

**APSS Meeting**  
**March 19, 2015**  
**1104 KC**  
**12:00 p.m.**  
Minutes

- I. Call meeting to order 12:01 by Coreen, thank you to Becky who has run the ship while Coreen was out! Everything from the job descriptions, HR rep, leading the meetings. Very grateful for all that you did.
  
- II. Roll Call – Becky Bakale, Erica Bringedahl, Coreen Bedford, Cheryl Fischer, Bill Grimaldi, Michelle Holstege, Rhonda LeMieux, Patti McCarthy, Patrick Perry, Janice Ponstein, Janet Potgeter, Hollie Rago, Deb Rotman, Joyce Sullivan, Carol Talsma, Sally Vissers
  
- III. Approval of February meeting minutes –
  - a. change to section VIII b to 3 days.
  - b. Coreen had a concern from someone regarding Mike Spofford’s contract expiring. We could have re-hired if necessary even though the contract expired. Mike Spofford has also said we don’t need his services and he is still available at an hourly rate, we may consult with our attorney first depending on the issue.
  - c. Bldg Rep report IX b – FMLA would like to know what the Federal Regulation is, or if HRO has given us this information. Cheryl has discussed with John K. about, Cheryl will be meeting with HRO today and will be asking the question. Coreen what happened to her was the FMLA paperwork is good for a year, but Coreen had to get a dr. note every 30 days stating that she still needed to be off. Because Coreen went after the 30 days she was required to do the FMLA paperwork, and was charged 10.00 for the recompletion of the paperwork, even though the proof was given. Need to make it reflect that it is an HRO request and they can ask. They are falling back on the concept that they have the right to ask for the information at any time.
  - d. Coreen would like to see a copy of the new member packet when Janet has a chance
  - e. Motion to accept, Janice, 2<sup>nd</sup> by Rhonda, motion carried.
  
- IV. Presidents Report
  - a. Well I am back – applause, ended the chemo, 5 weeks yesterday since last round. Have been working part time, will be back to full time on Monday. Coreen’s office is fairly empty and will work on strategies to get through the day. Will have 2 more surgeries, and starting a new medication not sure the side effects will continue. The blood work and follow up will be constant, their job to keep me healthy. Appreciate the cards and concerns, time to move on!
  - b. We will be picking up the bi-monthly meetings with HRO, have a list of items to discuss. Maggie will be retiring at the end of May. Will be important to keep those meetings up until she retires. We will continue to meet with the new

replacement as well. We did offer our services on the search committee but were turned down. Tim Thimmesch is on that time and will be a very good voice for the unions. His main group is the AFSCME group and Michelle and Cheryl report directly to him. Not sure what that new persons orders will be

- c. Met with Executive Board prior to this meeting to discuss the dues, we are not in a position to openly discuss, need to think about what the changes to the dues structure could look like, we are a fairly conservative group. Hollie has done some extra reporting so we can determine what are finances could look like in the future.
  - d. Elections are coming up – 3 positions up for election, did have a conversation about the President’s position. Her oncologist is not supportive of her retaining this role. Becky is more than willing to take over the role, which would be a natural transition. Maggie leaving, Scott, Sue L, and Bonnie – Coreen feels that some of the experience she has will serve well in that transition. Good to have transition and turnover – good with that.
- V. Treasurers Report
- a. Written report submitted, in our FOAP we had some expenses, 1099 forms to the state, and food service apparently ARA wanted us to pay for Steve Leeser’s retirement party – a JE will be done to correct that charge to the appropriate FOAP.
  - b. Activity regarding revenue – payroll deduction 6784.00, and also cash pmt for union dues.
  - c. Transferred a large amount from checking to money market account since we are not using a debit card. Leaving a small cushion in the account. Other expenses are listed in the written report, 200.00 in retiree gift cards. Ann Hayward sent a thank you not for the APSS. Card was read at the meeting. Becky received emails from Steve and Andrea as a thank you for their retirement gift cards.
  - d. Coreen asked who double checks for the hours billed to us by McCroskey Law Office. Cheryl or Coreen can verify the hours.
  - e. Hollie did reimburse herself 37.81 for the initial CU account and 1099 e-filing. Is that something I should have another board member confirm, receipts were provided.
  - f. Current net income is 92,737.72
  - g. Listed upcoming deadlines – on the report page 2. Annual MERC Audit – deadline has now been changed to 7/1 which is our FY end. All items from Jan – June of 2104 has been submitted to the accountant for that audit. We are estimating 500.00 in accountant fees.
  - h. Tax exempt filing would be in place of our income tax annually by Nov. 15<sup>th</sup> or we lose our tax exempt status. Trying to establish a time line in case Hollie were to leave this role.
  - i. Motion to accept Janet, 2<sup>nd</sup> Becky, motion approved.
- VI. Membership Report
- a. Written report given.

- b. New hires 3 in February, any word on Pew Campus building reps? Waiting to see if we can get a communication link to see if we can get a rep to make it easier.
- c. Certainly want to encourage membership, but a no form is not in the union. Carol has had a couple of conversations with a new employee. Coreen would move her to RTW. Discussion regarding how to approach to obtain the form.
- d. Motion to accept Sally, Hollie – motion accepted.

VII. Communications Report

- a. Question regarding 990 forms – most non-profits post those for transparency issues should we do that in the fall.
- b. We should be more transparent with our members, still trying to push a member's only access to our members where those types of forms would be available to our members. Our information is sent to MERC and posted on their website. This could be worth Board Discussion – regarding usage of the Newsletter and our website. The newsletter is widely respected and read by more than our employee group. The newsletter is highly visible. Coreen is dropping back to the website being used as more of our business board. Would like to work on those items during the summer. Can decide the how we want to disseminate the information.

VIII. Member Relations Report

- a. No grievances have been filed. Do have some situations with employer relationships, have been working on a possible situation with the benefits committee. Want to be prepared.
- b. ePDP is coming, and as Building reps some of the members may not understand that they need to request changes while they are meeting with the supervisor. They must refute and respond prior to being sent to HRO, but we can add verbiage to refute/respond items in someone's ePDP. The final word/comment is written by the PSS (employee). Those can be subject to FOIA and can also be reviewed by potential hiring supervisors as well. Not done very often, but we don't want to down play the possibility either. This is such a subjective process based on your supervisor. Many groups are told never to give exemplary. Personal goals should not be included in an evaluation. The timing is not great for academic units. Just a heads up. A lot of people may go directly to Cheryl.
- c. No questions

IX. Building Representative Reports

- a. Change in MAK – Roxanne Mol stepped down, Sandra Jennings took over MAN, and Cheryl Anderson is taking over all of MAK. We have lost a rep,
- b. One member contacted payroll to make changes to her deductions, Payroll ended up missing her dues since January, Payroll still hasn't corrected the issue. Maggie would prefer that it goes through her so Cheryl and Coreen will address the issue. Member will have to pay for the missing dues, and hopefully payroll can get things

X. Old Business

XI. New Business

- a. Electronic Voting to take place in April – discussion on process – building reps please send reminders of voting
- b. Meeting time change – April 9<sup>th</sup> meeting 11:30 – 12:30
- c. Student Scholarship – awards – wouldn't mind making an exception, since the student did not have a long window to apply for the scholarship through myscholarship. Motion to allow the exception to award – Erica, Janet 2<sup>nd</sup> – motion approved since the student received their transfer admission notice 8 days prior to the deadline of the scholarship.