

MSU Administrative Professional Association MEA/NEA
Executive Board Meeting Agenda
March 1, 2016

- 1. Call to Order**
 - a. Welcome and introduction of members attending
 - b. Approval of agenda
 - c. Approval of minutes
 - d. Official guest(s)

- 2. Reports**
 - a. President
 - b. Treasurer
 - c. Committee Reports
 - d. UniServ Report

- 3. Member Questions, Comments, and Concerns**

- 4. Business and Discussion Items**
 - a. APA March 2016 General Election Update
 - b. APA 2015 – 2016 Strategic Goals

- 5. Announcements**
 - a. Upcoming APA Meetings
 - i. April 2016 meeting will be held on April 12
 - b. Upcoming MEA Meetings
 - i. MEA Board of Directors – March 4
 - ii. Region 8 – March 16
 - iii. MEA ESP Conference – March 18 – 19

- 6. Executive Session**

- 7. Adjournment**

- 8. 8H Coordinating Council**

Administrative Professional Association

Minutes of Meeting
Tuesday, February 2, 2016
2:00 PM

Members Present: Nicholas Bourland; Sue Brandt; Ramiro Gonzales; Carol Graysmith;
Patricia Hampton; Maury Koffman; Martin McDonough; Erica Phillipich;
Deb Porter; Nicole Proctor; Todd Ring; Dennis Seybert; Melissa Sortman

CALL TO ORDER

Maury Koffman called the meeting to order.

APPROVAL OF AGENDA

Agenda of February 2, 2016 Meeting

Martin McDonough moved that the agenda for February 2, 2016, be approved as distributed. The motion was seconded by Todd Ring and was approved.

APPROVAL OF MEETING MINUTES

Minutes of January 19, 2016 Meeting

Todd Ring moved that the minutes of the meeting of January 19, 2016, be approved as distributed. The motion was seconded by Ramiro Gonzales and approved.

Official Guest

Andy Newman to address Earned Sick Leave Initiative

Mr. Newman presented information regarding the earned sick leave initiative.

Presidents Report

Maury Koffman presented his report with discussion occurring regarding member issues, meetings and announcements.

Treasurers Report

Erica Phillipich presented the monthly treasurers report. One year review with everything is in order line.

Committee Reports

Communications/Public Relations – Maury Koffman updated the board of the regarding the newsletter.

Community Based Events – Nicole Proctor updated the board regarding additional information about the coat drive and the upcoming committee meeting where discussion will occur regarding new events.

Contract Maintenance/Grievance – Melissa Sortman updated the board on grievances issues.

Finance – Erica Phillipich updated the board on finances.

Legislative – Patricia Hampton updated the board on legislative issues regarding the earn sick leave petition.

Membership – Dennis Seybert updated the board regarding room scheduling issues.

Negotiations/Bargaining – Maury Koffman updated the board on the bargaining issues.

UniServ Report

Melissa Sortman presented her report. Discussion occurred regarding current grievances, More You Know lunches, Association Representatives (ARs) and potential association representative trainings. In addition, Ms. Sortman informed the board of the university revising the Outside Work Policy.

MEMBER QUESTIONS, COMMENTS, AND CONCERNS

Maury reported members have responded favorably regarding news of the lump sum bonus ruling.

BUSINESS AND DISCUSSION ITEMS

APA 2016 General Election Update

Maury Koffman updated the board of the 2016 general election. Dennis Seybert, chairman of the committee, indicated they met 2/2/16 and are putting together a timeline with information going out in the newsletter regarding requirements and process for the election.

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

Maury Koffman and Melissa Sortman updated the board regarding meetings, wellness health app, and issues regarding paying a service for purchasing supplies for high risk diabetics. Discussion also occurred regarding the increase of membership and health costs.

ANNOUNCEMENTS

Upcoming Board Meetings:

March Meeting – March 1st

April 14th – Music Event

Upcoming MEA Meetings:

Region 8 Meeting – February 10th

EXECUTIVE SESSION

Nick Bourland moved to go into Executive Session. The motion was seconded by Erica Phillipich and was approved.

Todd Ring moved to leave Executive Session. The motion was seconded by Sue Brandt and was approved.

ADJOURNMENT

Martin McDonough moved to adjourn. The motion was seconded by Nicole Proctor and was approved. Meeting was adjourned.

8H Coordinating Council

Meeting minutes are respectfully submitted by,

Deb Porter