

**APSS Meeting**  
**January 15, 2015**  
**1142 KC**  
**12:00 p.m.**

- I) Mtg to order – 12:01 p.m.
- II) Roll Call – Cheryl Anderson, Becky Bakale, Erica Baker-Bringedahl, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Sandra Jennings, Rhonda LeMieux, Patti McCarthy, Ann Platt, Janice Ponstein, Hollie Rago, Deb Rotman, Joyce Sullivan, Carol Talsma, Sally Vissers
- III) Treasures report section C should read 501C5. Motion to accept the minutes with the correction – Motion seconded and carried.
- IV) President’s report – email received for Coreen. Jan. 7 round 4 of chemo was completed, have changed some medications, she has 8 bad days, then she rebounds. Bloodwork looks good. Her attitude is still positive. Question for all – are you happy, if not work towards that in the new year. She will return to work part time on March 2. Hopes to be at our next mtg. on Feb. 12.
- V) Treasurers Report – written report received. Discussed expenses and revenues, Payroll missed the Dec. 2<sup>nd</sup> deposit that will be corrected this month, they just did not deposit those funds to the bank. The officers will receive the 1099’s if they have earned over 600.00. Coreen received a call that someone was making a charge against our LMCU account. The card has been destroyed and Hollie will go to LMCU and destroy that card and destroy both, then use checks for the future. May have to set up a reimbursement process since we will no longer have a debit card. May move the funds from the checking account to the money market account to earn more interest, since we will no longer have debit cards. Motion to accept the report as presented, motion seconded and carried.
- VI) Membership Report – written report received. There are 3 retirees at the end of December. We will need to send retiree gift cards to them Hollie will coordinate. One person moved to AP there is still a communication glitch from HRO. Sue Lindrup is the person that submits that material from HRO. We have 4 new staff members as well. There is no replacement for Patti Eisen at this moment. Joyce Sullivan – a RTW person may be joining the union. Kudo’s to the Building Reps for getting new active members. Motion to accept the membership report as presented, motion seconded and carried.
- VII) Communications report – Website has statistics that Erica can now view as an admin. A report was provided regarding views per month of pages. People are actually viewing our website. She has updated the schedule, posted the minutes and agenda as well. Sandra questioned the cost of the website. We have paid 14.99 for the domain name for the year. Motion to accept the Communications report, motion seconded and carried.
- VIII) Member Relations Report – Association Grievance that was dealt with last month has been withdrawn, she will elaborate next month. There are no other grievance at this time.
- IX) Building Representative Reports
  - a. Patti Eisen has stepped down as the BR for KEN & EC due to her work schedule.
  - b. Snow Days a member that resides in Muskegon felt that when classes were canceled for Thursday she should have been allowed to go home. Seems to be a conflict in the library. She will follow up with Cheryl F. on this issue.

- c. Question regarding employees that are paying 5.00 as they are a job share. There is a staff member that has now gone to FTE that was paying the 5.00 rate, she should be either given a new form. Janet is looking for clarification, Ann P. recalls the conversation that they would increase the amount to 10. The job share people situation will wait until Coreen returns. We will discuss/review the dues at a meeting of the members. Janet will send an email to reflect the change in dues rate.
- d. Sandra has proposed a job shadow project – handout given. This is common in the Athletics Department (every age from high school to NCAA, international staff as well.) It could be an opportunity to learn about what other departments do. Would be really cool if we could begin a program – vision is to current APSS members so that they have the opportunity to shadow another member of this APSS group. Would possibly need to have a liaison to coordinate the process between the supervisor’s and staff. Janice is wondering if this would be done during work release. Which will require HRO involvement for work release. Becky has done this twice before but has used her lunch hour. Rhonda has suggested a form and then the supervisor could sign off. Really like the idea, a form and back up report is the link that Becky was missing. The library has a job shadow program as well with new hires, since there are differences in how GVSU operates compared to other universities. Discussion ensued regarding making sure that this is not used as a “step-up” or mini interview to obtain a position. After some further refinement Sandra will be in contact via email.
- e. Vicki wanted clarification of how long a temp must be in a role to be able to use that experience. Rhonda will provide the correct answer – belief is 18 months temp experience.

X) Meeting adjourned 1:07 p.m.