

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

Call to Order:

- Meeting called to order by Vice President Hensley at 12:02pm in the Kellogg Center State Room special dining area.
- The following Officers and Directors were present –
 - Dan Chegwidden, Chas Cloutier, Jim Hensley, Richard Moore, Bob Nowicki, John Phillipich, Troy Robertson, Sara Siebert, Gavin Smith, Sue Titus, Andrew Verhage.
- The following Officers and Directors were absent (excused) –
 - Michael Gardner, Joe Garza, Lenny Govoni, Deborah Sudduth.
- The following guests were present –
 - Diane Mayers.

Approve Agenda:

- Chegwidden made a motion to accept the agenda as written and was seconded by Siebert. Motion carried.

Report of Officers:

President (Lenny Govoni)

- No report from Govoni.
- Discussion about the College of Human Medicine expansion to Grand Rapids – not much recent progress for something that is supposed to be fast-tracked.

VP for Contract Negotiations (Dan Chegwidden)

- Chegwidden reported on the letter our legal counsel (Hankins & Flanigan) sent to Employee Relations requesting the first page of each performance evaluation of all APSA employees for the years 2000, 2001, 2002 and 2003. Hankins & Flanigan also requested a list of names of those APSA employees who did not receive a performance evaluation in any of those years. This information will be used to help us understand what criteria merit pay is based upon. Employee Relations initial response was that our request would be too much work for them, however, they thought they could provide us the information in a different manner.
- Chegwidden commented that he does not believe we need to be concerned with rushing to get the contract settled, especially since economic issues are not on the table. Rather, it is important to work through the unresolved issues.
- Regarding the issue of Fact Finding – MERC's position is that there are still too many unresolved issues. Hankins & Flanigan are in discussion with MERC about this.
- No negotiation sessions or meetings are scheduled at this time.

VP Contract Administration (Jim Hensley)

- No written report. Hensley, Phillipich and Siebert provided a verbal review of current grievance issues, as well as recent contacts. It has been a busy summer for them tending to the needs of the membership.

Treasurer (Andrew Verhage)

- Verhage reviewed the May 2004 financial reports, a copy of which was provided to each Board member.
 - Balance as of 05/31/04 was \$225,974.36
 - Legal Supplies/Court expenses high for the year, and will be reviewed by Verhage.
- After some discussion it was decided that Verhage and Hensley will review the Hankins & Flanigan statements on a quarterly basis. This issue will be reviewed one year from now to see if it should be added to Verhage's and Hensley's SOP lists.

Membership Secretary (Deborah Sudduth)

- No verbal report. The May report was e-mailed to all Board members.
 - 920 on the roster
 - 4 members on lay-off
 - Twelve (12) month average is 915

Corresponding Secretary (Chas Cloutier)

- No report.

Recording Secretary (Gavin Smith)

- No report.
- Errors in the spelling of Blockett in the June 2004 Board meeting minutes will be corrected.
- Motion made by Chegwiddden, and seconded by Verhage, to accept the minutes of the June 8th, 2004 Board meeting. Motion carried.

Members Privilege:

- None

Standing Committee Reports:

- Bylaws – no report.
- Finance – no report.
- Grievance – Included in the VP for Contract Administration report.

University Committee Reports:

- Anti-Discrimination Judicial Board – no report.
- All-University Traffic Committee (Mike Gardner) – no report.

Unfinished Business:

- Office Purge – Hensley commented that he has finished reviewing the documents that fall under his area of responsibility.
- New Office Space Update –
 - Smith reported that Jim Sheppard (MSU Union Manager) indicated there will not be any space available in the Union building after Alumni Association moves out.
 - Garza reported that there is not/will not be any space available in the University Apartments.
 - The plan is to wait until December of this year when we might be able to find inexpensive space in the Hannah Center.

New Business:

- E-mail Usage Policy –
 - The By-laws committee will review the issue and make a recommendation. Moore will create a draft document for the committee to review.

Adjournment:

- Motion made by Cloutier, and seconded by Nowicki, to adjourn the meeting. Motion carried and the meeting was adjourned at 1:25pm.
- The next Executive Board meeting is scheduled for 12noon on Tuesday, August 10 in the Kellogg Center State Room special dining area.