

**Administrative Professional Association**

Minutes of Meeting  
Tuesday, February 14, 2017  
2:00 PM

*Members Present: Sue Brandt; Patricia Hampton; Maurice Koffman; Martin McDonough; Erica Phillipich; Deb Porter; Nicole Proctor-Kanyama; Todd Ring; 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 February 14, 2017, Meeting**

**Kandy Slack moved that the agenda for February 14, 2017, be approved as distributed. The motion was seconded by Martin McDonough and was approved.**

**APPROVAL OF MEETING MINUTES**

**Minutes of January 10, 2017 Meeting**

**Leo Sell moved that the minutes of the meeting of January 10, 2017 be approved as distributed. The motion was seconded by Nicole Proctor-Kanyama and approved.**

**Official Guest**

**Presidents Report**

Maury Koffman presented his report with discussion occurring regarding member issues, meetings and announcements. Maury submitted the recommendation of Erik Maillard to the board replacing Ramiro Gonzales who retired.

**Dennis Seybert moved the appointment of Erik Maillard to the board. The motion was seconded by Erica Phillipich and approved.**

**Treasurers Report**

Erica Phillipich presented the monthly treasurers report.

**Committee Reports**

Communications/Public Relations – Sue Brandt informed the board of the newsletter status. She also indicated the publication would include information on the picnic.

Community Based Events – Dennis Seybert informed the board of the book drive and drop off sites. Discussion occurred regarding the process changes for this event.

Membership – Dennis Seybert informed the board of the New Membership meeting occurring in Flint as well as meeting for non-campus Area Reps via Zoom. Discussion occurred regarding campus tours by the APA to new members. In addition, discussion regarding the Community Lunches and their schedules ensued as well as upcoming events such as a Lugnuts game.

### **UniServ Report**

Melanie Waltz presented the UniServ report including Grievances, New Member Orientation, Employee Evaluations, training via Zoom, and new workshops on Student Loan forgiveness.

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

### **Joint Health Committee Coalition (JHCC) Update**

Maury Koffman and Melanie Waltz updated the board regarding the Coalition of Labor (CLO) and the Joint Healthcare Committee Coalition. Discussion occurred regarding health care bargaining between the unions and university.

### **APA March 2017 Election**

Sue Brandt updated the board regarding the process and timeline.

### **MEA Bargaining Conference Reflections**

Discussion occurred regarding speakers, workshops and how information obtained at the conference could benefit our members.

In addition, discussion occurred regarding branding items at the conference and whether APA should look into items for our members such as hats, tee shirts, jackets etc. Pat Hampton and Melanie Waltz were going to look into the process and cost.

## **ANNOUNCEMENTS**

### **Upcoming Board Meetings:**

**March 14, 2017**

**April 11, 2017**

### **Upcoming MEA Meetings:**

**MEA Executive Committee – February 17, 2017**

**MEA Board of Directors – March 3, 2017**

### **Executive Session**

**Deb Porter moved the board into Executive Session. The motion was seconded by Martin McDonough and approved.**

**Kandy Slack moved the board out of executive Session. The motion was seconded by Pat Hampton and approved.**

**Leo Sell moved the board approve the invitation from the Coalition of Labor to rejoin for bargaining. The motion was seconded by Todd Ring and approved.**

**ADJOURNMENT**

**8H Coordinating Council**

Meeting minutes are respectfully submitted by,

Deb Porter