

APSS Meeting
February 13, 2014
1104 KC
12:00 p.m.

Minutes

- I. Call meeting to order 12:00 noon
 - a. Becky announced that Rhonda LeMieux will now be the building representative for 2nd & 3rd floor of STU. She is the replacement for Wanda Isenga.
 - b. Regional Centers still do not have representation

- II. Roll Call – Becky Bakale, Erica Baker-Bringedahl, Coreen Bedford, Chris DeMull, Patti Eisen, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Alex Jacobson, Sandra Jennings, Rhonda LeMieux, Patty McCarthy, Ann Platt, Janet Potgeter, Hollie Rago, Jeffrey Rollins, Deb Rotman, Joyce Sullivan, Carol Talsma, Sally Vissers

- III. Approval of January meeting minutes – no comments made on minutes, motion to accept the minutes as presented. Motion carried.

- IV. Treasurers Report – written report given
 - a. COTA account was closed as of the 31st of January
 - b. Dues authorization forms cost 107.96 for the APSS from the Copy Center
 - c. There was a penalty on the CD of 313.00
 - d. The bills were paid as stated in the report.
 - e. APSS is now the account name on our FOAP, the number remains the same.
 - f. The COTA Audit is for our records. Next year we will have to file an audit report with the state. Taxes will be filed in November of 2014. Holly is comfortable with the processes.
 - g. We have received another membership bill from the MEA for February. The MEA may not have removed us from their system. Coreen has addressed this with the attorney and he has not reached a final determination.
 - h. All funds have been moved to LMCU on February 10, 2014.
 - i. Jennifer Kamradt is our accountant. She is willing to attend meetings as needed.
 - j. Motion to accept the report as presented. Motion seconded and carried.

- V. Membership Report- this is a work in progress.
 - a. There are 18 new PSS staff since August. Many have already been contacted.
 - b. Coreen will be working on the new membership packet to get our information out to new members.
 - c. Discussion regarding probationary employees. Does HRO notify us when an external person is hired? The Development committee is given this information, are we missing that information? Cheryl and Coreen are both

notified prior to the hire. They will need to begin disseminating the information to the appropriate building representative to meet the new employees. Coreen will send a welcome letter (email) to new hires and forward the information to Becky (VP) and Chris D (Membership) to be added to our list. Chris can then match up with the staff report from HRO.

- d. Becky would like to enhance the packet and put new information. Should hopefully need to only change the building rep business card in the packets, if their building rep changes. We must get to the building rep training before heavy bargaining time.
- e. HRO has done training on our contract to new employees, with RTW how are they presenting to new hires?
- f. Job Descriptions – there is an explosion of new/created job descriptions, changed department and position names. The next meeting with HRO there will be a request to review the positions/qualifications and unique positions. In a recall we would come back to the generic list of positions. The contract will need to be cleaned up prior to bargaining.
 - i. The LIB will be “plugging” people into various positions, a violation of our contract. Moving staff as “cross-training; all switching is supposed to be run through the union. This is being done without discussion or notification to the union. Could something be put into our contract? The appointment letter in our HRO file has the caveat other duties as assigned. This needs to be looked at there has not been great oversight when departments are posting positions.
- g. Membership – new employees are eligible to sign up for the union. Still need forms from people, if they would like to vote it would need to be by Friday
- h. Coreen has had discussions with people; several are meeting on Friday to tabulate ballots. Will develop a plan to touch base with members after the vote. Do not pressure people if they indicate they don’t want to pay dues. If people turn in their forms get them to Michelle or Coreen by 1 p.m. Friday. What can we do to compel people to complete the form? Whether a RTW or member, we can see who the people are that we haven’t received forms from. This would be a great opportunity for a conversation with an APSS building representative.
- i. Coreen has requested the attorney investigate how far we have to go with RTW employee representation.
- j. In the next couple of weeks member numbers will be available.
- k. Motion made to approve report as presented, motion seconded and carried.

VI. Member Relations Report

- a. Possible grievance with a member not receiving a position. In section 8.5 we bargained additional language to give the opportunity to meet with the hiring supervisor/committee to see why they were not selected. If after that meeting they feel they still should have received the position there is a 3 day window to file a grievance. In this situation the person met with the committee. They presented 5 bullet points to the member stating why they did not receive the position. The hiring supervisor was able to demonstrate the external candidate had the experience outside of the temp experience at GVSU. The individualized positions are really hurting our members.

Perception of job description and what was stated were pointed out. There were definite differences.

- b. There have been hostile work environment issues. Cheryl has been working on a Collegiality Policy (anti-bullying). It is currently at the SMT prior to going to the BOT. Once approvals are received it needs to be in our newsletter. This is similar to the bias incident protocol/anti-harassment policy. Sue Sloop in HRO is the person in charge of Conflict Resolution on campus.
- c. Salary Continuation – there will be information posted on HRO’s website. There will be no training, however if there is a question they will be directed to the website.

VII. Building Representative Reports

- a. It was requested that we complete a job description study – Coreen stated we are at the beginning of this process with a review. The entire hiring process review will be an agenda issue for the Bargaining team.
- b. There are discussion/rumors that the housing office may reorganize staff since we are a new union. Supervisors may feel we have no contract – however, they are uninformed. The contract still stands.
- c. Two employees in our member group stated they were ok with joining the union if we would make the following promise: Retirement Issue – retirees currently retire at their rate of base pay not actual earnings (OT not included), they would like it based on actual earnings.
- d. There has been no movement on a couple postings in LIB or 1 in SER or KC. If you have 6 – 8 weeks and there is no movement keep an eye on your area and let Cheryl know. She keeps a spreadsheet of departures and postings.
- e. We do have building rep openings.
- f. Erica Baker-Bringedahl – thank you for your strong work on the newsletter.
- g. We would like to officially welcome Rhonda LeMieux. We would also like to thank Wanda Isenga for her years of service.
- h. When we are going through larger issues & transitions people need to go to the designated person for the information they needs. Members need to get necessary information and it must be timely.

VIII. Old Business

- a. Election – the members will be updated on the results by Friday

IX. New Business

- a. Great job communicating with our members
- b. The next meeting is set for the same date as the APSS Development Committee Luncheon. Michelle will see if there is space available on March 20.