

MINUTES
of the
Administrative Professional Supervisors Association
Executive Board Meeting
Tuesday, December 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 –
 - Chas Cloutier, Michael Gardner, Joe Garza, Lenny Govoni, Jim Hensley, Diane Mayers, Bob Nowicki, John Phillipich, Troy Robertson, Sara Siebert, Gavin Smith, Deborah Sudduth, Sue Titus, Andrew Verhage.
- Also present – Jayne Flanigan, Dan Hankins, Richard Moore.
- The following Director had an excused absence - Dan Chegwidan.

Review/Approve Minutes:

- Correction: Siebert was incorrectly listed as present for the November 2004 Board meeting when in fact she was absence (excused).

Report of Officers:

President (Lenny Govoni)

- Connie Deford was unable to attend the Board meeting today. Govoni will review Deford's report later in this meeting.
- President McPherson is in the process of moving out of Cowles House.
- No word on the status of meetings with President [Designee] Simon and the union presidents.
- National company selected to audit BCBS claims to check for proper coding of accounts, no double billing, etc. No cost to the University; University hopes the audit will help save money.
- Flanigan asked by Govoni to comment on the following health care items –
 - Dr. Alexander, University physician, beginning the process of conducting a risk assessment of each position at the university. Database will include information on work location/conditions, PPE requirements, etc. Pilot program will begin with a limited number of departments and will start with new hires first. This is an expansion of MSU's Health and Safety Program (HASP).
 - Health Care Coalition (HHC) met for one hour before the December 8th meeting with the University. HHC will begin discussions/negotiations with the University in January, 2005 for a new health care agreement; current agreement expires 12/31/05.
 - The Healthy U. program is being evaluated. Among other things, would like to determine how best to encourage employees to change some personal habits for better health.
 - In addition to learning about the risk assessment, the University reported on a new proposal for its prescription plan –

President - continued

- Towers Perrin is suggesting Medco be the new provider for a transparent prescription plan.
- The University would pay Medco an administrative fee. Medco would give the University the full discounts for medicines. Formulary is important.
- Overall the University could save 1.71 million dollars.
- Health Care Coalition will meet again on January 12 & 27 and will discuss the prescription plan.
- Next HCC meeting with the University is January 27.

VP for Contract Negotiations (Dan Chegwidden)

- No report due to excused absence.

VP for Contract Administration (Jim Hensley)

- Hensley's report postponed until after the Membership Secretary's report.

Treasurer (Andrew Verhage)

- Verhage reviewed the November 2004 financial reports, a copy of which was provided to each Board member present.
 - Balance as of 11/30/04 was \$222,549.67
- Almost finished with asset diversification project. With CD's laddered, will have a 14K CD come due each month.
- Verhage reviewed the 2 Year History of APSA Expense and Income sheet, a copy of which was provided to each Board member present.
 - We are spending slightly more each month than what we are taking in.

Recording Secretary (Gavin Smith)

- No report.

Corresponding Secretary (Chas Cloutier)

- Result of contract voting are on the APSA web site. The vote totals were listed and this generated much discussion on whether or not they should have been released.
 - Hankins explained some of the pitfalls with releasing this information publicly.
- The next newsletter should be ready early January
 - Hankins said he would write an article summarizing the contract negotiations.

Membership Secretary (Deborah Sudduth)

- Sudduth reviewed the October 2004 Membership report, a copy of which was provided to each Board member present.
 - 918 on the roster.
 - 5 members on lay-off.
 - Twelve (12) month average is 918.

VP for Contract Administration (Jim Hensley)

- Hensley reviewed the December 2004 Grievance Report, a copy of which was provided to each Board member present.
- Flanigan was asked by Hensley to report on Grievance 04-04, which she did.
 - Flanigan recommended we go to arbitration on this on.
 - Motion made by Hensley, and seconded by Sudduth to go to arbitration on Grievance 04-04 based upon recommendation from legal council. Motion carried.
- Phillipich commented on a couple of grievance issues he has been involved with.
- Siebert provided details of the grievance issues she has been involved with.
- Govoni praised the grievance team and APSA's legal council for the wonderful job they are doing.

Members Privilege:

- None

Standing Committee Reports:

- Bylaws – no report.
- Grievance – nothing else to report.
- Finance –
 - Robertson reported that the Finance committee is taking a wait and see approach to a possible dues holiday.
 - Reasons given were current monthly deficit, and possibility of higher month rent with new a office space.
 - Comment made regarding the desire to keep at least one year of operating expense in the bank at all times.
 - Finance committee will continue to monitor our cash flow to ensure we maintain the proper cash cushion.
 - It was brought to the Board's attention that APSA is the only labor organization on campus that does not take dues from probationary employees until after they have finished probation. This equates to an annual revenue loss of \$9,000-10,000 per year.
 - Comment was made that probationary employees do not receive contract negotiated raise when they are on probation.

University Committee Reports:

- Anti-Discrimination Judicial Board – no report.
- All-University Traffic Committee (Mike Gardner) –
 - Waiting for campus traffic study report, including accident data, which will indicate problem areas.
 - Construction of the new parking ramp, ramp #6, is scheduled to begin in January 2005.
 - Sparty statue intersection re-build is scheduled to begin in April or May 2005.

All-University Traffic Committee report – continued

- Hankins inquired about campus parking rate history. He explained that there were many comments on the recent ballots about parking increases often equal to or more than the amount of the pay raise. Nash at Employee Relations says this issue could not be discussed at contract negotiations. The parking system on campus is supposed to be self-sufficient.

Unfinished Business:

- E-mail Address/Usage Policy –
 - Moore reviewed the “APSA Membership Electronic Mailing List” document, a copy of which was provided to each Board member present. This document will become standard operating procedure, and will be announced in the next APSA newsletter.
- Dues Holiday –
 - See the Finance Committee report.

New Business:

- Deford not available to attend this Board meeting; Govoni reviewed her written report.
- Hankins provided an update on the contract; need Unit and Classifications update completed.
- Govoni announced that the new raise increase and retroactive pay should be in the December paycheck.
- Moore inquired about including the SOP's on the web page.
- The next Executive Board meeting is scheduled for 12noon on Tuesday, January 11 in the Holden Hall Hunt Club room.

Adjournment:

- Motion made by Sudduth, and seconded by Govoni, to adjourn the meeting. Motion carried and the meeting was adjourned at 2:14pm.