

MINUTES
of the
Administrative Professional Supervisors Association
Executive Board Meeting
Wednesday, October 14, 2004

Call to Order:

- Meeting called to order by President Govoni at 12:05pm in the Holden Hall Hunt Club room.
- The following Officers and Directors were present –
 - Dan Chegwidden, Chas Cloutier, Michael Gardner, Joe Garza, Lenny Govoni, Diane Mayers, Bob Nowicki, John Phillipich, Troy Robertson, Sara Siebert, Gavin Smith, Deborah Sudduth, Sue Titus, Andrew Verhage.
- The following Officers and Directors were absent (excused) –
 - Jim Hensley
- The following guests were present –
 - Connie DeFord, Jayne Flanigan, Dan Hankins, Richard Moore.

Approve Agenda:

- Govoni would like to permanently adjust the agenda so that Review/Approve Minutes immediately follows Approve Agenda.

Review/Approve Minutes:

- The following are corrections to the September 14, 2004 Board meeting Minutes –
 - Connie's last name is spelled Deford
 - Rivard's first name is spelled Renee
 - October's [2004] Board meeting **was** indeed scheduled for Wednesday, October 13 (not Tues, Oct 12) due to the contract negotiation session which was scheduled for Tuesday, October 12. Your Recording Secretary apologizes for this error in reading his notes.
- Minutes approved as corrected by unanimous consent.

Report of Officers:

President (Lenny Govoni)

- A Tentative [contract] Agreement (TA) was reached at the negotiation session yesterday (Oct. 12).
 - Need to follow the APSA By-law procedures pertaining to contract ratification.
 - Hankins & Flanigan has condensed By-laws language into a handout for the Board.
 - Ballot (form) will be available via the APSA web site.
- Hankins & Flanigan running late, and will provide update on the TA later in the meeting.

VP for Contract Negotiations (Dan Chegwidden)

- No Report. Will allow Hankins & Flanigan to report on the Tentative Agreement.

VP Contract Administration (Jim Hensley)

- Due to Hensley's absence Phillipich reviewed selected portions of the written Grievance report, a copy of which was available to each Board member.
- Siebert reported there is a meeting scheduled for October 18 to discuss the issue of the four Resident Life Coordinators moving from AP to APSA.

Treasurer (Andrew Verhage)

- Verhage reviewed the August 2004 financial reports, a copy of which was provided to each Board member present.
 - August is the last month of our fiscal year, and we are in good financial condition.
 - Balance as of 08/31/04 was \$224,204.60
- Motion made by Robertson, and seconded by Garza, to accept the August 2004 Treasurer's report. Motion carried.
- The cost of our \$200,000 coverage for employee (Board member) theft increased dramatically because we were incorrectly classified; coverage will now cost an additional \$200 per year. Travelers Insurance will provide coverage at a rate of \$585 per year; this rate is renewable for three years.
- Chegwiddden asked that since our account balance is significant, is there any merit to giving a refund to the membership?
 - Moore mentioned a "dues holiday"
 - Gardner commented that we have not had any dues increase in 4-5 years. He also commented that we have desired a high account balance to cover extra legal expenses, to pay for consultants, etc.
 - Govoni suggested that we add this topic to Unfinished Business for further discussion. He asked the Finance Committee to review the possibility of a dues holiday.

Membership Secretary (Deborah Sudduth)

- Due to late arrival, Sudduth was unable to review the August 2004 membership report, a copy of which was e-mailed to each Board member.
 - 919 on the roster.
 - 3 members on lay-off.
 - Twelve (12) month average is 918.

Corresponding Secretary (Chas Cloutier)

- Cloutier will prepare mailing to membership regarding the Tentative Agreement. Hankins & Flanigan will provide a cover letter in the packet announcing the dates/times of the general membership meetings.

Report from APSA Legal Council

- Hankins reviewed the Mediator's Recommendations for Settlement. Once the University indicates they agree with the Mediator's recommendations, Hankins & Flanigan will notify the University that we (APSA) no longer agree to follow the 1997 Merit Guidelines in the future (APSA never did agree to follow these guidelines).
- A comment was made by a Board member that they know of at least one department that has developed their own evaluation, which could be used to determine merit pay. Hankins announced that departments can not establish their own guidelines.
- Hankins announced that APSA has scheduled a special conference with the University regarding an issue with the DPPS Lieutenants.
- Govoni indicated he would like to schedule a Board retreat in November to discuss merit pay and other issues.

Report from APSA Legal Council -continued

- Govoni commented on what an outstanding job Hankins & Flanigan did during our contract negotiations. **The negotiations team and the entire Board are VERY appreciative of their efforts!**
- Chegwiddden reported on a new Letter of Agreement with the University whereby APSA will meet with the University every three months to discuss issues of concern.
- Motion made by Sudduth, and seconded by Siebert, to approve the “Mediators Recommendations for Settlement” and to present it to the membership. Motion carried.
- After much discussion the following schedule was established for the notification and balloting process on the Tentative Agreement -
 - Membership meetings, to present the Tentative Agreement, will be scheduled for 5pm on November 11 and 12noon on Friday, November 12. Smith will inquire on the availability of space in the Breslin Center for these meetings.
 - Tentative Agreement/ballot packets will be sent to University Printing on October 25 for printing and mailing.
 - Voting on the Tentative Agreement will be the week of November 15; ballots must be postmarked by November 18 and must be received by November 20. Ballots will be counted on November 22 (at the APSA office – general membership is welcomed).
- Flanigan reviewed Grievance 4-4, and requested permission to go to arbitration.
- Motion made by Sudduth, seconded by Siebert, to go to arbitration on Grievance 4-4. Motion carried.

Recording Secretary (Gavin Smith)

- No report.

Members Privilege:

- None

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 – Tabled until the next Board meeting.

New Business:

- Previously discussed.

Adjournment:

- Motion made by Siebert, and seconded by Smith, to adjourn the meeting. Motion carried and the meeting was adjourned at 2:26pm.
- The next Executive Board meeting is scheduled for 12noon on Tuesday, November 9th in the Holden Hall Hunt Club room.