

MSU Administrative Professional Association MEA/NEA  
Executive Board Meeting Agenda  
February 2, 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 2016 General Election Update
  - b. JHCC and CLO Update
  
- 5. Announcements**
  - a. Upcoming APA Meetings
    - i. March 2016 meeting will be held on March 1
  - b. Upcoming MEA Meetings
    - i. February 10 – Region 8 Meetings
  
- 6. Executive Session**
  
- 7. Adjournment**
  
- 8. 8H Coordinating Council**

**Administrative Professional Association**

Minutes of Meeting  
Tuesday, January 19, 2016  
2:00 PM

*Members Present:* Nicholas Bourland; Ramiro Gonzales; Carol Graysmith; Patricia Hampton; Maurice Koffman; Martin McDonough; Erica Phillipich; Deb Porter; Nicole Proctor; Leo Sell; Dennis Seybert; Jen Shangraw; Laura Wise; Melissa Sortman

**CALL TO ORDER**

Maury Koffman called the meeting to order.

**APPROVAL OF AGENDA**

**Agenda of January 19, 2016 Meeting**

**Dennis Seybert moved that the agenda for January 19, 2016, be approved as distributed. The motion was seconded by Carol Graysmith and was approved.**

**APPROVAL OF MEETING MINUTES**

**Minutes of December 15, 2015 Meeting**

**Ramiro Gonzales moved that the minutes of the meeting of December 15, 2015, 2016, be approved as distributed. The motion was seconded by Martin McDonough and approved.**

**UNFINISHED BUSINESS**

**Presidents Report**

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

**Treasurers Report**

Erica Phillipich presented the monthly treasurers report. In addition, she informed the board of Chuck Poor's completed review of the books and finding no ill regularities.

**Committee Reports**

Communications/Public Relations – Jen Shangraw updated the board of the January/February newsletter status.

Community Based Events – Nicole Proctor wanted to thank all the volunteers for their participation on the coat drive. Their efforts made the drive a great success. In addition, Ms. Proctor informed the board of the upcoming committee meetings and their exploration of additional projects.

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

Finance – Erica Phillipich recommended adding three individuals to the Finance Committee. They are Erik Maillard; Jennifer Sergeant and Amanda Ross.

**Jen Shangraw moved to approve the addition of Erik Maillard; Jennifer Sergeant and Amanda Ross to the Finance Committee. The motion was seconded by Patricia Hampton and was approved.**

Legislative – Patricia Hampton updated the board on legislative issues. The committee met last week and will be collecting petitions.

Membership – Nick Bourland and Melissa Sortman updated the board on the new member process, cards and orientations. Additional conversation occurred around scheduling Lunch-n-Learn and the upcoming Area Representative program, the timeline etc.

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

### **UniServ Report**

Melissa Sortman presented her report. Discussion occurred regarding current grievances, association representative and potential association representative trainings, and “More You Know” lunches on benefits and meetings with first year members.

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

### **BUSINESS AND DISCUSSION ITEMS**

#### **Appointment of the APA 2016 Nominations & Elections Committee**

Maury Koffman recommended the appointment of the APA 2016 Nominations and Elections Committee moving Laura Wise as chairperson, Dennis Seybert; Danielle Flaumenhaft and Grimaldo Robles and (last page)

**Ramiro Gonzales moved to approve Laura Wise, Dennis Seybert, Danielle Flaumenhaft and Grimaldo Robles as members of the Nominations and Elections Committee. The motion was seconded by Deb Porter and was approved.**

#### **APA Annual Membership Meeting Review**

Maury Koffman updated the board and discussion ensued regarding the Annual Membership Meeting held December 15, 2015.

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

Maury Koffman and Melissa Sortman updated the board regarding meetings, health care vendor telephone applications and the status of health care spending for this fiscal year.

## **ANNOUNCEMENTS**

### **Upcoming Board Meetings:**

**February Meeting – February 2<sup>nd</sup>**

**March Meeting – March 1<sup>st</sup>**

**April 14<sup>th</sup> – Music Event**

**Upcoming MEA Meetings:**

**MEA Board of Directors Meeting – January 22<sup>nd</sup>  
Region 8 Meeting – February 10<sup>th</sup>**

**EXECUTIVE SESSION**

**Leo Sell moved to go into Executive Session. The motion was seconded by Nick Bourland and was approved.**

**Ramiro Gonzales moved to leave Executive Session. The motion was seconded by Martin McDonough and was approved.**

**ADJOURNMENT**

**Nick Bourland moved to adjourn. The motion was seconded by Laura Wise and was approved. Meeting was adjourned.**

Meeting minutes are respectfully submitted by,

Deb Porter