

MINUTES
of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION
Executive Board Meeting
Tuesday, September 12, 2006

Call to Order:

- Meeting called to order by President Lenny Govoni at 12:11 pm in the Holden Hall Hunt Club Room.
- The following Officers and Directors were present –
- Dan Chegwiddden, Kathleen Deneau, Joe Garza, Lenny Govoni, Sue Hopper, Diane Mayers, Richard Moore, Bob Nowicki, John Phillipich, Troy Robertson, Sara Siebert, Andrew Verhage.
- The following council was present –
 - Dan Hankins
- The following Officers/Directors had an excused absence –
 - Michael Gardner, Jim Hensley and Deborah Sudduth
- The following members were present –
 - Three interested members.

Review/Approve Minutes:

Minutes

- August minutes were approved as filed, no corrections.

Report of Officers:

President (Lenny Govoni)

- President's dinner scheduled for September 6, 2006 was canceled; next meeting scheduled December 2006.
- August 24, 2006 Govoni sat on a committee to determine award recipients for the "MSU Family Fund Scholarship." Eleven \$1000 scholarships are awarded annually to family members of MSU employees.
 - Govoni requests that an article about this scholarship be included in our newsletter.
- August Joint Coalition meeting reviewed benefits of Trivantage (a leading pharmacy benefit consulting firm that uses pharmacy expertise, broad-based Pharmacy Benefit Management experience and fact-based business strategies to enhance pharmacy benefit value while reducing costs.)
- Michigan Employee Benefit Service (MESB) new third party administrator for the employee vision plan. New vision plan open enrollment will be July 1, 2007. Questions should be directed to Phyllis Dicks at 1-800-968-6327 ext. 336.
 - Reminder that employees currently enrolled in vision plan should have already received a letter about this change in administration and do not need to do anything more to continue their service.
- Human Resources have determined that although co-pays have increased the current Flexible Spending Accounts can not be adjusted (due to significant costs associated with this process) until new calendar year.

- Joint Coalition has a retreat beginning Thursday September 14th and Friday September 15th 2006 to review five year plan. Govoni to attend Friday afternoon session.

VP for Contract Negotiations (Dan Chegwidden)

- Chegwidden met with council to discuss “climate” for upcoming contract negotiations and agenda items.
- Seven member Contract Negotiations team not yet finalized; team will be determined by November meeting. Current members include Dan Chegwidden, Lenny Govoni, Jim Hensley and Diane Mayers.
- Semi-Annual meeting will have a list of current Contract Negotiations members so that members know whom to contact with concerns or requests.

VP for Contract Administration (Jim Hensley) absent; report given by Dan Hankins

- Special conference scheduled to discuss Clinical Center lay-offs.
- Unfair Labor Practice grievance resolved.
- No longer a need to file “Freedom of Information Act” compliance concern. Issued has been temporarily resolved.

Treasurer (Andrew Verhage)

- Verhage reviewed July 2006 financial report, a copy of which was provided to each Board member present.
 - Spending significantly down over that of last year.
 - No consulting fees
 - No major purchases (i.e. copier in 2005)
 - Legal costs have been down over last years costs
 - Reviewed and submitted to Finance committee estimated cost to employee a full time APSA Grievance officer.
 - Balance of 7/31/06 was \$217,167.07
 - Treasurer’s report will be filed for audit.

Recording Secretary (Kathleen Deneau)

- No report.

Corresponding Secretary (Troy Robertson)

- Member newsletter to be published in October.
- An article will be included that introduces the Contract Negotiations members with information on how all members can contact these folks with concerns.
- Another article will appear that reminds new members about the upcoming orientation luncheon and Semi-Annual meeting scheduled in October.
- Article will be written that encourages all members especially those younger than 35 years of age to contribute to their retirement accounts though the university.
- Meeting minutes have been posted except from April’s meeting; Govoni to provide April minutes.
- Newsletter will also have a calendar which includes the dates, times and location of APSA monthly meetings.

Membership Secretary (Deborah Sudduth) absent

Members Privilege:

- Visiting members expressed concerns about move to Grand Rapids.
 - Visiting members expressed concerns that a contract between Van Andle Research Institute and St. Mary's Hospital is in the works.
 - By September 2008 50 students will begin their second year of medical school in Grand Rapids.
 - MSU is currently hiring faculty at its East Lansing campus that will transfer to GR once school is moved.
 - Visiting members also mentioned that the Provost mentioned at a recent Council of Deans meeting that "within 3 years our benefits package will be dramatically different than it is today."
 - Many clinics at the Clinical Center will be run by outside firms and non MSU employees.
 - Govoni reiterated that there has been no communication between labor unions and university in sharing details of the move. Govoni also noted that there have been no discussions with labor President's with the university about either the Human Medicine move to Grand Rapids or the Osteopathic move to Detroit.
 - Govoni agreed to raise concern at coalition retreat scheduled on September 14, and 15, 2006.

- Richard Moore announced and encouraged all members to attend the 50th anniversary open house from 10 a.m. to 7 p.m. on September 29, 2006 of the Academic Computing & Network Services at Michigan State University.
 - The program will document MSU's rich computing history from the original mainframe-based system to today's vast computer networks. At 2 p.m. there will be a panel discussion with some of MSU's computing pioneers at Wells Hall, B106. Open to the public.

- Beth Leete requested that the APSA board publish an article in the member newsletter that explains what benefits members get as a result of being a member in this association.
 - Newsletter should also include a "question and answer" section for members to express their concerns and have their questions addressed.

Standing Committee Reports:

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

University Committee Reports:

- All-University Traffic Committee– no report

Unfinished Business:

- Sara Siebert created and distributed a copy of the "Full-time Duties of Grievance Officer" document to each attendee.

- Copies of the “Bylaws and Incorporation for the Coalition of Labor Organizations at MSU” were distributed for review to all board members present.
- Govoni announced that the position of the Full time Grievance Officer is an issue that needs to be discussed at length at the next APSA board retreat. Govoni will attempt to schedule this retreat in November 2006.
- Govoni also announced that the APSA board should also review the “value” of the Association and put it in writing for its members; this too will take place at the board retreat.

New Business: None

Announcements:

The next Board meeting is scheduled for 12noon on Tuesday, November 14, 2006 at Holden Hall Hunt Club Room.

Adjournment:

Motion made by Hopper to adjourn the meeting and was seconded by Garza. Motion carried and the meeting was adjourned at 1:30pm.