

**APSS Meeting**  
**January 14, 2016**  
**1104 KC**  
**12:00 p.m.**

Agenda

- I. Call meeting to order – 12:05 p.m.
- II. Roll Call – Jackie Abeyta, Becky Bakale, Erica Baker-Bringedahl, Cheryl Bronner, Lindsey Burns Autumn DeRoo, Michele Duram, Cheryl Fischer, Bill Grimaldi, Michelle Holstege, Tami John, Rhonda LeMieux, Patti McCarthy, Patrick Perry, Janet Potgeter, Hollie Rago, Deb Rotman, Mike Saint Amour, Joyce Sullivan, Carol Talsma
- III. Approval of December meeting minutes – typo under building rep report – person that mentioned the typo wants to alert people to the Do Not Call/email list and should be posted to the Barter Boards and not emailed directly to staff members – feels like an invasion of privacy. Melanie from Institutional Analysis got the permission from HRRC. That list may be in HRO’s website. Motion to accept minutes, motion carried.  
*(Follow up contact from Phillip Batty to Becky - Anyone who wants to be excluded from invitations for human subjects research can send me an email requesting that they be added to the “do not contact” list. This will exclude them from some email messages, but invitations that relate more directly to assessment of university functions will still be sent to employees whether they are on the list or not.)*
- IV. Presidents Report
  - a. Executive Committee is continuing to review the Bylaws – about ½ to ¾ through the document. Meeting again next week to hopefully complete and have ready for Building Reps in March. Then to the members at the March full membership meeting on March 24. There will be a vote to go through the changes.
- V. Treasurers Report
  - a. Written report given. We still haven’t been billed for the Fall Luncheon, HRO received the bill in error. There is a situation in the money market account, we can only write 6 checks per month. We are now going to add a checking account and will be writing checks from that, Hollie will transfer those funds as needed.
  - b. 1099 will be issued to Executive officers this month.
  - c. Becky verified the balance as accurate on 1/13/16.
  - d. Motion to accept the Treasurer’s report – motion seconded and approved.

VI. Membership Report

- a. Written report given.
- b. Touch base with Building Reps on staff that has come off probation in January – has received a form from 1 person, Rhonda, Lindsey & Patrick will check on their probationary employees. Cheryl and Lindsey will be sharing MAK as building reps – they will determine if it is by floor or A, B, C or D.
- c. We have not been approaching probationary members early – until end of probation, are we missing our opportunity? Should we make face time earlier?  
BB- I feel it is important to give them your business card and make that kind of appearance, should you have any questions, want to join etc. AD – had a question – do I get the same benefits if I choose RTW, to an extent they do – they don't get newsletters, ability to vote on contract issues, no attorney privilege, no input on anything regarding the APSS or the contract. Historically the union is the reason we are making what we are. The history of the APSS is not meaningful to them. Looking at RTW list there are a few on there that may join after the dues reduction starts. There are some that were moved to the RTW that have also since left the university as well. Not so concerned at this time – Building Reps make sure you contact your probationary employees and tell them they are entitled to help either way. Grievance and RTW – they can file a grievance, and Cheryl will guide them through the process. There is strength in numbers and approaching a contract year those numbers will be important as we bargain. We also have an aging population and when they retire we have to have members involved to participate. We will need to look at how we can get the word out to people and encouraging younger members to join and participate. Carol would like to have extra forms on hand to hand to a probationary employee in case they have misplaced their form. Janet will bring to the meeting or send them intercampus. The talking points and the contacts made with the new staff in the first 6 months, congratulating them when they make their probation as well.
- d. There is a letter of intent on RTW, if you sign you are going RTW we are given a copy of that information to prevent those from attending meetings etc.
- e. Motion to accept December membership report – motion seconded and approved.

VII. Communications Report – website – does anyone have feedback, Hollie/Janet were unsure of what to do, tried to join/read etc. Do we want to go forward with it and then test it out for the year? Not sure what we would post to that blog, questions can be asked, it can notify the person responsible to respond. It is not a secure feature, and it is a little cumbersome, we would want to use it as a conversation tool? If we do we would have to issue usernames etc. It may be more important to make more face to face contact instead of the twitter/blog type feature. Motion to remove the discussion board feature on the APSS website – motion seconded and approved.

VIII. Member Relations Report – 2 months ago we had an outstanding grievance regarding salary continuation – which has now been withdrawn by the member. With the SC – FMLA papers were filed and the university did not agree and requested a second opinion, that doctor disagreed with the member's doctor. The member had the option to have a third opinion by a mutually agreed upon physician – the member withdrew

the grievance at that stage. If the 3<sup>rd</sup> opinion disagreed with the member's physician that member would never be able to file FMLA papers on that condition. The member did receive some of the hours back – there are currently no other outstanding grievances.

- a. There is a person out of Michigan State that does labor/grievance and mediation training. She was approached by GRCC APSS group and they asked if our group had members that would be interested in attending and we could split the cost. She would like to start with the Member Relations Committee and then possibly hire the same person to do a training. The cost for 7 people to attend could potentially be 1000.00, maximum. Hollie has stated we have the funds, it will be at GRCC - Davenport campus on Fulton/College. Cheryl may want to have the presenter here if she is good and then share the cost with the other unions. Motion to approve the expense for 7 people to attend the Grievance training – Hollie motioned, Erica seconded – motion passed.

#### IX. Building Representative Reports

- a. Hollie – a question was asked about the EAP's if they are gone a lot do they have to fill out FMLA for an extended period of time. They do not have to record their sick time, however any employee on medical for over 10 days should complete their FMLA paperwork.

#### X. Old Business

- a. Recap notes – when Becky was VP she would send a recap as VP, moving forward she would like to wait for a “draft” of the minutes to send to the members, which are still able to be changed at the next meeting. Don't recap the meetings until the draft is received from the secretary. The reason is to prevent inaccuracies and to ensure that all members are receiving the same information.
- b. Floating holiday – a reminder anyone that had to work on the holiday break you would be getting holiday pay for the break. The floating holiday's you would receive your regular pay but the 1.5 OT you will receive in vacation hours. This was a bargained issue last contract. If you worked the holiday you would receive the pay.
- c. Questions that came on this issue – if a person quits and gives a 2 week notice they can receive their accrued vacation pay. If it is a termination the discussion will happen with HRO to see if they can receive their vacation pay, this may depend on the longevity of the employee. Is there a trend of probationary people not being retained – depends on the department.

#### XI. New Business

- a. Salary Continuation will continue to be a hot topic with bargaining. Want to be able to say we have made progress – just received the report from HRO of those members over 48 hours within the last 6 months. They are now putting an asterisk by those that are continually on the list. We have now asked to have them broken down by hours. They show it to Member Relations and President of APSS first. Michele Duram mentioned that they could possibly add the salary continuation hours to the pay check, that way you have a visual. It is tracked in a calendar year.

Every time Cheryl/Becky meet with HRO it is mentioned. They are trying to educate our members, now they need to start training the managers, they need to start asking the questions about usage of time. If an appointment is only 1 hour should 4 hours' time be used. Will it breakdown the cause of the hours. This is not disciplinary in any way – just for your information. The idea is to be selective with how you use your salary continuation. Even though medical conditions are private make sure to let Cheryl or Becky know so that we have a heads up. They notify the supervisor and many times the supervisors have argued on behalf of the employee and they approved it. This is still a benefit, but we need to educate a better way to use the hours.

- b. In the newsletter we had information on the PSS scholarship, the information from the newsletter for all topics is beneficial.
- c. Start thinking about potential tasks you would like to see the board work on, contract issues, if you feel your membership list is too much let the E Board know.
- d. Technical credit – the Development team is working on this currently. The survey will hopefully be available this month to determine our APSS member needs. Also remember if you take a computer class or something outside of the list you can still include that in your training. They will not approve YouTube trainings/videos. Dev is currently developing a form which will give members ideas of what is approved/unapproved.

Meeting adjourned 1:05 p.m.