

**Administrative Professional Association**

Minutes of Meeting  
Tuesday, August 4, 2015  
2:00 PM

*Members Present:* Nick Bourland; Sue Brandt; Carol Graysmith; Pat Hampton; Maury Koffman; Erica Phillipich; Deb Porter; Nicole Proctor; Todd Ring; Dennis Seybert; Laura Wise; and Melissa Sortman

**CALL TO ORDER**

Maury Koffman called the meeting to order.

**APPROVAL OF AGENDA**

**Agenda of August 4, 2015 Meeting**

**Nick Bourland moved that the agenda for August 4, 2015, be approved as distributed. The motion was seconded by Pat Hampton and was approved.**

**APPROVAL OF MEETING MINUTES**

**Minutes of June 9, 2015 Meeting**

**Todd Ring moved that the minutes of the meeting of June 9, 2015, be approved as distributed. The motion was seconded by Laura Wise and was approved.**

**OFFICIAL GUEST(S)**

Martin McDonough

**UNFINISHED BUSINESS**

**Presidents Report**

Maury Koffman presented his report with discussion occurring regarding Elias Lopez resignation as a result of change in employment outside of the bargaining unit, the Health Care January 2014 and 2015 payment status, and the APA contractual Sick Time Policy. Multiple other items discussed.

**Treasurers Report**

Erica Phillipich presented the monthly treasurers report as well as the proposed 2015-2016 Budget on behalf of the Finance Committee.

**The motion to approve the 2015-2016 Budget was moved by Erica Phillipich on behalf of the Finance Committee. The motion was seconded by Deb Porter and was approved.**

### **Committee Reports**

Communications/Public Relations – Maury Koffman updated the board on behalf of Jennifer Shangraw, Committee chair, with information on the upcoming newsletter

Contract Maintenance/Grievance – Melissa Sortman updated the board on the Grievance issues

Finance – Erica Phillipich updated on the Finance Committee’s meeting

Legislative – Pat Hampton updated the board on legislative issues

Membership – Nick Bourland updated the board on the AR Training

**The motion to appoint 2 new Area Representatives was made by Nick Bourland, seconded by Deb Porter and approved.**

Negotiations/Bargaining – Maury Koffman indicated this would be discussed in Executive Session as it was a bargaining update.

### **UniServ Report**

Melissa Sortman presented her report. Discussion occurred regarding FLMA issues, Grievance issues, Community Lunch’s and full AR Appointments next month.

### **MEMBER QUESTIONS, COMMENTS, AND CONCERNS**

#### **BUSINESS AND DISCUSSION ITEMS**

##### **Joint Health Committee Coalition (JHCC)/Coalition of Labor Originations (CLO) Update**

Maury Koffman and Melissa Sortman updated the board on information presented from the last JHCC/CLO/MSU meeting. Discussion occurred regarding prescription drug program and university policy concerns across campus.

##### **Department Reorganizations**

Maury Koffman updated the board and discussion ensued regarding the ongoing reorganization of IT Services.

##### **APA Contract Negotiations**

Discussion occurred in Executive Session

#### **ANNOUNCEMENTS**

##### **Upcoming Board Meetings:**

**September meeting will be held on September 22nd**

**October meeting will be held on October 20<sup>th</sup>**

#### **EXECUTIVE SESSION**

**Carol Graysmith moved that we go into Executive Session. The motion was seconded by Nicole Proctor and was approved for discussion regarding Bargaining issues and updates.**

**Sue Brandt moved to end the Executive Session. The motion was seconded by Dennis Seybert and was approved. Rise and reported a bargaining update was provided.**

**ADJOURNMENT**

**Todd Ring moved to adjourn. The motion was seconded by Nicole Proctor and was approved. Meeting was adjourned.**

Meeting minutes are respectfully submitted by,

Deb Porter