



## **Administrative Professional Association**

Minutes of Meeting  
Tuesday, September 22, 2015  
2:00 PM

*Members Present:* Nick Bourland; Sue Brandt; Ramiro Gonzales; Pat Hampton; Maury Koffman; Erica Phillipich; Todd Ring; Leo Sell; Dennis Seybert; Laura Wise; and Melissa Sortman, UniServ Director

### **CALL TO ORDER**

Maury Koffman called the meeting to order.

### **APPROVAL OF AGENDA**

#### **Agenda of August 4, 2015 Meeting**

Todd Ring moved that the agenda for September 22, 2015, be approved as distributed. The motion was seconded by Erica Phillipich and was approved.

### **APPROVAL OF MEETING MINUTES**

#### **Minutes of June 9, 2015 Meeting**

Nick Bourland moved that the minutes of the meeting of August 4, 2015, be approved as distributed. The motion was seconded by Pat Hampton and was approved.

### **UNFINISHED BUSINESS**

#### **Presidents Report**

Maury Koffman presented his report with discussion occurring regarding member concerns with proper and appropriate application of annual evaluations and annual wage increases, member concerns with the release of the new RHS Member Guide, change of same day occupational injury reviews moving to Lansing Urgent Care, HIT Work Policy guidebook Special Conference, and several meetings including new member orientations, one-year luncheons, investigatory meetings, and a special meeting with the Vice President of MSU regarding IT Services Help Desks reorgs.

#### **Treasurers Report**

Erica Phillipich presented the monthly treasurers report and the 2015-2016 Budget as adopted.

#### **Committee Reports**

Communications/Public Relations – Jennifer Shangraw, Committee chair, providing update on information for the upcoming newsletter

Legislative – Pat Hampton updated the board on legislative issues

Membership – Nick Bourland updated the board on the AR Training

Negotiations/Bargaining – Maury Koffman indicated this would be discussed in Executive Session as it was a bargaining update.

### **UniServ Report**

Melissa Sortman presented her report. Discussion on new member engagement, JHCC, More You Know, and arbitration on Nov. 17 regarding the health care payout.

## **MEMBER QUESTIONS, COMMENTS, AND CONCERNS**

### **BUSINESS AND DISCUSSION ITEMS**

**Appointment of the APA 2015/2016 Area Representatives for a one-year term: 26 individuals identified. Todd Ring moved adoption of the motion to appoint all 26 named individuals. Motion was seconded by Dennis Seybert and was approved.**

### **Joint Health Committee Coalition (JHCC)/Coalition of Labor Originations (CLO) Update**

Maury Koffman and Melissa Sortman updated the board on information presented from the last JHCC/CLO/MSU meeting. Discussion occurred regarding prescription drug program and university policy concerns across campus as well as confirmation of the October 2016 APA base wage increase which will be 1% as a result of increased annual health care spend.

### **APA Contract Negotiations**

Maury Koffman provided an update with more information to be addressed in Executive Session on bargaining.

## **ANNOUNCEMENTS**

### **Upcoming Board Meetings:**

**October meeting will be held on October 20**

**MEA Fall 2015 Representative Assembly will be held on Saturday, October 3.**

## **EXECUTIVE SESSION**

**Leo Sell moved that we go into Executive Session. The motion was seconded by Laura Wise and was approved for discussion regarding Bargaining issues.**

**Sue Brandt moved to end the Executive Session. The motion was seconded by Dennis Seybert and was approved. Rise and reported a bargaining update was provided.**

## **ADJOURNMENT**

**Ramiro Gonzales moved to adjourn. The motion was seconded by Pat Hampton and was approved. Meeting was adjourned.**

Meeting minutes respectfully recorded by Sue Brandt on behalf of Deb Porter, APA Secretary