

**Administrative Professional Association**

Minutes of Meeting  
Tuesday, September 11, 2018  
2:00 PM

Members Present: Sue Brandt; Patricia Hampton; Maury Koffman; Erik Maillard; Martin McDonough; Erica Phillipich; Deb Porter; Nicole Proctor-Kanyama; Leo Sell; Dennis Seybert; Jen Shangraw; Kandy Slack.

**CALL TO ORDER**

Maury Koffman called the meeting to order.

**APPROVAL OF AGENDA**

**Agenda of September 11, 2018 Meeting**

Martin McDonough moved to approve the agenda with flexibility for September 11, 2018, as distributed. The motion was seconded by Jen Shangraw and approved.

**APPROVAL OF MEETING MINUTES**

**Minutes of August 14, 2018 Meeting**

Dennis Seybert moved to approve the minutes for August 14, 2018, as distributed. The motion was seconded by Leo Sell and approved.

**Official Guest(s)**

**Presidents Report**

Maury Koffman presented his report with discussion occurring regarding member issues, meetings and events.

**Treasurers Report**

Erica Phillipich presented the monthly treasurers report. This is the first report of the new budget year. The 2017-18 final year end account report is being done and will be shared with board when finalized.

**Committee Reports**

Membership – Dennis Seybert is working on transitioning Area Representatives to Martin McDonough as this falls under the VP responsibilities. In process of getting AR's to sign up for community lunches and Dennis has been covering buildings with no AR's. List of returning AR's distributed. Discussion about membership card update and return.

Community Based Events – Sue Brandt stated plans are underway for upcoming events:

- 1) MSU Volleyball vs Penn State on September 28 at 7:00pm
- 2) APA Annual Coat Drive October 1-19, 2018. 6 new locations added this year thanks to new volunteers, including Flint campus.
- 3) MSU Homecoming Parade October 5.

Communications/Public Relations – Sue Brandt reminded board deadline for next newsletter articles is September 15.

Legislative – Erik Maillard gave an update on the November election.

### **UniServ Report**

Melanie Waltz presented the UniServ report including Grievances, Outreach/Training, Joint Health Committee Coalition (JHCC), Best Doctors and member issues.

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

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

0% wage increase October 1, 2018 per the final year of the old joint health care coalition agreement. Have confirmed 2.75% raise October 1, 2019 which uses the new calculation. If the University continued to use the old calculation method based exclusively on the total health care spend and not account for the additional staff being hired, the raise would have been lower at 2.2% in 2019. Discussion about Livongo diabetes management tool.

#### **MSU campus IT and Communications Alignments Update**

Discussion occurred regarding the IT and Communications alignment.

#### **MSU Health Care 501(c)(3)**

Maury Koffman updated the board on this action taken at the MSU Board of Trustees meeting August 31.

#### **MSU Board of Trustee Statewide Candidate Party Nominations**

Maury Koffman and Erik Maillard updated the board on candidate recommendations for MSU BOT candidates, Brianna Scott and Kelly Tebay. Additional comments about the statewide event and candidates for other offices was discussed and how information can be shared with members.

### **ANNOUNCEMENTS**

Upcoming Board Meetings:

October 9, 2018

November 13, 2018

Upcoming APA Annual Membership Meeting:

November 13, 2018 – 5:15 pm

Upcoming APA Events:

MSU Volleyball vs Penn State – September 28, 2018 – 7 pm

APA Annual Coat Drive – October 1-19, 2018

MSU Homecoming parade – October 5, 2018

Upcoming MEA Meetings:

Region 8 – September 19, 2018 – 6:00 pm Headquarters. Calendar of 2018-19 meetings distributed.

**Executive Session**

Motion to move into executive session to preserve member privacy made by Kandy Slack, seconded by Deb Porter and approved.

Motion to rise and report made by Nicole Proctor-Kanyama and seconded by Erica Phillipich.

**ADJOURNMENT**

Pat Hampton moved to adjourn. The motion was seconded by Deb Porter and approved. Meeting was adjourned.

**8H Coordinating Council**

Meeting minutes are respectfully submitted by Sue Brandt.