

**APSS Meeting
October 9, 2014
1142 KC
12:00 p.m.**

- I. Called meeting to order at 12:03 pm.
- II. Roll Call – Cheryl Anderson, Becky Bakale, Erica Bringedahl, Patti Eisen, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Sandra Jennings, Rhonda LeMieux, Patti McCarthy, Roxanne Mol, Ann Platt, Patrick Perry, Janice Ponstein, Janet Potgeter, Hollie Rago, Deb Rotman, Carol Talsma, Sally Viszers
- III. Approval of September meeting minutes
 - a. Discussed the need to approve the motion made in section X. b. of the notes. At the September meeting a motion was made by Sandra Jennings to approve the proposals for constitutional changes to be voted upon at the fall luncheon. That motion was seconded at the September meeting. The motion was voted on and carried.
 - b. Motion made to accept the minutes as presented by Ann P. and seconded by Cheryl A. Motion carried.
- IV. Presidents Report
 - a. Coreen is at home. She spent 2 days in the hospital they will be meeting to establish a treatment plan. She has an infection in her incisions and drain. If it doesn't clear with antibiotics she will be admitted for IV antibiotics. She thanks everyone for the cards, notes and prayers.
- V. Treasurers Report
 - a. Written report submitted
 - b. Discussion about the cost of service charges for the retiree gift cards. Chase has a 3.00 fee now, we may visit other options. Visa cards require you to register the social security number. Also discussed the frequency of gift cards. It was decided to do retiree gift cards quarterly instead of as people retire.
 - c. Motion to accept the written report as presented by Michelle H. Motion seconded by Janet P. Motion carried.
- VI. Membership Report
 - a. Written report submitted
 - b. A few new forms have been received. Bonnie Dawdy is still listed as RTW however HRO has not sent the report to state she has moved to AP. Bonnie will be removed to AP in the October report.
 - c. Motion by Vicki H to accept the report as presented, Ann P seconded the motion.

- VII. Communications Report - Moving forward we will be adding this to all future agendas. Currently attempting to figure out the need for a secure login for members/ membership cards. Is it worth it to secure our website? Cheryl & Becky are working on the membership cards. Cheryl is waiting on a return email from a specific vendor.
- VIII. Member Relations Report
- a. Cheryl has not been meeting with Maggie (HRO) recently. There are no grievances as this time. She has worked on a position where an external candidate was given a position over an internal candidate. It has been stressed that our PSS members need to practice interviews. We should push our people to get the proper training. Career Services will do simulated interviews to assist you with your skills. The thought was that this would be a cut and dry grievance, unfortunately it was not.
 - b. Reclassification – Patti questioned if a supervisor supports the reclassification of a PSS staff member and they submit the paperwork directly to HRO is the APSS involved. Becky B handles all Allendale reclassifications, and Coreen does the Pew Campus reclassifications. However, if the supervisor sends the paperwork in – it is out of the APSS hands. We have asked to be notified of the process but the decision is up to HRO. We have requested in the new contract that the process be completed within 45 days. If the member doesn't go through the process involving the union we do not have any definite involvement. Discussion also occurred regarding if an APSS member pursues reclassification and other PSS staff do not agree – should they speak up. We would not encourage a PSS member to contest a reclassification. The process is based on the job description and duties not on the individual in the role. Members need to understand there are 2 processes available for reclassification available to them.
 - c. Motion to accept the member relations report as given by Ann P, seconded by Rhonda L. Motion carried.
- IX. Building Representative Reports
- a. No issues to report at this time.
- X. Old Business
- a. Are there any questions regarding the new pay rates? No reported questions.
 - b. Fall Luncheon – we have 239 that have RSVP'ed to date. The schedule of helpers was discussed. Janet will be there by 9 a.m. She would like to have the phone numbers of those who have offered to help in case she has the majority of the decorating completed. We have 33 prizes/gifts not including the centerpieces. It was discussed that we would do board reports at this luncheon – however Erica will compile board reports in January and send them to all of the members. It will be a “state of the union” report.

Meeting adjourned at 1:00 p.m.