

Administrative Professional Association

Minutes of Meeting
Tuesday, December 12, 2017
2:00 PM

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

CALL TO ORDER

Maury Koffman called the meeting to order.

APPROVAL OF AGENDA

Agenda of December 12, 2017, Meeting

Todd Ring moved that the agenda for December 12, 2017, be approved as distributed. The motion was seconded by Laura Wise and was approved.

APPROVAL OF MEETING MINUTES

Minutes of November 7, 2017 Meeting

Todd Ring moved that the minutes of the meeting of November 7, 2017, be approved as distributed. The motion was seconded by Patricia Hampton and was approved.

Official Guest(s)

Leslie Knope - MEA Higher Ed Organizer

Presidents Report

Maury Koffman presented his report with discussion occurring regarding member issues, meetings and announcements. Maury asked Dennis Seybert and Martin McDonough to give their impressions of the NCUEA Conference as well.

Treasurers Report

Erica Phillipich presented the monthly treasurers report.

Committee Reports

Communications/Public Relations – Sue Brandt informed the board that the newsletter would be going out next Friday.

Community Bases Events – Dennis Seybert updated the board about the Starry Night event at the Planetarium February 12, 2018.

Membership – Dennis Seybert updated the board on membership as well as indicating there were additional trinkets available for give-a-ways to members upon contact.

UniServ Report

Melanie Waltz presented the UniServ report including Grievances, Outreach/Training, Joint Health Committee Coalition (JHCC) and other member issues including immigration by Ms. Vicky Farrah.

MEMBER QUESTIONS, COMMENTS, AND CONCERNS BUSINESS AND DISCUSSION ITEMS

Joint Health Committee Coalition (JHCC) and Open Enrollment Review

Melanie Waltz informed the board of the Human Resource Dashboard software review as well as changes in MSU Drugstore discounts for prescriptions.

APA Strategic Goals Retreat

Maury Koffman thanked everyone for attending the retreat. Maury indicated ideas obtained were very informative and productive and will help steer the board for the upcoming year.

Updates to APA Whistleblower Policy

Maury Koffman informed the board that the policy was now available on the APA website.

Updates to APA Conflict of Interest Policy

Maury Koffman informed the board that the policy was now available on the APA website.

Deb Porter moved to adopt the Conflict of Interest and the Whistle Blower policies. The motion was seconded by Todd Ring and approved.

Sue Brandt moved to adopt the Social Media policy. The motion was seconded by Carol Graysmith and approved.

ANNOUNCEMENTS

Upcoming Board Meetings:

January 23, 2018 at MEA Headquarters

February 13, 2018 at MEA Headquarters

Upcoming MEA Meetings:

MEA Region 8 Meeting: Wednesday, January 17, 2018 at MEA Headquarters

MEA Executive Committee: Meeting Friday, January 19, 2018

MEA Board of Directors Meeting: Friday, January 26, 2018

Executive Session

Leo Sell moved the board into Executive Session for discussion regarding member engagement. The motion was seconded by Martin McDonough and approved.

Sue Brandt moved the board out of Executive Session. The motion was seconded by Kandy Slack and was approved.

ADJOURNMENT

Erica Phillipich moved to adjourn. The motion was seconded by Nicole Proctor-Kanyama and was approved. Meeting was adjourned.

8H Coordinating Council

Meeting minutes are respectfully submitted by,

Deb Porter