

Administrative Professional Association

Minutes of Meeting
Tuesday, November 7, 2017
2:00 PM

Members Present: Sue Brandt; Carol Graysmith; Patricia Hampton; Maurice Koffman; Erik Maillard; Martin McDonough; Deb Porter; Todd Ring; Leo Sell; Dennis Seybert; Jen Shangraw; Kandy Slack; Melanie Waltz; Laura Wise

CALL TO ORDER

Maury Koffman called the meeting to order.

APPROVAL OF AGENDA

Agenda of November 7, 2017, Meeting

Carol Graysmith moved that the agenda for November 7, 2017, be approved as distributed. The motion was seconded by Martin McDonough and was approved.

APPROVAL OF MEETING MINUTES

Minutes of October 10, 2017 Meeting

Erik Maillard moved that the minutes of the meeting of October 10, 2017, be approved as distributed. The motion was seconded by Jen Shangraw and was approved.

Official Guest(s)

Presidents Report

Maury Koffman presented his report with discussion occurring regarding member issues, meetings and announcements. In addition, discussion occurred regarding APA bypass process, IPF Telecom and IT Services integration and Outside Work for Pay.

Treasurers Report

Erica Phillipich was not available due to a conflict.

Committee Reports

Communications/Public Relations – Sue Brandt and Jen Shangraw are working on the next newsletter with articles due by December 6. The committee is reviewing the APA Social Media Policy, as content on website is outdated. LCC announced at the Region 8 meeting that they would be collecting bags to be used by their new food bank. If you have bags you want to get rid of, let us know and we will get them to them.

Community Bases Events – Dennis Seybert reported the coat drive was not as successful as previous year. The poor turnout may have been due early collection or the warm weather during collection. In any case, coats were distributed to Migrant Student Services, MasterCard and Lansing School District for use before the cold weather hit. Dennis asked for recommendations for next year. Todd Ring suggested a spring coat drive.

Finance – Maury Koffman presented on behalf of Erica Phillipich that we are due for a full audit this year.

Todd Ring moved to have Charles Poor’s firm perform the audit. The motion was seconded by Pat Hampton and was approved.

Legislative – Erik Maillard, the new chair, is in process of scheduling a December, May and August meeting for the committee.

Membership – Dennis Seybert relayed the committee is planning a “Starry Nights” event February 12 at Abrams Planetarium. Eighty people can fit in the lobby for a reception from 6-7 PM followed by the show from 7-8 PM. The committee is finalizing details.

UniServ Report

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

MEMBER QUESTIONS, COMMENTS, AND CONCERNS BUSINESS AND DISCUSSION ITEMS

Sue Brandt relayed that at MAHE Cheryl Conklin reported she was meeting with two MSU groups, tenured faculty and academic specialists to discuss organizing them.

Discussion occurred regarding posting of meeting minutes to the website.

Joint Health Committee Coalition (JHCC) and Open Enrollment Review

Discussion occurred regarding JHCC and open enrollment. A targeted communication went to those who had not signed OIE spousal waivers. Melanie Waltz called members in good standing in the few days before open enrollment closed. Members very appreciative of this and some indicated they would have missed the deadline if not for the call.

APA Participation in MSU Homecoming Parade Reflections

APA Participation in the MSU Homecoming Parade Reflections – Sue Brandt reported that 35 APA and family members passed out candy and tattoos, walking with APA banner. It is believed this was the first time APA had ever been in the parade. Thanks to Dennis Seybert for his help procuring and transporting the candy and banner and to Melanie and Martin for taking photos shared. Planning already for next year’s entry; maybe even a float.

Proposed City of East Lansing City Income Tax

Discussion occurred regarding the proposed city income tax and city residents voting today.

MEA Fall Representative Assembly Review

Discussion occurred regarding the business items and voting. In addition, discussion occurred regarding ESP open positions.

APA Strategic Goals Meeting

Maury Koffman reminded everyone that the APA Strategic Goals meeting would be held December 5 at the MEA Headquarters.

ANNOUNCEMENTS

Upcoming Board Meetings:

December 12, 2017 at MEA Headquarters

January 23, 2018 at MEA Headquarters

Annual Membership Meeting – November 7, 2017, at 5:15 pm

Upcoming MEA Meetings:

MEA Board of Directors: Friday, November 10, 2017

Region 8 Meeting December 6, 2017, at MEA Headquarters

Executive Session

ADJOURNMENT

Kandy Slack moved to adjourn. The motion was seconded by Laura Wise and was approved.

8H Coordinating Council

Meeting minutes were recorded by Sue Brandt and respectfully submitted by Deb Porter