

Administrative Professional Association

Minutes of Meeting
Tuesday, May 22, 2018
2:00 PM

Members Present: Sue Brandt; Carol Graysmith; Patricia Hampton; Maurice Koffman; Erik Maillard; Martin McDonough; Erica Phillipich; Deb Porter; Nicole Proctor-Kanyama; 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 May 22, 2018 Meeting

Nicole Proctor-Kanyama moved to approve the agenda for May 22, 2018, as distributed.

The motion was seconded by Erik Maillard and approved.

APPROVAL OF MEETING MINUTES

Minutes of April 10, 2018 Meeting

Dennis Seybert moved to approve the minutes for April 10, 2018, as distributed. The motion was seconded by Jen Shangraw and approved.

Official Guest(s)

Charles Poor C.P.A. presented his report to the board. His audit found the accounts were in good order and met accounting standards.

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 – Sue Brandt updated the board on article due dates.

Community Bases Events – Dennis Seybert and Sue Brandt updated the board on the “Tourist in Your Own Town” event and picnic preparations.

Legislative – Erik Maillard informed the board of meetings with candidates and Board of Trustees. He will communicate findings with the board after the meetings.

Membership – Dennis Seybert informed the board of the next AR Training.

UniServ Report

Melanie Waltz presented the UniServ report including Grievances, Outreach/Training, Joint Health Committee Coalition (JHCC) and member issues. In addition, discussion occurred regarding the new business classifications and the IT reorganization.

MEMBER QUESTIONS, COMMENTS, AND CONCERNS BUSINESS AND DISCUSSION ITEMS

Seating of APA Vice President and Secretary

Nicole Proctor-Kanyama moved to accept the nomination of Martin McDonough for Vice President starting September 1, 2018 to August 31, 2020. Erica Phillipich seconded the motion, which was approved by acclamation.

Carol Graysmith moved to accept the nomination of Sue Brandt for Secretary starting September 1, 2018 to August 31, 2020. Kandy Slack seconded the motion, which was approved.

MSU campus IT Alignment update

Discussion occurred regarding the universities alignment of IT positions into a central unit by August 1, 2018.

MEA Spring Representative Assembly Review

Discussion occurred regarding the spring MEA RA.

Joint Health Committee Coalition (JHCC) Update

Discussion occurred regarding the OPIOID/morphine and step therapy issues, cost comparisons on health care and the “TeleMed” program.

APA Annual Membership Picnic – May 22 at Patriarche Park, East Lansing

Dennis Seybert reported the committee was ready for the picnic and hoped the weather would improve.

ANNOUNCEMENTS

Upcoming Board Meetings:

**June 19, 2018 – APA Okemos Office
August 14, 2018 – MEA Headquarters
September 11, 2018 – MEA Headquarters**

Executive Session

ADJOURNMENT

**Kandy Slack moved to adjourn. Laura Wise seconded the motion and it was approved.
Meeting was adjourned.**

8H Coordinating Council

Meeting minutes are respectfully submitted by,

Deb Porter