

**Administrative Professional Association**

Minutes of Meeting  
Tuesday, June 19, 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; Dennis Seybert; Jen Shangraw; Kandy Slack; Laura Wise*

**CALL TO ORDER**

Maury Koffman called the meeting to order.

**APPROVAL OF AGENDA**

**Agenda of June 19, 2018 Meeting**

**Sue Brandt moved to approve the agenda for June 19, 2018, as distributed. The motion was seconded by Jen Shangraw and approved.**

**APPROVAL OF MEETING MINUTES**

**Minutes of May 22, 2018 Meeting**

**Erik Maillard moved to approve the minutes for May 22, 2018, as distributed. The motion was seconded by Kandy Slack and approved.**

**Official Guest(s)**

Ryan Mosley, Plant Research Laboratory Nat Science  
John Johnston, Plant Biology Cns  
Bill Park, Plant Biology Cns

**Presidents Report**

Maury Koffman presented his report with discussion occurring regarding member issues, meetings and the upcoming East Lansing city income tax proposal.

**Treasurers Report**

Erica Phillipich presented the monthly treasurers report.

## **Committee Reports**

Communications/Public Relations – Sue Brandt informed the board that the deadline for the July newsletter would be July 13<sup>th</sup>.

Community Bases Events – Dennis Seybert updated the board of the success of the picnic and new ideas for next year. Sue Brandt also updated the board regarding the “Be a Tourist in Your Own Town” sponsored by the Greater Lansing Convention & Visitor Bureau.

Finance – Erica Phillipich indicated the committee would be meeting in within the next month or so.

Legislative – Erik Maillard informed the board of the possibility of hosting a “Candidate Night” for individuals running for MSU Board of Trustees’.

Membership – Dennis Seybert updated the board regarding Area Reps and New Member events occurring in Flint.

## **UniServ Report**

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

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

### **BUSINESS AND DISCUSSION ITEMS**

Mr. Mosley, Johnston and Park all voiced concerns regarding the IT Services integration.

### **Appointment of APA 2018-2019 Standing Committees**

**Martin McDonough moved the appointment of the APA 2018-2019 Standing Committees be approved as distributed. The motion was seconded by Patricia Hampton and approved.**

### **MSU campus IT and Communications Alignments Update**

Discussion occurred regarding the IT Services integration. Questions pertaining to process, skill sets, estimated timelines and who will be affected were all part of the conversation.

### **Joint Health Committee Coalition (JHCC) Update**

Discussion occurred regarding the signing of the TeleMed program, OPIOID issues and the 2018 salary freeze.

### **APA Annual Membership Picnic Review**

Maury Koffman congratulated and thanked Dennis Seybert and the committee for a very successful picnic. Dennis went on to advise the board of the registration tent sensation and the favorable reception of the drawings.

**ANNOUNCEMENTS**

**Upcoming Board Meetings:**

**June 19, 2018 – APA Okemos Office**

**August 14, 2018 – MEA Headquarters**

**Executive Session**

**ADJOURNMENT**

**Carol Graysmith moved to adjourn. The motion was seconded by Dennis Seybert and approved. Meeting was adjourned.**

**8H Coordinating Council**

Meeting minutes are respectfully submitted by,

Deb Porter