

MINUTES
of the
Administrative Professional Supervisors Association
Executive Board Meeting
Tuesday, August 10, 2004

Call to Order:

- Meeting called to order by President Govoni at 12:05pm in the Kellogg Center State Room special dining area.
- The following Officers and Directors were present –
 - Dan Chegwidden, Chas Cloutier, Joe Garza, Lenny Govoni, Jim Hensley, Richard Moore, Bob Nowicki, John Phillipich, Troy Robertson, Sara Siebert, Gavin Smith, Deborah Sudduth, Sue Titus.
- The following Officers and Directors were absent (excused) –
 - Michael Gardner, Andrew Verhage.
- The following guest was present –
 - Diane Mayers.

Approve Agenda:

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

Report of Officers:

President (Lenny Govoni)

- Govoni reviewed a draft copy of the “Coalition Health Cost Update”, a copy of which was provided to all Board members.
 - Based upon the 4.8% increase in overall MSU health care costs, the 2005 wage increase will be 3%.
 - Govoni is going to invite Nenee Rivard and Chris Hanna to make a Power Point presentation about health care issues at the October semi-annual meeting.
- FYI – IBNR = Items Billed [but] Not Received.
- A draft copy of the “Interim Guidelines Regarding Bulk Emailing by Internet Users on MSUNet” was distributed and briefly reviewed by Govoni.
 - APSA is in/has been in compliance.
 - Apparently the CT union is “in trouble” for using campus e-mail for political purposes.
 - Govoni asked Cloutier and Moore to review the guidelines.

VP for Contract Negotiations (Dan Chegwidden)

- The State of Michigan mediator has offered two dates to meet; the APSA team desires the August 23 date (1-4pm). APSA team will meet prior to the mediator meeting. It is the desire of the state mediator that APSA decrease the number of outstanding issues still on the table prior to going to fact finding.

VP Contract Administration (Jim Hensley)

- Hensley reviewed the grievance report, a copy of which was distributed to each Board member present.
 - 1 new grievance
 - 2 special conferences
 - 7 recent contacts

VP Contract Administration - continued

- 6 follow-ups on past contacts
- There was some discussion and much concern about on-call/stand-by requirements being forced upon an ever increasing number of APSA members, as well as others across campus. This is a possible topic of discussion during future (next time) contract negotiations.

Treasurer (Andrew Verhage)

- The June 2004 financial reports were e-mailed to each Board member.
 - Balance as of 06/30/04 was \$218,509.94

Membership Secretary (Deborah Sudduth)

- Sudduth reviewed the June 2004 membership report, a copy of which was provided to each Board member present.
 - 923 on the roster
 - 4 members on lay-off
 - Twelve (12) month average is 915
- APSA New Member Orientation has been set for Thursday, October 14th at the U. Club.
 - Discussion about the portfolios we have given to new members in the past.
 - We did not give out portfolios last year (because we didn't have any).
- Moore made a motion, seconded by Siebert, to purchase more portfolios. Motion carried.
 - Those new members who attended the luncheon last year will be contacted this year and will be eligible to receive a portfolio.
- Sudduth reported that Kenda Tibbs, past Recording Secretary, recently donated one of her kidneys. Sudduth will send flowers and a get well card on behalf of the Board.

Corresponding Secretary (Chas Cloutier)

- Cloutier indicated he would place the "Coalition Health Cost Update" on the APSA web site. He will also include information about the New Member Orientation.

Recording Secretary (Gavin Smith)

- No report.
- Following comments/suggestions from the Board, Smith indicated he plans on ordering "tailgate food" for the October semi-annual meeting. Menu will also include chicken, and a non-meat entrée. A fine dining experience should be experienced by all.
- Motion made by Siebert, and seconded by Chegwidden, to accept the minutes of the July 13th, 2004 Board meeting. Motion carried.

Members Privilege:

- Govoni reported that there has not been any recent news regarding the College of Human Medicine expansion to Grand Rapids. He will keep the Board informed of any future news he hears.
- Smith reported news about Mike Gardner's broken leg.
- Smith asked Govoni when Parliamentarian Connie Defoors would attend a Board meeting. Govoni indicated he would invite her to the semi-annual meeting in October.

Standing Committee Reports:

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

University Committee Reports:

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

Unfinished Business:

- E-mail Address Project/Usage Policy – Cloutier and Moore to review draft copy of the “Interim Guidelines Regarding Bulk Emailing by Internet Users on MSUNet”.

New Business:

- No new business.

Adjournment:

- Motion made by Sudduth, and seconded by Chegwidden, 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, September 14th in the Holden Hall Hunt Club room.