

APSS Meeting
May 8, 2014
167 LOH
12:00 p.m.

- I. Call meeting to order at 12:05
- II. Roll Call – present: Cheryl Anderson, Becky Bakale, Erica Baker-Bringedahl, Coreen Bedford, Chris DeMull, Patti Eisen, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Sandra Jennings, Patti McCarthy, Roxanne Mol, Ann Platt, Janice Ponstein, Janet Potgeter, Hollie Rago, Deb Rotman, Joyce Sullivan, Carol Talsma, Sally Vissers
- III. Approval of April meeting minutes – motion to accept minutes, seconded. Motion approved.
- IV. Presidents Report
 - a. Union liability insurance – is now at the underwriter. UAS will assist with coverage we want and we will receive it back in 1 – 2 weeks.
 - b. Bargaining team met May 7. The team is listed, this meeting focused on determining the chief spokesperson. There are 2 sections to bargaining, language and financial. Next step will be to review the contract language and what needs to be improved. Building Reps – Rhonda is gathering information for the team. If there are any notes you have or member concerns pass them on to Rhonda by Tuesday (May 13). No guarantee we can bargain every message.
 - c. Discussions with GRCC on their decertification process. They would like to review our binder Monday. Also they would like to obtain the facts on the MEA wages.
 - d. Job description projects – this is ongoing. There are many non-generic job descriptions. The concern is with specialized position requirements. Our concern is also with the recall of positions. The qualifications will be made generic (10 – 12 generic requirements for C2, C3, and C4 etc.). Then there will be preferred requirements where a department can add a couple lines to that area. After we make changes/corrections (on C2 level currently) then it will go forward to Maggie then they can move into bargaining.
 - e. DJ Potter helped set up the meeting with Oovoo for Jackie A in Traverse City. He has suggested we create a volunteer technology position. Coreen will give this idea some thought.
 - f. Buttons – we had APSS buttons printed up to be given to staff during bargaining days. Building reps can get them to their members. Coreen will email a hard copy of the bargaining schedule to the building representatives.
 - g. Work environment issues based on their times of work, hours in job description are not what they are now being requested to work. We may see more issues with this as the needs of GVSU change. Academic PTE – C2 as

more courses are added the need for a C2 to go to FTE may also change. Examples – course scheduling, running events, making travel arrangements. There has to be some attention paid to what happens in the academic departments as they grow.

- h. Carol T. mentioned that her position doesn't fit within the clerical classification. Everyone's job has changed with technology – we are no longer "clerical" we manage budgets, programs etc. Whenever Coreen goes through a reclassification she knows how to balance who APSS is now. Currently Coreen is the only person doing reclassification until the Job Description project is completed. A recent reclassification was turned down; the information that was supposed to be gathered by HRO wasn't given to Coreen. The decision had to be made with the information on hand at the time. Coreen met with the PSS member and discussed the options with what can be done going forward. What happens in one academic office could trickle down into other departments. GV can't keep adding classed and summer classes and not adjust for staff work load. There may also be requests across campus but not being approved.
 - i. Work environment issue – we have one APSS member on medical leave due to the work issues they are experiencing. Will try to address this issue in bargaining and hopefully we are successful.
- V. Treasurers Report
- a. Written report submitted. The report may have a discrepancy since the ePrints are not available. The estimates are based on the receipts were available. Dues collection began in April. One member chose not to do the deduction; instead she is paying in cash monthly.
 - b. Articles of Incorporation – met with the attorney and now are at 3 – 4 issues that require clarification. Board member names and addresses are required. There is a recognized union office in the SER Building. That can get listed as the address. Hollie and Coreen will discuss the remaining issues.
 - c. Motion made, seconded to accept report as written. Motion approved.
- VI. Membership Report
- a. Written report submitted.
 - b. Bonnie Dawdy has recently taken an AP position. Chris will be getting this update on the May report from HRO.
 - c. Chris will be getting membership packets out after their office move is completed.
 - d. Vicki H mentioned that one person on the list has a new title but not new classification. LIB is not conforming to any other group on campus. Ok with the title changes as long as the qualifications haven't changed. Also people's hours are changing as well. PSS staff are now being forced to cover the shifts that they were not hired into. There are many unhappy staff members.
 - e. Anthropology has moved temporarily to MAK, they will stay with their current building rep as this is a temporary move only.

- f. Satellite site PSS members need to be listed under Jackie A – as she is the new PSS Building Rep.
- g. Motion to accept the report, seconded. Motion approved.

VII. Member Relations Report

- a. Do currently have a complaint that Inclusion and Equity has been slow to respond. Their response has taken over 3 months.
- b. The collegiality policy was approved by the Board of Trustees last week. It will be addressed in the Building Rep training in a couple weeks.
- c. Last week a staff member lost power and was an hour late for work. This PSS wanted to use inclement weather under salary continuation. Our response was yes. The situation was caused by weather.

VIII. Building Representative Reports

- a. An office with only one PSS member questioned what happens when the PSS goes on medical leave or vacation. It is up to that supervisor to schedule coverage.
- b. Still getting complaints about the ePDP process. Many PSS are still upset. One staff was cited for vacation usage on their evaluation. That should be asked to be removed. The PSS member can write something to refute the situation. Have PSS member call Cheryl. This is not a process we can get rid of. GVSU has a right to choose how the evaluation process is done. Cheryl has assisted with writing responses to evaluations.
- c. How would a staff member get their position evaluated for equity with other positions in the same area/department? The union can't initiate this process. They need to approach their supervisor/co-workers.
- d. Who makes the job description? If a position is posted the department, hiring supervisor has been given the opportunity to re-write their job descriptions. The other way is through a reclassification. How can you get those updated? Add it to your ePDP. As something new changes write it down and add it into your evaluation. Clear roadmap to reclassification or redistribution of duties. Example COE – requirements to keep certification for teachers has changed. Support staff can carry higher loads as volume changes. Management should re-look at the work load and assignments based on classifications. Volume of work is a number of employees issue rather than reclassification. All positions have been changed based on technology. How you do a task has changed. The university's best interest is to slide duties around as much as possible instead of adding staff.

IX. Old Business

- a. Thank you to the election committee for a smooth election.
- b. Encouraging attending the meetings to our members.
- c. We need to grow our leadership within the PSS members.

X. Meeting adjourned at 1:05 p.m.

Minutes submitted by Michelle Holstege.