

**APSS Meeting  
April 10, 2014  
1104 KC  
12:00 p.m.**

Minutes

- I. Call meeting to order at 12:02 p.m.
- II. Roll Call – Becky Bakale, Erica Bringedahl, Coreen Bedford, Chris DeMull , Cheryl Fischer, Bill Grimaldi, Michelle Holstege, Alex Jacobson, Sandra Jennings, Rhonda LeMieux, Patty McCarthy, Roxanne Mol, Ann Platt, Janice Ponstein, Janet Potgeter, Hollie Rago, Jeffrey Rollins, Deb Rotman, Joyce Sullivan, Carol Talsma, and guest Jennifer Kamradt (APSS Accountant)
- III. Approval of March meeting minutes – motion made to accept the minutes as written. Motion seconded and carried.
- IV. Presidents Report
  - a. John Karafa has contacted Maggie to meet with her and Scott Richardson from HRO. Cheryl / Coreen will also attend.
  - b. Currently 3 open reclassifications, a couple have been settled and one is waiting on the job description. One was taken through by Administration. One reclassification was an issue in quantity of work not changes in the duties of the PSS. The way that the department split the work is at issue, a PTE would like the reclassification. This could be an issue in the future.
  - c. New member packet. The letter was distributed at the meeting. Would like to have this in a folder with the business card of the building rep. A hard copy of the contract and most recent newsletter. Provide feedback to Coreen via email. We do have business cards that we can print on, Becky will be working on the lay out.
  - d. Janet – PSS Development Committee, Welcome lunch is done by this committee. She feels like we are “related” and would like to bring the two groups together. Now that we have evolved to the APSS should we continue to be separate entities? Coreen commented that the welcome lunch was something that is separate because that is HRO’s wish. We used to do a building rep lunch as well. The Development Committee presents training for non-union employees (Confidential Clerical) as well. We can easily add something from the PSS to the Development Committee. JP- We can ask about this group merging and would like to know what the Development Committee would like to do as well. If anyone has any suggestions please forward them to the Development Committee.
  - e. Coreen has created a binder of historical documents on our decertification process to our certification as APSS. The Contracts, COTA Bylaws, press releases, new website, old website information etc. Also included is our

attorney information. Coreen would like to keep this binder for a while as questions regarding our process are still coming in from outside groups. In the future if any questions arise as to why we followed this path they will have detailed information. We should also include the audit of our accounting records.

- f. Job Description – Coreen has had 2 meetings with HRO to obtain an accurate list of all positions currently filled. They are now reviewing all job descriptions and will update the website when all the work is completed. Sandra raised a question on where we are at getting the job descriptions from HRO, files are kept at HRO, on reclass and job descriptions – it is a lot of work left to do on this.
  - g. Bargaining Team – Coreen notified HRO on who the members of the Bargaining team are. The end of the academic year is hectic; the team will begin to meet in May. The HRO meetings will begin in June. This will be interest based bargaining and both sides will put everything on the table up front, no surprises.
  - h. Representation of non-members. They are entitled to all the benefits of the contract. We are not legally allowed to lobby for members.
  - i. Bargaining team will review the contract prior to starting. Cheryl & Coreen will add what they are dealing with to the issues. Ann asked if we would be surveying members, not at this time – Members are encouraged to come forward with items. Members have already come forward with items. A general call to members will go out. We will have a schedule of meeting dates that can be listed on the website as well.
- V. Treasurers Report –
- a. Written report given.
  - b. Jennifer Kamradt audited the COTA books dating back 4 years. No findings could cause a lingering issue regarding MEA claims to our funds. Currently there are 2 people with signature authority on the account the President and the Business Director. There is a double check on the credit card as well.
  - c. Retiree Gift Cards – we have not been keeping up with the retiree gift cards. They can be purchased by the Business Director but should be issued by another person (i.e. the Membership Director) this will be discussed in a future meeting.
  - d. Our Accountant will be reviewing the books. We now have a more comprehensive report which identifies agency funds, assets, and monies spent. We are comfortable with doing an annual audit when our fiscal year ends. We will file our taxes in March.
  - e. Cheryl & Hollie met with Matt Cook at LMCU and he suggested they also speak with Hanna to see what better types of accounts we may need since we are a nonprofit/tax exempt organization. Hollie would like to meet with Hannah to discuss.
  - f. The nonprofit paperwork was sent to us by John Karafa. Hollie, Coreen and Jennifer K. are working on getting the paperwork filed. Once the paperwork

is filed we can take care of the other items like liability insurance. Hope to be completed with this process by next month.

- g. Motion made to accept the report, motion carried.

VI. Membership Report

- a. Written report given, there are 359 members, 8 RTW. Motion made to accept report as presented. Motion seconded and carried.

VII. Member Relations Report –

- a. There are no current contractual grievances. There are several complaints and one is with Dwight Hamilton’s office. Coreen is working on a reclass, 1 instance we hired a confidential into a C4 position, she was considered an internal candidate. However when a PSS was in the pool for a confidential position they were not considered internal.
- b. Cheryl has ePDP and salary continuation issues. HRO has posted the SC guidelines under the GV Manual.
- c. Collegiality Policy – has now gone to the SMT, it has not yet been fully approved by the Board of Trustees. Cheryl likes where the policy is currently at – it is better than where the process began.

VIII. Building Representative Reports

- a. There was a staff situation – a person had to go through a lot to take 2 days off to care for a mother (or parent-in-law). It should be written more clearly in the contract, the person doesn’t have to live with the staff, in this situation the PSS was a Health Advocate. The language needs to be cleaned up. There should be changes to the list – i.e. a bullet point list. Erica had a similar situation a member had a grandchild with surgery and the daughter needed her assistance. Agenda recently the Executives think there is an abuse of salary continuation. If we were to file a grievance our language is very clear, we would win. Some offices are extremely difficult to address. Through documentation we can prove this is not abuse. They don’t keep stats on any other group at the university. A lot of staff with younger children that have chronic illness have been called out on their usage. Coreen suggested completing an FMLA form and have it labeled as intermittent.

IX. Old Business

- a. Election Committee – the election committee is Sandra Jennings, Rhonda LeMieux, Bill Grimaldi and Michelle Holstege

X. New Business

- a. Cheryl followed up with LMCU, supplied the board with notes. They have basic membership things, however if a person is a member of LMCU they have additional benefits. How can we make our members LMCU members? Do we want to set up membership? Should we take dues money and make them all members of LMCU?

- b. Contacted Prudential NEA insurance – no return call, trying to get that here as people leave the MEA/NEA, we may be able to get the rate thru Prudential as well.
  - c. Pat Oldt Mtg – how do we do a 5 year plan? What do we want to be deliberate about and what do we want to spend our time on. Meeting for planning will occur after bargaining.
- XI. Meeting Adjourned