

**APSS Meeting**  
**September 10, 2015**  
**1104 KC**  
**12:00 p.m.**

Minutes

- I. Call meeting to order – 12:00 p.m.
- II. Roll Call – Jackie Abeyta, Becky Bakale, Erica Bringedahl, Autumn DeRoo, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, 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 August meeting minutes – V. Treasurers refund given by MEA not NEA. IV Presidents report – a couple typos to be corrected. Motion made to approve the minutes with corrections – motion is approved.
- IV. Presidents Report – Coreen is now dealing with another infection is on medication and her immune system is very weak – she is limiting her exposure to large groups of people. She has been working on projects and is meeting with Becky – she will be resigning from her position due to her health and trying to get her strength back. Keep her in your thoughts and prayers. Deb R talked with her this morning – she is there for members will remain behind the scenes through the leadership transition and as long as there is a need. With Becky in the president position and Coreen as a resource to both Becky and Cheryl, the strength of leadership remains in place. Bargaining hopes to have her health back by that time.
- V. Treasurers Report – written report submitted. Assets continue to grow – Coreen is working on changes to the dues structure. Motion to accept written report as given – motion carried.
- VI. Membership Report – written report submitted. There are a number of people on probation – make sure to introduce yourself to the new hires. Kelly Berendsen is now at WGVU and is a PSS rank from confidential. Motion to accept the membership as submitted, motion carried.
- VII. Communications Report
  - a. Website updates – Coreen and Erica have discussed the website and a secure site. We have Word Press now for the website and it is now a stronger program. We pay a lot of money for what we have now. Erica will keep the .org website that was set up by Jeffrey. She is now setting up a secure website through Word Press it is very easy she will put a member’s only tab on our other website. Nobody can see this unless have a member login. Would like to change to a new domain. We also want a discussion board where people can answer questions and you can see

who answers questions and certify answers as correct. She also would like an Angie's list type option. For all of this it would cost \$99.00 / year need approval prior to creating the new site. We are currently good on that site for 36 months. Our domain name is \$14.99/year. Roughly the cost would be \$350.00/year. Would we be able to pay for this in advance for over 3 years? Coreen wanted to see if Blackboard could be used as our secure site, she was unsure if we could, if it was appropriate or if it would fit our needs.

- b. Secure Login – needs approval to get the new site funded prior to the luncheon. We need approval to increase the communication website budget by \$100.00/year to create a secure site. Motion to accept the increase of \$99.00/year for the secure website enhancement. Motion carried. As going through the website – she continues to get notifications that people are still subscribing to our website. It would not be a bad idea to block the subscribers as they could be SPAM if they are random not GVSU emails.
- VIII. Member Relations Report – meeting with Dev Butler in HRO 2 weeks ago, discussed how we operate, interpret the contract. Really good conversation with him. She had an issue from when he started and felt it was really important to educate him on how we operate. Was very receptive, asked a number of questions, Cheryl feels that the relationship is on the upswing. He will be meeting with supervisors throughout the university discussing several issues, office environment, supervision and salary continuation. She will be having another conversation tomorrow to go over all salary continuation discussions and guidelines that HRO was put on the website. The Dean of CLAS has required the union involvement. There are no grievances just some environmental issues that have been arising.
- a. Autumn has members asking if the University is required to provide a place for people to have a break – specifically at EC. The lounge on the 7<sup>th</sup> floor has now been given to the GA's of Engineering. Their concern is they no longer have a place to take a break. There is nothing that states it is required by the university to supply a break room. Would suggest going to the Dean and possibly contacting the Facilities Planning office about a break room. I do not believe there are written guidelines. 7<sup>th</sup> floor is faculty collaboration room. The 6<sup>th</sup> floor is now a student study room. The 3<sup>rd</sup> floor still has the lounge although it says student lounge it is open to everyone. Vending machines are located here. Just about every floor has tables and chairs set up along the windows overlooking the river for everyone's use.
- IX. Building Representative Reports
- a. Jackie A – I had members ask why the union doesn't approach HRO with merit pay or advanced degrees. Can we put something on a priority list of what we want to have bargained? Send a list to Coreen or Cheryl. Coreen is still the chair. Prior to bargaining there will be a survey. There is no option to increase or do merit pay based on advanced degrees. They consider our senior development as merit pay. A member was also curious how many PSS positions that transfer into AP positions, if the PSS are never filled, why was there not a posting for AP. We have no control over the AP position – if they are eliminating a PSS position the

union is notified. Technology and changes have eliminated work in their job description. They may not fill the position due to computers or programs that now do the work. There is not a high percentage where they do not replace the PSS member. In Patrick's office they have other PSS members delegated to do the work without the reclassification. They are working to reclassify the position and they can go forward with the position. The concern is we are weakening our position in the university if we are giving up our positions to AP.

## X. Old Business

- a. Luncheon is coming up in a month – short on table decoration ideas. Catering and room are in place. If there are any suggestions she needs to act on this in the next few weeks. We had 36 table settings last year cost 270.00 for 500.00 Janet could do something different. Can we give a range for expenditure on table decorations? All decorations will be given to a person at the table. Hollie thought we were under our budgeted amount last year and thought that 500.00 was reasonable for table decorations. Make sure to mention the luncheon and RSVP for the luncheon to your members. Vegetarian option should be requested as an option on the RSVP. Can communicate with people regarding set up etc. at the next meeting and will also send an email requesting. Donations have not been asked for yet. Hollie contacted Doug Wentworth regarding Dining cards – Patti will do the Laker Store, email Janet if you are interested in pursuing gifts. Athletics – contact Sandra. Last year Macy's, Cabela's, Olive Garden – were all purchased by PSS. Office Depot – Janet will contact Dan for that as well. Hollie will purchase the gift cards.

## XI. New Business

- a. Training Moment – (contract discussion) – this is regarding the Building Rep training, Becky would like to look at parts of the contract. If you ever have a thought or request on training please let Becky know. Going forward Becky is hoping to be sending a section to our board. We were going to discuss when you have a conversation with a member when will it be a good time to turn it over to the Member Relations. You may have members that need to discuss something that may not be contractual – Becky has attended meetings with a member, as requested by the member. The member has to notify that they are taking their union representative. She has been there as support, not contributing to the conversation. Cheryl – when do you know when to transition to Member Relations? Ask the member's permission to let the Member Relations Chair or President know about a situation. There are conversations that HRO may be having with the supervisors of certain PSS Staff. It is helpful if Cheryl or Coreen have the knowledge when they meet with HRO. Becky has also spoken with members that are not her "building" members because of their level of comfort with her. We want that connection from PSS to the member to let them know that you are there if needed. Is it possible to have a "ticker" on the website like members served on the website? It is out there that we have a strong union.

- b. Janet asked about members that have moved – Becky will look at that and it is in process.
- c. Becky showed the new calendar – Patrick thought payday should be green. Long and narrow is the consensus. May remove Sept since we are partially through. Moving forward we will get the process started in July.

Meeting adjourned at 1:05 p.m.