

**MINUTES**  
**of the**  
**ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION**  
**Executive Board Meeting**  
**Tuesday, March 14, 2006**

**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, Michael Gardner, Joe Garza, Lenny Govoni, Sue Hopper, Diane Mayers, Richard Moore, Bob Nowicki, John Phillipich, Troy Robertson, Sara Siebert, Gavin Smith, Deborah Sudduth, Andrew Verhage.
- The following Officers/Directors had an excused absence –
  - Jim Hensley.
- The following guests were present –
  - Jayne Flanigan, Dan Hankins.

**Review/Approve Minutes:**

- Minutes approved as corrected.
- **Agenda:**
  - Add the following items to New Business -
    - Standard Operating Procedures
    - Electronic Mailing List

**Report of Officers:**

President (Lenny Govoni)

Govoni reviewed an article (“State Shortfalls Projected to Continue . . . Long-Term Prospects for Higher Education No Brighter”) in the February 2006 issue of *Policy Alert*, a monthly publication of The National Center for Public Policy and Higher Education. Over the next eight years revenue shortfalls are expected in all 50 States which will affect higher education budgets.

Govoni expressed his disappointment in the lack of any union representation on committees established by Provost Wilcox to work on President Simon’s Boldness by Design initiative. Only executive management is represented on the committees. Govoni has asked Wayne Cass to draft a letter to Provost Wilcox expressing the disappointment.

The 2006 APSA calendar was distributed by Govoni.

VP for Contract Negotiations (Dan Chegwidden)

- HR has asked for available dates for the special conference Jayne Flanigan requested.
- Verhage asked Flanigan about the list of names in her letter to HR. It was discussed that the information was correct at the time it was collected, but some has changed since then.
- Flanigan commented that new information was gleamed and existing information confirmed from the APSA member survey taken last year. Information will be beneficial for the next contract negotiations.

VP for Contract Negotiations - continued

- Chegwiddden moderated a good discussion on the subject of employee evaluations.
  - The APSA member survey validated that employee evaluations and merit pay are inconsistent across campus.
  - The supervisor who conducts the evaluation does not always have any say about merit pay for the employee.
  - Some APSA members have been told that merit pay is not always based on the employee's evaluation.

VP for Contract Administration (Jim Hensley)

- No report due to excused absence.
  - Brief reports from Siebert, and Phillipich.
- Hankins reported that an arbitration date has been scheduled for the layoff grievance. He may have use FOIA to gather additional information. There is also a possibility that this grievance will be resolved before it goes to arbitration.

Treasurer (Andrew Verhage)

Verhage reviewed the January 2006 financial reports, a copy of which was provided to each Board member present.

Balance of 1/31/06 was \$215,503.76

Interest rates are rising, and our savings account balance is in good shape.

Treasurer's report will be filed for audit.

- Verhage reported on the audited (Warmels & Comstock) APSA financial statements – we are in good shape.
- Verhage distributed and reviewed a graph he created on the APSA 5 Year History of Revenue, Expenses, Cash/CD's. All categories have been fairly consistent over the past five years.

Recording Secretary (Gavin Smith)

- Smith reported that he is retiring from MSU effective April 7. He commented on how enjoyable it has been working on the APSA Board.

Corresponding Secretary (Troy Robertson)

- Robertson announced that the APSA calendar and Board member photographs are now on the APSA web site.
- Another newsletter is coming out in the near future which will include the slate of candidates.
- Robertson mentioned he still needs an electronic version of the new Health Care agreement. He will check the HR web site and if it is there, will provide a link. If it is not there, he will ask Govoni to get it from Wayne Cass.

Membership Secretary (Deborah Sudduth)

- Sudduth reviewed the December 2005 and the January 2006 membership reports, copies of which were provided to each Board member present.
  - 936 members as of 1/31/06.

**Members Privilege:**

- Moore reported closure with HR on the probationary period issue; he is now receiving more accurate information from HR.
- Unanimous congratulations to Sara Siebert who has been awarded the Jack Breslin Distinguished Staff Award!
- Gardner asked about the discrepancy of recording sick time in 1/10 hour increments vs. HR only reporting it in full hour increments. Hankins/Flanigan will investigate.

**Standing Committee Reports:**

Bylaws – no report.

Grievance – no report.

Finance – no report.

**University Committee Reports:**

- All-University Traffic Committee (Mike Gardner) –
  - Next meeting is scheduled for March 16 and sub-committee reports will be finalized. These reports are on the AUTC web site. Summary report will be submitted the VP Poston in April.
  - Parking rates on campus will probably be going up; will help fund the new parking ramp.
  - Govoni reported that at least two traffic circles on campus (Bogue/Wilson and Red Cedar/Wilson) are scheduled to be removed. He also reported that there will be lots of road construction around campus this summer.

**Unfinished Business:**

- President's Annual Report
  - Govoni in the process of finalizing data and graphs; final version of the report will be distributed at the semi-annual meeting in April.
  - Govoni requested that the Standard Operating Procedures be added to the APSA web site.
  - Govoni has a draft of the letter which will be sent to all APSA members about the electronic mailing list.

**New Business:**

- Announcements –
  - The next Board meeting is scheduled for 12noon on Tuesday, April 11 in the Holden Hall Hunt Club room.

**Adjournment:**

- Motion made by Chegwidden to adjourn the meeting and was seconded by Robertson. Motion carried and the meeting was adjourned at 1:25pm.