

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

Agenda

- I. Call meeting to order 12 p.m.
- II. Roll Call – Cheryl Anderson, Becky Bakale, Erica Baker-Bringedahl, Coreen Bedford, Autumn DeRoo, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Rhonda LeMieux, Patti McCarthy, Patrick Perry, Janet Potgeter, Hollie Rago, Deb Rotman, Mark Saint Amour, Joyce Sullivan, Carol Talsma, Sally Vissers
- III. Approval of March meeting minutes correction to VIII for grammar, and Roll call – Mark Saint Amour – motion made, and carried
- IV. Presidents Report – PIP – HRO felt that they didn't need to notify the union – it is however, clarified and if there is a PIP the union will be notified and if you have a member with a PIP they are entitled to representation.
  - a. Bylaws – every section of the bylaws passed – we did have 2 session and 173 members that actually voted. With the waiver of the dues – we have agreed to academic year – dues will stop in May, and start in September – in September we will begin the waiver of the building reps dues. With that being said – it is a sense of compensation we do expect attendance at meetings. There are a lot of discussions that can occur during the meetings. If a building rep chooses to not waive their dues – they can do so, we would just not submit the name to Payroll.
  - b. Indulge days for Student Appreciation days went really well on both campuses.
- V. Treasurers Report – written report given, President has verified the accounts to be accurate. Motion to approve report as presented – motion carried.
- VI. Membership Report – written report given.
  - a. Have been receiving a few new forms, a new member went from confidential to PSS ranks, she is not on probation. Carol will bring a form back since she has been an employee for longer than 6 months. There is a probationary employee that was in an auto accident and she will resume the probation upon her return.
  - b. Time to get the retiree gift cards out.
  - c. Motion made to accept the report as written – motion carried
- VII. Communications Report

- a. New position in KC in the process of learning MAC which doesn't communicate well with GVSU programs. May's newsletter may be a little tricky. Mark has taken over Seidman for Erica.

#### VIII. Member Relations Report

- a. Cheryl has worked through a grievance, it was an association grievance based on the definition of discipline vs. suspension. HRO should contractually notify the APSS any time there is discipline. After a Step 2 – the decision is that the member would not receive the benefits, after the Step 2 they did agree that the member will receive their retiree benefits. Dev and Beth are meeting with different offices, to open the lines of communication on member rights. Coreen discussed the contractual piece of the grievance. It was a difficult grievance due to the untruth of the situation. It is so important to have documentation to support your case.
- b. Another situation is currently in process, and it is due to personalities in the office. Staff member received a notice, and was not part of any investigation, just told of the disciplinary meeting and the date.
- c. CT - This brings up a point as a building rep – should we be keeping a record on the concerns of our members when there is an issue - encourage your member to keep their notes and their documentation if this occurs.
- d. BB- have any of you met with members to discuss this? The stress can be tremendous, so listen to your members.
- e. Dev does has a list of supervisor training items.

#### IX. Building Representative Reports

- a. Touched on in the Member Relations Report

#### X. Old Business

#### XI. New Business

- a. Coreen – Bargaining Software/ Prep for Bargaining and Confidential communications with members – handout given. The handout is regarding Bargaining, Grievance and Reclassification software and equipment – the concern is sustainability, how do we keep going when the history retires with the Executive Officers as they retire. We have files of reclass, grievance and bargaining notes. The concern is to maintain that information in an electronic record keeping system. It would also address portability. She has done some inquiring about software, that would hold all of our historical information, tracking proposals, notes for last 2 or 3 contracts etc. Very intrigued by the software but it was 15K, the salesperson came back with a 50% discount, he has been given the contracts and what we will be bargaining – he is loading it in a “sample” for the team to review. Does this software have the ability to put historical information – it is a web based program, if you don't have Wi-Fi in a conference room you can take notes and upload live as soon as you have Wi-Fi. You can scan, type, attach. Does the subscription include upgrades? (Free for 1<sup>st</sup> 3 years, then 1000.00 for next 3 years.) Also a laptop is necessary that is owned by

the APSS union. Coreen would do the majority of the data entry for Bargaining and any cost would be to hire a board member or student. Bargaining – Dev is new to this, and doesn't have the history of what has been done in the past. There could be some issues because of this. We may need a way to communicate privately with the members. Not sure what file format a report would come out. Would scan all documents, and notes from last 2 contracts.

- b. Grievance piece of the software, whether we have 1 laptop for bargaining and 1 for grievance or share the laptop since the program is web based. There is software for the grievance as well and they do communicate with each other and it comes with the same price as the old 15K. Grievance is a different animal – One Note could work very well for the grievance. She would be able to store the information by department on campus. You can drag and drop email and document to One Note. Cost would be the data entry. Enter data back 7 years UNLESS an office has a history then all information on that office.
- c. Reclassification – One Note should also work very well for this process. How far back would you go? Go back approximately 7 years or as far back as we have good notes.
- d. The possible highest cost would be approximately 10,800 with a maintenance of 1,000 every three years. It is a large amount, however, for the sustainability of the APSS, and history for the union leadership coming in the future. Coreen would like to know if she can research further, or if we are not interested. There is currently nothing in the US software wise that we can purchase. He is marketing in the US in order to get Independent Unions on board. Coreen needs to look at the security of the program. The program developer is going after the software with a negotiator perspective. They would add all US and State of Michigan employment law adjustments. Coreen will continue to research the solution. Motion for Coreen to continue researching the computer software solution for bargaining. Bill would like to put a fiscal parameter to do a guideline. Whatever Coreen does she wants to make sure that all of the areas are taken care of, she will not decide on her own. Motion to continue the research is carried. Motion made for after the research Coreen will discuss with the full PSS Board, and be allowed to approve with a purchase of no more than 15,000. Motion approved.
- e. Training Moment – (contract discussion)
- f. Elections – nominations are in and the ballot
- g. Benefits Update – discussed email from Dave Smith
- h. Meeting adjourned 1:05 p.m.