

**Administrative Professional Association**

Minutes of Meeting  
Tuesday, August 8, 2017  
2:00 PM

*Members Present: Sue Brandt; Carol Graysmith; Patricia Hampton; Maurice Koffman; Erik Maillard; Martin McDonough; Erica Phillipich; Nicole Proctor-Kanyama; Leo Sell; Dennis Seybert; Jen Shangraw; Kandy Slack; Melanie Waltz; Laura Wise*

**CALL TO ORDER**

Maury Koffman called the meeting to order.

**APPROVAL OF AGENDA**

**Agenda of August 8, 2017, Meeting**

**Jen Shangraw moved the agenda for August 8, 2017, be approved as distributed. The motion was seconded by Kandy Slack and was approved.**

**APPROVAL OF MEETING MINUTES**

**Minutes of June 20, 2017 Meeting**

**Minutes will be provided at the September 19, 2017 meeting.**

**Presidents Report**

Maury Koffman presented his report with discussion occurring regarding member issues, meetings and announcements. In addition, discussion occurred regarding the proposed East Lansing city income tax; responses to questions around the joint wage and health care TA; unit clarification through MERC; APA layoffs and bypass process administration.

**Treasurers Report**

Erica Phillipich presented the monthly treasurers report.

**Committee Reports**

Community Based Events – Martin McDonough moved the APA submit an application to walk in the MSU Homecoming Parade. The motion was seconded by Dennis Seybert and approved.

Finance Committee – Erica Phillips presented the proposed APA 2017-2018 budget on behalf of the committee.

**Erica Phillips moved the board approve the proposed budget. The motion was seconded by Leo Sell and approved.**

### **UniServ Report**

Melanie Waltz presented the UniServ report including Grievances, FMLA, New Member Orientation, Employee Evaluations, More-You-Know and Community Lunches, and new workshops on Student Loan Forgiveness.

### **MEMBER QUESTIONS, COMMENTS, AND CONCERNS BUSINESS AND DISCUSSION ITEMS**

#### **Joint Health Committee Coalition (JHCC) Joint Wage and Health Care Bargaining Update**

Maury Koffman informed the board of the joint wage and health care TA ratification voting results (91% support, 9% opposed).

**Todd Ring moved to accept and adopt the voting results. The motion was seconded by Pat Hampton and approved.**

#### **APA Strategic Planning Goals**

Discussion occurred regarding goals for the upcoming strategic planning meeting.

#### **APA Area Representatives**

Dennis Seybert presented the group of Area Representatives to be appointed by the board.

**Jen Shangraw moved to accept the group of Area Representatives presented. Motion was seconded by Todd Ring and accepted.**

#### **MEA Summer Leadership Conference Reflections**

Discussion occurred regarding the MEA Summer Leadership Conference.

### **ANNOUNCEMENTS**

#### **Upcoming Board Meetings:**

**September 19, 2017**

#### **Upcoming MEA Meetings:**

**MEA MAHE Board – September 15, 2017**

**MEA ESP Caucus – September 15-16, 2017**

### **ADJOURNMENT**

**Sue Brandt moved to adjourn. The motion was seconded by Martin McDonough and was approved. Meeting was adjourned.**

### **8H Coordinating Council**

Meeting minutes are respectfully submitted by,

Deb Porter