

**MSU Administrative Professional Association MEA/NEA
Executive Board Meeting Minutes
November 11, 2008**

Call to order

Meeting called to order by Chairperson Koffman at 2:10pm

Board members present: Ramiro Gonzales, Ann Hancock, Maurice Koffman, Vivian Leung, Sharon Nichols, Cynthia Schneider, Leo Sell, Vikki Tormala, Rachel Zakhem; and John VanDyken, UniServ Director

Board members excused: Jean Chisnell, Sean Leahy, Deb Porter.

Association members present:

Approval of agenda: Motion made by Vivian, seconded by Rachel; motion passed unanimously

Approval of minutes: APA Secretary not present, no minutes presented.

Executive Session

1. Leo motioned to move into executive session, seconded by Sharon. Motion passed and moved into executive session at 2:14pm.
2. Motion moved by Leo and seconded by Vivian to rise and report. Motion passed unanimously and reconvened general session at 2:46pm. During executive session, the eBoard provided Chairperson Koffman an interim 6-month review.

Reports

President's Report: Member representation at discipline meetings was discussed. We would like to encourage all members to have representation at formal disciplinary meetings. Merit pay issues were discussed. The University may have to change reporting methods due to new federal regulations on 403(b) plans. More MEA staff was requested by Chairperson Koffman to work with the APA. Chairperson Koffman will be meeting with new potential board members appointments. Fall RA discussion and the necessity for MSU APA to ensure every seat is filled for the spring RA. Next informal member lunch with the Chair is November 14 from 11am to 1pm at the International Center.

Treasurer's Report: October financial statement provided.

Committee Report: Membership/AR: Vikki is finalizing training for potential ARs. Due to everyone's schedule that would like to attend the training, it will be either January 26 or January 28. More information to be provided as we received it.

UniServ Report: Written report provided.

New Business

1. Proposed APA budget presented. Motion made by Leo and seconded by Vivian to approve the budget as presented. Motion passed unanimously.
2. Review of the new APA website that was launched (www.msuapa.org). Member response has been very positive. We want to continue adding more content to the website.

Executive Session

1. Sharon made a motion to move into executive session, Vivian seconded; motioned passed unanimously at 4:18pm
2. The Board reconvened from executive session at 4:47pm and reported that the Board discussed the petitions that Danny Layne provided as originals that were previously invalidated by the APA and upheld by the MEA Board of Reference. The following motions were presented and passed unanimously:

- a. Moved by Leo and seconded by Rachel:
 - i. Regarding petitions one (1), two (2), and three (3), insofar as the substantial flaws stated in the APA invalidation on March 11, 2008, and affirmed by the MEA Board of Reference decision on September 3, 2008, these items are not and cannot be addressed; these petitions are still invalid. This concludes this matter.
- b. Moved by Leo and seconded by Sharon:
 - i. Regarding petition four (4), while acknowledging that we have now received the original petitions, there are clearly too few signatures in addition to the other fatal flaws detailed in the APA invalidation on March 11, 2008, and the MEA Board of Reference decision on September 3, 2008 to address this item; the petition is still invalid. This concludes this matter.

Meeting adjourned at 4:51pm

Submitted on behalf of Deb Porter, APA Secretary