

APA

Michigan State University

Administrative Professional Association

Affiliated with Michigan Education Association

Minutes of Meeting
Tuesday, January 15, 2019
2:00 PM

APA Board Present: Sue Brandt, Patricia Hampton, Tonya Jamison, Maury Koffman, Erik Maillard, Martin McDonough, Nicole Proctor-Kanyama, Todd Ring, Jen Shangraw, Kandy Slack.

General Members Present: None

MEA Staff Present: Melanie Waltz

CALL TO ORDER

Maury Koffman called the meeting to order.

APPROVAL OF AGENDA

Erik Maillard moved to approve the agenda with flexibility. Motion seconded by Todd Ring and approved.

APPROVAL OF MEETING MINUTES

Minutes of December 18, 2018 Meeting

Nicole Proctor-Kanyama moved to approve the minutes as distributed; seconded by Jen Shangraw. Motion approved.

Official Guest(s) - None

President's Report

Maury Koffman presented his president's report with discussion regarding member issues, meetings and events. MSU Trustee Kelly Tebay will attend the February 5 APA Board meeting. Discussion of the LA Teacher's strike, City of East Lansing income tax and OIE changes implemented January 1.

Treasurer's Report

Maury Koffman presented the monthly financial report on behalf of Erica Phillipich. Financial review with Chuck Poor who does a full audit every three years. Rehman, our CPA firm is working on taxes.

Committee Reports

Communications/Public Relations – Sue Brandt reminded board that articles for next newsletter are due January 15.

Community Based Events – Committee meeting tomorrow along with Membership Committee to plan events for remainder of the year. In need of more committee members, so if you know of an interested member, please refer them to Sue or Kandy.

Area Representatives update from Martin McDonough. Met last Friday. Working on an updated AR contact list for the website.

Legislative – Erik Maillard has not met since our last board meeting due to the December holidays.

Membership – Kandy Slack gave an update on community lunches, MYK, NMO, group and individual orientations. Student Loan Forgiveness training program tomorrow. One year lunch this week. Asking AR's to schedule 2-3 community lunches per year. Working on scheduling community lunches in neighborhoods without an AR and will send list to board to help.

UniServ Report

Melanie Waltz gave her report on training, member issues and outreach. Discussion of employee attendance policies, RCPD accommodations and OIE investigations. Presentation at RHS Professional Development Day.

MEMBER QUESTIONS, COMMENTS, AND CONCERNS BUSINESS AND DISCUSSION ITEMS

Joint Health Committee Coalition (JHCC) Update

Melanie Waltz gave an update. Doing a RFP for Rx. Problems with Teledoc communications going directly to spam folder.

APA 2019 Nominations & Elections Committee Appointment

Maury presented the following names for recommended appointment on the committee: Kandy Slack (Chair), Heather Dover, Pat Hampton, David McFarlane and Nicole Proctor-Kanyama. Motion to accept the recommended names made by Todd Ring and seconded by Sue Brandt. Motion approved.

APA 2019 Negotiations Committee Appointment

The Negotiations Committee shall be appointed by the chairperson with the concurrence of the Executive Board. Maury Koffman presented the following names of individuals for the Negotiations Committee: Maury Koffman, Darius Bradley, Sue Brandt, Ian Cameron, Kathy Cusik, Heather Dover, Pat Hampton, Tonya Jamison, Erik Maillard, Jamie Marks, Martin McDonough, Erica Phillipich, Nicole Proctor-Kanyama, Todd Ring, AnnaMarie Rodriguez-Pellizzari, Leo Sell, Kandy Slack, Laura Wise, Tim Woods, Breana Yanklin. Additional names may be added later. Motion for names brought forward for concurrence by Martin McDonough and seconded by Tonya Jamison. Motion passed.

APA Professional Development Convenings Protocol

Maury has asked the Finance Committee to review the protocol being developed for content and implications of financial impact, and Erica Phillipich will bring to the February board meeting.

APA 2019-2021 VoteNet/eBallot Contract

Contract renewed with same company, just a name change. This is the company we use for APA Annual Elections and for the contract ratification.

ANNOUNCEMENTS

Upcoming Board Meetings:

February 5, 2019

March 12, 2019

Upcoming MEA Meetings:

Winter Conference February 7-8, 2019

EXECUTIVE SESSION

Motion to move into Executive Session to protect member privacy made by Kandy Slack and seconded by Martin McDonough. Motion approved. Motion to rise and report by Todd Ring and seconded by Erik Maillard.

ADJOURNMENT

Tonya Jamison moved to adjourn; seconded by Sue Brandt and approved.

8H Coordinating Council

Meeting minutes are respectfully submitted by Sue Brandt.