

MSU Administrative Professional Association

Minutes of the Executive Board Meeting

January 23, 2018

Executive Members Present: Sue Brandt, Pat Hampton, Maurice Koffman, Erik Maillard, Martin McDonough, Erica Phillipich, Nicole Proctor-Kanyama, Rodd Ring, Leo Sell, Dennis Seybert, Jen Shangraw, Kandy Slack, Melanie Waltz, Laura Wise.

General Members Present: Jennifer Carducci.

- 1) Call to Order – Maury Koffman called the meeting to order.
 - a. Welcome and introduction of members attending.
 - b. Approval of agenda – Martin McDonough moved that the January 23, 2018 meeting be approved as distributed. The motion was seconded by Jen Shangraw. Motion approved.
 - c. Approval of minutes – Unable to approve minutes from the last meeting as Deb Porter out today. Will approve next month.
 - d. Official Guest(s) – none.
- 2) Reports
 - a. President’s Report – Maury Koffman presented his report with discussion occurring regarding member issues, letters of agreement, meetings and announcements.
 - b. Treasurer’s Report – Erica Phillipich distributed copies of the December 2017 and January 2018 budget report. Audit was completed December 22 and waiting on official report. A full audit is done every three years. Rehman is the new group for day to day bookkeeping and check requests.
 - c. Committee Reports
 - i. Legislative - Erik Maillard, committee chair and Maury met with Dennis Dennow and Dr. Sue Carter, two candidates for the MSU Board of Trustees for the November 2018 election. Mitch Lyons and Brian Breslin have stated they will not run for BOT re-election. APA Legislative Committee includes: Leo Sell, Laura Wise, Martin McDonough and Erik Maillard as Chair. Paula Herbart will be attending Governor Snyder’s State of the State address tonight as a guest of Sam Singh. MEA has announced their recommendation of Gretchen Whitmer for governor and Debbie Stabenow for United States Senate. MEA state PAC invites candidates to face to face events and the process for MEA recommendation of candidates was explained.
 - ii. Membership & Community Based Events – Dennis Seybert informed the board on membership updates and the Starry Nights event for members at the Abrahms Planetarium February 12. Using EventBrite has proved to be a challenge. Event filled up quickly and Dennis has a waiting list. 80 can attend the reception 6:00-7:00pm, and an additional 60 can attend the show only (plus the

80 from the reception). Laura Wise has switched from CBE Committee to Legislative.

- iii. Communications – Sue Brandt and Jen Shangraw co-chairs. Content for next newsletter is due January 24th at noon. Sue Brandt reported the Trivia question feature that was added to the November/December APA newsletter has been well received by members.
- iv. UniServ Report – Melanie Waltz presented the UniServ report including Grievances, Outreach/Training, Community Lunches, One Year Lunch, JHCC and member issues. Correction on Melanie’s report, the January 25 Community Lunch will be in Owen not Olin. Melanie relayed that when employees request FMLA paperwork through MSU HR that their supervisor is notified. Some employees are just in the inquiring phase and not sure they will pursue. Employees who wish to **review** FMLA paperwork without notification to their department or supervisor can contact the APA Office and Melanie can share a copy with them. Those who wish to go through and request FMLA paperwork will have to actually file the paperwork with MSU HR and the department and supervisor would be notified at that time if an employee was approved, but they would only be notified of the FMLA absence and not the specific reason for the absence.

3) Member Questions, Comments and Concerns

4) Business and Discussion Items

- a. JHCC Update – Update from Melanie Waltz including discussion of Lenovo, a new service for members with diabetes.
 - i. Sue Brandt asked if at JHCC it could be asked why employees were just mailed new BCN cards. Seems wasteful to mail these automatically if no changes and it would keep costs down to just have employees request if they need a replacement card. Maury replied that this cost is an administrative part of the health care and does not affect our commitment to keep health care costs lower, and does not impact our raises. Melanie will inquire though why new cards mailed.
 - ii. Erica Phillipich inquired if there were other members raising concerns about the switchover from CONEXIS and WageWorks. Some reports of direct deposit issues with WageWorks. Maury and Melanie will bring up at JHCC on Jan 25.
- b. APA Online Balloting Service Contract Renewal – Maury presented information on Votenet contract. We utilize this service for our elections. Motion made by Nicole Proctor-Kanyama to enter into a one year contract with Votenet. Seconded by Todd Ring. Motion approved.
- c. Appointment of the 2018 APA Nominations and Elections Committee.
 - i. Per Constitution & By-Laws, this committee is appointed in January. Maury provided a list of recommended committee appointees: Sue Brandt as chairperson, along with Matt Evans, Danielle Flaumenhaft, Erik Maillard and David McFarlane. Todd Ring moved approval of the committee appointees and chairperson as presented. The motion was seconded by Martin McDonough. Motion approved with all in favor, with the exception of Erik Maillard who abstained since he was one of the appointees. There are five seats for three year terms up for election in 2018 on the Executive Board and MEA/NEA/RA Delegate. Those seats are currently held by Leo Sell, Dennis Seybert, Laura Wise, Erica Phillipich and Kandy Slack.

- 5) Announcements
 - a. APA Starry Nights Member Event
 - i. February 12, 2018 at Abrahms Planetarium.
 - b. Upcoming APA Executive Board Meetings
 - i. February 13, 2018
 - ii. March 6, 2018
 - c. Upcoming MEA Meetings
 - i. MEA Board of Directors – Friday, January 26, 2018
 - ii. MEA MAHE – Friday, February 2, 2018
- 6) Executive Session
 - a. Motion made by Kandy Slack to move into Executive Session. Seconded by Dennis Seybert. Motion approved.
 - b. Rise and Report motion by Erik Maillard and seconded by Todd Ring. Motion approved.
- 7) Adjournment
 - a. Motion to adjourn made by Martin McDonough and second by Erica Phillipich. Motion approved.
- 8) 8H Coordinating Council

Meeting minutes are respectfully submitted by Sue Brandt.