, John Phillipich, Troy Robertson, Sara Siebert, Gavin Smith, Deborah Sudduth, Andrew Verhage.
- The following Officers and Directors had excused absence –
 - Jim Hensley, Sue Titus.
- Guests – Peter Chen

Approve Agenda:

- Per request from Deborah, office fax line was added to New Business.

Report of Officers:

President (Lenny Govoni)

- The State of Michigan budget problems, possibly a one billion dollar deficit next fiscal year, continue to impact MSU's budget. Some MSU departments, especially on the academic side, have/are preparing for possible cuts ranging from 3% to 7%.
- Lenny reported on MSU's School of Labor & Industrial Relations *Labor Education Program* that they are offering in Lansing and other selected cities throughout Michigan. The program includes various training seminars and all APSA Board members are eligible to attend. Contact Lenny for more information if you are interested.
- On the MSU Health Care Coalition front, Lenny mentioned there is much work to be done to decide issues, etc. Lenny indicated he needs to obtain the health care cost update from Pam Beemer.
- One recently new health care benefit is the Flexible Spending Account "Flex Card" which allows employees to set aside pre-tax dollars to pay for certain "out of pocket" health care items. The Lenny commented that the Health Care Coalition needs to continue to look at other benefits to employees that impose minor costs on the University which providing substantial benefits to us employees.
- Pertaining to the status of the APSA contract negotiations with the University, Lenny reiterated again this month that the APSA team is still working with the University to determine how future pay raises will be distributed. More on this later from Dan Chegwiddden.
- Due to a scheduling conflict, Lenny was unable to attend President McPherson's recent dinner with the various Union Presidents. Lenny will find out from Wayne Cass what, if any, important issues were discussed.

VP for Contract Negotiations (Dan Chegwiddden)

- Dan reported that he met yesterday (Jan 12th) with Dan Hankins and Jayne Flanigan to review and discuss APSA contract negotiations issues, especially those pertaining to reduction in force issues (paragraphs 136 thru 160).

VP for Contract Negotiations (Dan Chegwidden) - continued

- APSA desires that the current University policy, as it pertains to confidential employees, be reviewed and that new language be added to the contract to cover this type of employee.
- Probably the two biggest outstanding issues are the length of the new contract (3 or 4 years), and how future raises will be distributed. The University continues to maintain its position that any raise of 1.75% or less be “across the board”, while all raises of 2% or greater be 100% merit. APSA’s position is that any raise below 2.4% be part “across the board” and part merit, while any raise of 2.5% or greater be 100% merit.
- The contract negotiation session scheduled for Friday, January 16th was canceled by the University due to an unspecified scheduling conflict. The next negotiation is scheduled for Thursday, February 12.
- It is the belief of Dan and our legal council that our negotiations will end up in fact finding.
- Dan had heard that President McPherson will remain at MSU as President until 2007 or 2008.

VP Contract Administration (Jim Hensley)

In Jim’s absence John Phillipich reported on the following –

- An arbitration hearing has been scheduled for January 30th, with the possibility of a settlement before the hearing.
- Information from the APSA member involved in grievance 03-02 has been submitted to Hankins & Flanigan.

Treasurer (Andrew Verhage)

- Drew reviewed the November, 2003 financial reports, a copy of which was provided to each Board member.
 - Balance as of 11/30/03 was \$224,405.72
 - MSU Credit Union CD’s continue to be rolled-over into new CU CD’s
 - The Citizens Bank CD will be rolled-over to the MSU Credit Union when it comes due
- The Finance Committee will set a meeting to review our account balances and make recommendations.
- Hankins & Flanigan still slow in invoicing us for past expenses. They are at least one month behind.
- Chas asked what is included in the Legal Supplies/Court category; Drew explained it included court fees, photocopies, postage, and legal council travel expenses. Drew said he would be happy to provide additional details to any Board member who desires it.
- Drew recently received a letter requesting financial support for the Day of the Women conference. Like all similar requests, it was turned down.

Membership Secretary (Deborah Sudduth)

- Deborah reviewed the October 2003 and November 2003 membership reports, a copy of which was presented to each Board member.
 - 917 on the roster
 - 3 members on lay-off
 - Twelve (12) month average 912

Corresponding Secretary (Chas Cloutier)

- The next newsletter will be mailed out before the end of this week. It is mostly about nominations for the upcoming elections for Board positions. Lenny will write an article about the status of our contract negotiations with the University.
- Lenny added that Jennifer McManus has once again agreed to be the Chairperson for the nomination committee. Thank you Jenny.

Recording Secretary (Gavin Smith)

- No report.
- Motion made by Troy to accept the minutes of December 9th Board meeting. Motion seconded by Sara and approved by the Board.

Members Privilege:

- No comments

Standing Committee Reports:

- Bylaws – no report.
- Finance – no report.
- Grievance – no further report.

University Committee Reports:

- Anti-Discrimination Judicial Board (Deborah Sudduth)
- All-University Traffic Committee (Mike Gardner)

Unfinished Business:

- Troy has not had any success in obtaining information from Leo Sell regarding what type and how much professional liability insurance coverage the APA Union carries for its Board members. Based upon the high cost of this type of insurance for the APSA Board, along with other issues (see the December APSA Board meeting minutes for details), Lenny told Drew to discontinue researching coverage for the APSA Board; we will continue to do with out it.
- The APSA office purge will begin in February.
- New fax machine – Chas will include a brief article in the upcoming newsletter explaining the APSA office telephone number is just a fax line.

New Business:

- Richard Moore distributed a bar chart showing, by classification level, the percentage of APSA members who are below the APL (automatic progression level). Richard mentioned that the APL has not kept up with local market conditions, although many recent hires seem to have been hired above the APL. Very interesting data.

Adjournment:

- A motion was made by Deborah, and seconded by Sara, to adjourn the meeting. Motion carried and the meeting was adjourned at 1:32 pm.
- The next Executive Board meeting is scheduled for Tuesday, February 10 in the Holden Hall Hunt Club room.