

**MINUTES**  
**of the**  
**ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION**  
**Executive Board Meeting**  
**Tuesday, August 9, 2005**

**Call to Order:**

- Meeting called to order by President Govoni at 12:05pm in the Kellogg Center State Room special dining room.
- The following Officers and Directors were present –
  - Joe Garza, Lenny Govoni, Jim Hensley, Diane Mayers, Richard Moore, Bob Nowicki, Troy Robertson, Sara Siebert, Gavin Smith, Deborah Sudduth, Sue Titus, Andrew Verhage.
- The following Officers and Director were absent (excused) –
  - Dan Chegwidden, Michael Gardner, John Phillipich.
- The following guests were present –
  - None

**Agenda:**

- Add to Unfinished Business –
  - Walgreen/Wal-Mart
- Add to New Business –
  - Flower fund
  - Bylaws 6.8

**Review/Approve Minutes:**

- June 2005 Board Minutes approved as written.
- July 2005 Board Minutes approved as amended.

**Report of Officers:**

President (Lenny Govoni)

- Govoni reported that he attended a reception for the new Provost, Dr. Kim Wilcox, who seems to be a good fit for MSU.
- Govoni corrected previously stated information regarding the percentage increase for the 2006 wage increase for APSA – the increase is 2%. Computing error occurred when a component of the HC cost increase was mistakenly used as the total HC cost increase. This year's APSA wage increase, in October, will be 3%.
- The next quarterly meeting with Human Relations is scheduled for August 10. Many of the APSA grievances that are outstanding will be discussed.
- The next Health Care Coalition meeting, without the University present, is scheduled for 1:00pm on August 10.

VP for Contract Negotiations (Dan Chegwidden)

- Chegwidden had an excused absence – no report.

VP for Contract Administration (Jim Hensley)

- Hensley reviewed the August Grievance report, a copy of which was provided to each Board member present.
  - Settlement pending on Grievances 04-02 & 04-08 (same member).
  - Grievance 05-04 (hostile work environment & invasion of privacy) – APSA seeks that this type of thing does not happen again. Employee is also filing a civil suit. Motion made by Hensley, and seconded by Sudduth, to go to arbitration on grievance 05-04. Motion carried.
- Hensley reported that the University expects to present within the next few months the revised MSU Acceptable Use Policy to all MSU unions for their review.
- Hensley commented that he believes the quarterly meetings with HR are building some rapport, but the nitty-gritty items are not yet being discussed.

Treasurer (Andrew Verhage)

- Verhage reviewed the May 2005 financial reports, a copy of which was provided to each Board member present.
  - Balance as of 06/30/05 was \$208, 264.66
  - Treasurer's report will be filed for audit.

Recording Secretary (Gavin Smith)

- No report.

Corresponding Secretary (Troy Robertson)

- Robertson reported that he is coordinating the transfer of the laptop computer with Cloutier.

Membership Secretary (Deborah Sudduth)

- Sudduth reviewed the June 2005 Membership report, a copy of which was provided to each Board member present.
  - 906 on the roster.
  - 3 members on layoff.
  - Twelve (12) month average is 914
- Sudduth reported that she met with Jan Underwood and she now has a better understanding of the APSA Monthly Employee Group Report.
- There was discussion about probationary periods.
- Sudduth reminded everyone of the upcoming New Members Orientation luncheon which is scheduled for Monday, October 17 at the University Club.
  - There was discussion about who we want to invite to the luncheon; it was decided to invite "retirement" vendors.
- There was discussion about who to invite to the semi-annual meetings; it was decided to invite Weyco to the fall meeting and the HC vendors to the spring meeting.

**Members Privilege:**

- None.

**Standing Committee Reports:**

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

**University Committee Reports:**

- All-University Traffic Committee (Mike Gardner) – no report.

**Unfinished Business:**

- Office keys
  - All set with Board members, but still need to confirm with Hankins/Flanigan.
- AEPC/Walgreen & Wal-Mart
  - No additional information from Hankins/Flanigan
  - Moore made a motion to accept the recommendation of AEPC (AFL-CIO Employer Purchasing Coalition) to drop Walgreen and Wal-Mart as Caremark network pharmacy. Seconded by Sudduth. Motion carried.
    - Amendment proposed to limit the change to a one-year trial period, and to have an interim review to understand amount of impact to APSA members. Motion carried.

**New Business:**

- Flower Fund
  - Sudduth reported the flower fund has a zero balance; she asked all Board members for a \$20 donation.
- Bylaws 6.8
  - Hensley read bylaws paragraph 6.8 and asked for discussion. Govoni feels we are satisfying the spirit of the language. Hensley requested this item (Committee reports due to the President) be removed from the APSA calendar.
- Discussion regarding Board members involvement on at least one committee. Each committee roster was reviewed and the following changes were made:
  - Moore's name added to the Bylaws committee.
  - Verhage's name added to the Finance committee.
  - Negotiation committee added to the list of Standing Committees. Negotiation committee includes Chegwidden, Govoni, Hensley, Mayers, Sudduth, and Titus.
- Announcements –
  - The fall semi-annual meeting is tentatively scheduled for Wednesday, October 19 in the Breslin Center meeting rooms. If the Breslin rooms are not available, the backup date is Tues, Oct 18.
  - The next Board meeting is scheduled for 12noon on Tuesday, September 13 in the Holden Hall Hunt Club room.

**Adjournment:**

- Motion made by Titus to adjourn the meeting and seconded by Siebert. Motion carried and the meeting was adjourned at 1:36pm.