

Administrative Professional Association

Minutes of Meeting
Tuesday, April 12, 2016
2:00 PM

Members Present: Nicholas Bourland; Sue Brandt; Ramiro Gonzales; Carol Graysmith; Patricia Hampton; Maury Koffman; Martin McDonough; Erica Phillipich; Deb Porter; Nicole Proctor; Todd Ring; Leo Sell; Dennis Seybert; Jen Shangraw; Laura Wise; Melissa Sortman

CALL TO ORDER

Maury Koffman called the meeting to order.

APPROVAL OF AGENDA

Agenda of April 12, 2016 Meeting

Carol Graysmith moved that the agenda for April 12, 2016, be approved as distributed. The motion was seconded by Todd Ring and was approved.

APPROVAL OF MEETING MINUTES

Minutes of February 2, 2016 Meeting

Todd Ring moved that the minutes of the meeting of February 2, 2016, be approved as distributed. The motion was seconded by Carol Graysmith and approved. March 1, 2016, meeting was cancelled as we did not have a quorum due to weather.

Announcement

Maury Koffman announced Melissa Sortman has resigned her position with the Administrative Professional Association (APA) and the Michigan Education Association (MEA) to take a position as Associate Director of Academic Affairs with the University of Michigan. With Melissa's resignation, the MEA will start the process for her replacement.

Official Guest

Cheryll Conklin, MEA Central Zone Director

Cheryll Conklin provided the board with information regarding the Michigan Education Association hiring and evaluation process for UniServ Directors. Discussion occurred regarding this process.

Presidents Report

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

Treasurers Report

Erica Phillipich presented the monthly treasurers report.

Committee Reports

Communications/Public Relations – Maury Koffman and Jen Shangraw updated the board on the upcoming newsletter.

Community Based Events – Nicole Proctor updated the board on possible events being planned.

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

Finance – Erica Phillipich updated the board on finances.

Legislative – Patricia Hampton updated the board on legislative issues.

Membership – Dennis Seybert updated the board regarding meeting schedules

Negotiations/Bargaining – Maury Koffman updated the board on the bargaining issues.

UniServ Report

Melissa Sortman presented her report. Discussion occurred regarding current grievances, More You Know lunches, Association Representatives (ARs) and potential association representative trainings.

MEMBER QUESTIONS, COMMENTS, AND CONCERNS BUSINESS AND DISCUSSION ITEMS

APA March 2016 General Election Results Certification

Maury Koffman updated the board on the election results requesting a motion for certification.

Nick Bourland moved to approve certify the election. Laura Wise seconded the motion and the motion was approved.

APA 2014 & 2015 Lump Sum bonus Payout Update

Maury Koffman updated the board on the 2014 and 2015 Lump Sum bonus payout, process and payment date. Discussion occurred regarding the process and qualifications for payout.

APA MSU Tobacco Free Campus Effective August 15, 2016

Maury Koffman updated the board on the MSU Tobacco Free policy going into effect August 15th. Discussion occurred regarding the policy and implantation.

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

Maury Koffman and Melissa Sortman updated the board regarding the Coalition of Labor and the Joint Health Committee.

APA MSU College of Music Percussion Concert – April 14, 2016

Maury Koffman provided the board with information regarding the concert and ticket availability.

APA 2016 Annual Picnic – May 17, 2016

Maury Koffman informed the board of the picnic date with discussion occurring about supplies, set-up and volunteers.

ANNOUNCEMENTS

Upcoming Board Meetings:

June Meeting – June 21st

Upcoming MEA Meetings:

APA Annual Picnic 4:30 pm – 7 pm

MEA Region 8 Meeting – May 18th

ADJOURNMENT

Martin McDonough moved to adjourn. The motion was seconded by Sue Brandt and was approved. Meeting was adjourned.

8H Coordinating Council

Meeting minutes are respectfully submitted by,

Deb Porter