

APSS Meeting
March 20, 2014
1104 KC
12:00 p.m.
Minutes

- I. Call meeting to order at 12:00 p.m.
- II. Roll Call – Becky Bakale, Erica Baker-Bringedahl, Coreen Bedford, Chris DeMull, Patti Eisen, Bill Grimaldi, Vicki Helgeson, Alex Jacobsen, Patty McCarthy, Roxanne Mol, Ann Platt, Janice Ponstein, Janet Potgeter, Hollie Rago, Jeffrey Rollins, Deb Rotman, Joyce Sullivan, Carol Talsma, Sally Vissers
- III. Student Appreciation – Dessert Day – Becky Bakale
 - a. Becky presented the change to Student Dessert Day; Student Employment representatives also discussed the idea to change it to an ice cream social. The cost would run approximately 60.00 for Allendale and 40.00 for Pew Campus. The Building Reps would sign up for toppings and encourage their members to supply items on the list. A calendar of student events can be found on the website. <http://gvsu.edu/studentjobs/student-appreciation-week-26.htm> this event will require volunteers to scoop ice cream, supply toppings. Any assistance would be greatly appreciated. Donations of baked goods would also not be turned down.
 - b. CHS may present a challenge due to ice cream being the product not baked goods. Every year the excess baked goods would be brought to the students at CHS. Since Development moved from CHS there are not as many students. Carol will contact Nursing and they can buy novelty bars/ice cream sandwiches once they have a better idea of the number of students.
 - c. Donations should be given by April 1st so that they know what they need to purchase yet.
- IV. Approval of February meeting minutes – correction to IV c – the amount given was estimated. The actual amount is 315.83. Also under section IV f – correction to Hollie’s name. Motion made to accept the minutes as amended, motion seconded and carried.
- V. Treasurers Report – written report given.
 - a. The MEA is still listing us as owing dues. We are ignoring the bills due to the MEA cashing our final payment in January. This is at the advice of our attorney.
 - b. Motion to accept the written report. Motion seconded, motion carried.
- VI. Membership Report – written VI report given

- a. As of February we have 356 active members. Seven PSS members have gone RTW. There are 5 on probation that have not turned in their forms. There are also 7 PSS that have not responded / turned in their forms.
- b. Coreen is very pleased with where our membership numbers are at. Alex has a few people that he has not had responses from to date. There are also a couple PSS that are out on medical leave. If the forms are not received at that point we should consider them as RTW.
- c. Development has now moved to EC from CHS. This means that we would need an additional building rep in EC. Patti will consider her options on taking on the full number or a co-building rep. Vicki H suggested that Patti contact Heather Walker as a potential co-representative.
- d. Motion made to accept the report as given, motion seconded and carried.

VII. Member Relations Report

- a. Working on a list with HRO. There are no grievances at this time. Cheryl and Coreen are working on a few positions that have been vacated and not posted. Student Life is not intending to replace Dan Seeley. Coreen is awaiting the answers to some questions she has posed to determine our next steps. The trend has been in Allendale to hire out the media needs.

VIII. Building Representative Reports

- a. Hollie R. – Is there a chance that the ePDP could become more user friendly. PSS are not required to complete the self-evaluation. This is not a contractual issue. This is a university policy/procedure. The process is actually not grievable. It is however, worth discussing with HR and potentially a bargaining issue. If any members have concerns please contact Cheryl or Coreen. Last person to close out the evaluation process is the staff member, make sure if you do not agree with your evaluation you comment on your evaluation.
- b. Janice – In her building an office uses salary continuation against the employees on the ePDP. However they are using time away from the office as well, including someone's use of vacation time. Coreen would like to further discuss this with Janice. Vacation is earned time, it cannot be used as a negative on someone's attendance.

IX. Old Business

- a. Presidents Report - Ongoing work is being done for the APSS. Coreen has had conversations/meetings with our attorney. Going forward he has found someone to assist us with the filing of our non-profit paperwork. The firm we will use has quoted us a lower rate as they see the potential for business in this market. John Karafa will be completing this process this week. Insurance can then be purchased for our group.
- b. A couple reclassifications were successful. Met with Sue L and Maggie. Coreen has requested an updated list of employees/titles. The job descriptions, what Banner states and what the website and our contract states are all different. Many departments have been writing their own job

descriptions when they have an opening. The problem is that contractually it should all go through the Union. Also if a supervisor goes through the reclass process outside of the union they should also be allowed to review. We will have this information prior to bargaining. The core list of job responsibilities is what is used in a recall situation. They will be taking the job descriptions and comparing with members actual duties. We can then determine if someone is classified correctly. Equity issues can be identified.

- c. A question was raised about a supervisor continually giving a PSS more responsibility than what they are supposed to do. Sally will be contacting Coreen outside of the meeting to discuss.
- d. Bargaining Team – the team members are as follows: Janet Potgeter, Jeffrey Rollins (both new this year), Cheryl Fischer, Shawn Evans and Coreen will chair the team. There are a couple other people that have expressed interest but did not actually apply to be on the bargaining team. Coreen has spoken with John (attorney) and Maggie and the team will begin meeting in April and the bargaining / meeting with Maggie will begin in May.
- e. Union Staff Representative – a job description was passed out. This position will be expected to research grievances, negotiations, attend Board meetings or other duties as needed. This person would have input on labor relations issues and assist with leadership training, would also remain up to date on legislative policies that could affect our union. The person that we have in mind for this position, as mentioned previously is Mike Spofford. He is extremely knowledgeable on the university, negotiations and would primarily be used as we redesign the grievance process. He would be contracted from June 1 – December 31st. The attorney would draw up our contract for him. If in December we determine that his services are still necessary we will offer to extend his contract. The Bylaws allow us to hire him. This type of roll is essential in this first year.

X. New Business

- a. Scholarship – the PSS Scholarship deadline was March 1. The Financial Aid office has changed the process. Coreen proposed that we extend the deadline to April 1st due to the new process. The proposal was accepted. The University has changed the mission statement. The new statement reads:

Grand Valley State University educates students to shape their lives, their professions, and their societies. The university contributes to the enrichment of society through excellent teaching, active scholarship, and public service.

- b. Coreen had her quarterly meeting with Pat Oldt to begin on our 5 year strategic plan for the APSS. The background work has begun and Coreen will update on progress.

Meeting adjourned 1:15 p.m.

Minutes submitted by Michelle Holstege