

**MSU Administrative Professional Association MEA/NEA
Executive Board Meeting Minutes
February 12, 2008**

Call to order

Meeting called to order by Chairperson Leo Sell at 2:32pm

Board members present: Jean Chisnell, Ramiro Gonzales, Maurice Koffman, Sean Leahy, Sharon Nichols, Deb Porter, Cynthia Schneider, Leo Sell; and John VanDyken, UniServ Director

Board members excused: Ann Hancock Vivian Leung, Vikki Tormala, Rachel Zakhem

Board members absent: Anne Eure

Association members present: Danny Layne, Mike Ramirez

Approval of agenda: Moved by Maury and seconded by Cynthia. Agenda approved unanimously.

Approval of minutes: Motion made by Sharon and seconded by Jean to approve the January minutes as proposed; motion passed unanimously.

Executive Board Officer: Chair Sell recognized that Anne Eure has regretfully retired from her position with the Executive Board. Chair Sell made appointment of Gary Mell to replace Anne Eure. Gary Mell has had extensive experience working in 547 and started his work with MSU in 1985. More than a year ago, Gary moved into the APA. A motion for concurrence was made by Maury, seconded by Deb to concur with the appointment. Vote of concurrence passed unanimously.

Reports

President's Report: Written report provided. It was noted that Anne Eure has regretfully retired from her position with the APA. Our Association membership is now more than 1830. There are currently only 7 layoffs within the bargaining unit. It was noted that a couple layoffs are due to the lack of renewed grants for soft money that was paying for research assistants. A couple layoffs are attributed to a restructuring of a department and one layoff is due to a failed probationary period. It was noted that those who may be applying and accepting a supervisory position still have to go through a new probationary period and if failing within that period the employee, regardless of term of experience within the university, has no recourse for the employment dismissal. It was noted that there has been poor communication from the University to the labor associations in group mergers and restructures within departments. Coalition leadership is meeting with senior leadership of the University tomorrow night. MEA Board has submitted a budget for transmittal to the Regions and other hearings. The proposed budget does not reduce any services and does not require an increase in dues. Several members of Executive Board attended the Bargaining and PR conference last week. Several members who attended the conference spoke of the highest regards to the conference and training material and encouraged those who were not able to attend this year to attend next year. Chair noted that several E-Board members attended the BFCL workshop on January 11 and that the speaker of that conference may be brought back in the future to discuss the role of unions and tax structures as they affect our local and unions in general. Board of Reference hearing was scheduled for February 28. The initiatives within the membership have been made aware at the Association office and are largely due to misunderstandings and lack of information. The Executive Board may want to now make sure that information gets to the members to clarify these misunderstandings. Chair Sell also noted that he has now become the elected Chair of CAPAC. He noted that our affiliation with the MEA plays a phenomenal role in accessing the legislative leaders who are the ones responsible for voting on the state funding to be provided to MSU and therefore to employ our union members. Cynthia mentioned an idea to get the Coalition meeting synopsis and post them to the APA website. Cynthia also raised a concern about the APA and membership to MAHE. Maury raised concern for membership to the NCHE and requested another business item be added to the agenda. Without objection, item 'E' was added to the meeting agenda.

Chair Sell moved to suspend the executive board meeting to move into a coordinating council meeting and the business item to be discussed is the possible appointment of another member to the CAPAC governing board. Executive Board meeting suspended at 3:25pm.

Reconvened at 3:28pm from coordinating council and reported that Deb Porter was elected as the second representative to the CAPAC governing board.

Treasurer's Report: A balance sheet was provided as of January 31, 2008. The updated budget was provided with the updated expenses through November.

Committee Report: **Communications committee:** Chair Schneider stated she has a meeting with the MEA Communications Consultant on creating publications for the general membership about what the union is doing for each member. Some of these may include correspondence to new members, recruiting area representatives, and similar needs. **Legislative committee:** Chair Koffman mentioned the increase in Right to Work organization throughout the state and distributed conference material to those who were not able to attend the Bargaining, Political Action, and PR conference last week.

Elections Committee: Chair Koffman submitted a written report documenting the 2007 delegate re-run election.

UniServ Report: Written report provided. Mention was made of the conferences upcoming, notably the state-wide ESP conference. All members are encouraged to attend.

Members Comments and Concerns

1. Member Danny Layne made mention of the initiatives he has circulated on the campus. He is awaiting the release of the news letter. He mentioned that this would help them get enough support of the other 2 initiatives they are circulating. He made mention of the Board of Reference hearing on the 28 and that he is willing to have people talk about the issues before it reaches the hearing to settle.
2. Member Mike Ramirez questioned whether there is a date scheduled for the March election. He raised concerns for when nominations will be opened. The dates have not yet been finalized because of a conflict of time and resources. The other question was the when messages go out on the listserv, is the executive board made aware prior to sending the message? He feels if the board is not then he thinks they should be before the message is sent. He felt the message to the listserv saying that the initiatives that were mailed out were not official was unfair but he contends under the Bylaws that they were official since they are members of the Association.

New Business

1. A discussion of whether to print or electronic distribution of the contract ensued. The feeling of the executive board was that we should print a limited number in hard copy but rely mostly on electronic version and dissemination. A motion was made by Sharon and seconded by Sean to make the broad distribution of the contract by electronic means. Motion passed unanimously.
2. Gary mentioned concern about once this is completed to have the MSU HR website updated on the webpage in an expeditious rate. UniServ Director John Van Dyken will be raising this concern once we move forward with this.
3. A presentation of an election policy was made. This was a separate document. Motion made by Sharon and seconded by Deb. Motion passed unanimously.
4. There was great discussion about joining MAHE and NCHE to get a voice within the special interest group advocating for Higher Education. Several board members voiced a desire to become members of both groups as a unit. There was not adequate information regarding the costs that would be incurred by joining MAHE. A motion was made by Maury and seconded by Deb to join NCHE and submit the application and fee with sufficient time to have an organizational membership cemented in the organization prior to APA members attending the Higher Education Conference in DC this year. Motion passed unanimously.
5. Motion made by Maury to move into Executive Session, seconded by Sean. Motion passed and moved into executive session at 4:52pm.

Executive Session

1. The Board reconvened from executive session at 5:11pm and reported the Board discussed the upcoming of the Board of Reference hearing on February 28.

Motion to adjourn by Maury, seconded by Jean; motion passed unanimously.
Meeting adjourned at 5:13pm

Submitted by Maurice Koffman, APA Secretary
February 12, 2008