

**APSS Meeting**  
**February 12, 2015**  
**1142 KC**  
**12:00 p.m.**  
Minutes

- I. Called meeting to order at noon
- II. Present: Jackie Abeyta, Becky Bakale, Erica Baker-Bringedahl, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Rhonda LeMieux, Patti McCarthy, Patrick Perry, Ann Platt, Janice Ponstein, Janet Potgeter, Hollie Rago, Deb Rotman, Joyce Sullivan, Carol Talsma, Sally Vissers. Guests: Sue Peterson, Jeffrey Rollins
- III. Approval of January meeting minutes, motion made to approve minutes as presented. Motion seconded, motion carried.
- IV. Presidents Report – Coreen is confined to her home due to illness, her final treatment will be on February 18. She is hopeful to return to work on March 1.
- V. Treasurers Report –
  - a. Written report given.
  - b. Payroll deposited the December dues.
  - c. All officers received their 1099's
  - d. Dates to remember – Audit of records by March 1<sup>st</sup>, FY end is June 30, and the taxes are due by November 15.
  - e. Motion made to accept the report as presented. Motion seconded and carried.
- VI. Membership Report
  - a. Written report given
  - b. The STU building rep will be changed to Janice Ponstein since Ann Platt is retiring.
  - c. The Fall luncheon is tentatively scheduled for October 15, 2015.
  - d. Motion made to accept report as presented, motion seconded and carried.
- VII. Communications Report
  - a. There was an email concerning a newsletter story. Erica addressed the concern/issue. The submissions will continue to be reviewed by Erica and then approved by the APSS President.
  - b. Motion made to approve the report as given, motion seconded and carried.
- VIII. Member Relations Report
  - a. Mike Spofford – his contract expired on 12/31/14. The money was well spent on his services due to our negotiations and start of the new union. At this time there is not enough work to warrant the extension of the contract. Mike is still available for questions if we need his services.

- b. APSS Grievance – was submitted to clarify the meaning/intent of the contract with regards to Salary Continuation for Family. We had to look at both sides of the issue and come to a middle grounds. Initially the staff member followed all procedures as outlined by HRO. Then they questioned the type of care. They wanted to give the member 3 days of salary continuation and then 2 weeks of vacation. Cheryl called in John Karafa (union attorney) who sent a letter to HRO, and opened up numerous questions. Our best case was to get as much salary continuation for the staff member as possible, and leave open the door to look at each situation as they arise. This staff member ended up with 2 weeks of salary continuation and 1 week of vacation. Any time there is an absence of longer than 2 weeks of salary continuation family – please contact APSS prior to contacting HRO so that we can assist.
- c. Temporary employees using experience to apply for a position. There is a letter of intent that states if a temporary employee is in a “soft money” position (i.e. grant funded) and GVSU then choses to fund a positon the temp employee with longevity over 18 months can then list their experience gained in that position.
- d. There is another reorganization in the library – this will warrant being watched.
- e. Motion to accept report as given, motion seconded and carried.

#### IX. Building Representative Reports

- a. Jackie A asked a question regarding posting of positions at a lower classification. The APSS cannot stop this process. There are a number of positions that are “red circle” positions which means that as soon as the current person leaves a position they will lower the grade of a position. APSS has tried to stop some of the changes with success but not all are able to be kept at the same classification. Hollie specifically asked about a C5 position changing to a C4 (Charter School Position). The university is trying to keep all C5 positions at the Dean level. The APSS can’t deny that this is a legitimate C4 position.
- b. Ann discussed the FMLA situation – is it a new trend for HRO to send paperwork to staff if they are off for longer than 2 weeks. The answer is that it is now federal regulation. Some members have had doctors charge them to complete the paperwork. There is typically an email from Beth Evans which outlines the FMLA procedures.
- c. Janet had some clean-up of the new member packets – we do not need to wait 6 months to contact a new employee.

#### X. Old Business

#### XI. New Business

- a. Date of March meeting (same date as our Spring Luncheon) – meeting will now be March 19<sup>th</sup>.
- b. Electronic Voting to take place in April – Michelle will send information to Building Reps regarding the new procedures. We will be using Ballot Bin for our voting.

- c. Essential Staff/Inclement weather policy – this process if you are essential staff must be worked out with your department. If you are essential staff you are to report unless your department has made an exception.
- d. Benefits Committee Update – Jeffrey Rollins
  - i. State law mandates that the University needs to exercise an 80/20 cost sharing split on health care costs. The Benefits committee continues to discuss measures that may be imposed to help us move closer to the required 80/20 cost sharing.
  - ii. 2014 numbers reflect an employee health care cost sharing of 14.5%; 2015 estimates indicate that previously imposed measures (reduction of employer contributions to the HSA) will result in a current (estimated) health care cost sharing of 15.8%.
  - iii. Jeffrey and Shawn will continue to report Benefits Committee discussions to the APSS Board, and bring APSS feedback to the Benefits Committee discussions in order to best represent the interests of the APSS membership.

Meeting Adjourned at 1:10 pm