

**APSS Meeting**  
**May 12, 2016**  
**LOH 167**  
**12:00 p.m.**  
Minutes

- I. Call meeting to order – 12:00 p.m.
- II. Roll Call – Jackie Abeyta, Cheryl Anderson, Becky Bakale, Erica Baker-Bringedahl, Cheryl Bronner, Lindsey Burns, Barb Ellis, Cheryl Fischer, Bill Grimaldi, Michelle Holstege, Tami John, Rhonda LeMieux, Patty McCarthy, Patrick Perry, Janet Potgeter, Hollie Rago, Deb Rotman, Mark Saint Amour, Joyce Sullivan, Carol Talsma, Sally Vissers
- III. Approval of April meeting minutes – 2 corrections noted – motion to accept the minutes with the corrections. Motion seconded and carried.
- IV. Presidents Report – no report at this time
- V. Treasurers Report – written report given, Becky has verified the balances as of April 30. Did receive a thank you note for the retiree gift card from Donna Scholten. No questions regarding the report. Motion to accept the report as written, motion seconded and carried.
- VI. Membership Report – written report received. Has had to discuss the report with Kay Hart. Janet has contacted HRO regarding specific new employee classification levels. The total voting APSS does include all EBoard members. Motion to accept the report, motion seconded and carried.
- VII. Communications Report – Good job on he newsletter, it is taking IT a long time to get the MAC set for Onbase and the other programs. Publisher is now loaded on her MAC. A laptop for the union would be a good consideration.
- VIII. Member Relations Report –
  - a. Wanted to clarify a few items from the previous meeting, an Association Grievance is different than a regular grievance. The association grievance that was filed was based on the member not being given his right to representation. In order to ensure that this doesn't occur again an association grievance was filed. In this instance the result was the request of the grievance to make that particular retiree whole with his retirement benefits. That is not the full result of the association grievance it doesn't follow the same steps, it is done by attrition, when you review the process and how everything occurred and get the best outcome for both. HRO did not acknowledge that they violated the member rights, but violated past practice. Going forward HRO will make it known that staff has the right to representation. Was able to request the retiree be given the typical retiree benefits.

- b. We have another member that we have filed a step 3 grievance on their behalf, it will be done with our attorney, Cheryl and HRO. This may potentially go to arbitration.
- IX. Building Representative Reports
- a. Concerns – maybe a bias incident from a member filed by a student but a staff member assisted, it is against the PSS member. She is aware that she is entitled to representation, we have no control over the report, but we can be there to advise, it is a separate process. Cheryl has clarified the APSS role. If called to represent, you will be a note taker and support for that APSS Member.
  - b. There is a member that would like to find another position within the university, but she doesn't want her department to know she will be having an interview. Their department requires a 2 week request. The option of the personal day is there as well. You can take 2 hours at a time, up to 8. Contract section 12.2.2 a personal day is taken from vacation day, the staff member must notify the supervisor prior to the end of the shift, the day before in no less than a 2 hour increment. How important is it to let your supervisor know – you can ask that they not contact your supervisor.
  - c. If someone is on medical leave they can contact the Building Rep or Membership Director to halt dues while they are out on medical. The 13<sup>th</sup> paycheck will stop the dues (academic year) and will start on the 18<sup>th</sup> paycheck of the year. The 18<sup>th</sup> check is when the dues waiver for the Building reps will occur.
- X. Old Business –
- a. Bargaining Software – updated report from Coreen. The software would be really beneficial – Coreen will have a meeting on May 18 with the past Bargaining team, and Autumn DeRoo as the technical person. Coreen has had 2 members with interest in the bargaining team. She will be creating an application and those 2 will be voted on. She also looked at the membership report and where we are at with the RTW members. At this point we should not be alarmed, if the number increases to the 8 – 10% range we will have to start addressing those RTW members and determine what we can do to encourage membership. The findings will be brought back to the June meeting.
- XI. New Business
- a. We continue to have the conversation of when a member has to call in their representation. Becky would like to be including that information into the newsletter so that if members feel that a meeting is becoming disciplinary, they can stop and request representation. As Building Representatives we need to understand the contract for our members. If it is a personality conflict we cannot always address the issue, but you can be a sounding board, encourage them to keep notes so if something happens they have a record of what has happened.
  - b. Questions on Short Term and Long Term Disability a staff member wanted to know if due to a reoccurring issue she could take lost time that is if vacation or salary continuation is unavailable. If the issue is not doctor prescribed medical se

would need to take vacation hours. If as a Building Rep you have thoughts on when a member should contact a representative let Becky know.

- c. Salary Continuation – HRO had some interesting graphs/charts on the usage. In the big picture it is the student population it could affect. We are the only group that tracks salary continuation. It may be good points to add to the newsletter to further educate our members. Do our members know this will be a hot button issue for our next contract. They do need to know that it is being scrutinized. The President and Grievance Chair are sent reports regarding the usage. They are starting to train supervisors for helping to make those decisions, if you are unsure confirm with your supervisor. We would hate to see at some point the need to prove the relationship of the staff member to a family member. The document on salary continuation from a few months back is currently just with HRO. Parts of the information may become available. It is currently a recommendation to Jim Bachmeier. If Cheryl doesn't know the situation, she may reach out to the building rep, mostly she will contact the member directly. The people that are really abusing the usage of salary continuation have had conversations with Cheryl about how the university is scrutinizing our usage. Make the extra effort to show up to work. Look at the department and co-worker needs.
- d. Beth Evans will be leaving the university June 3 – she just took a position at Purdue that is closer to her family and fiancé.
- e. Maternity leaves have also been discussed. A concern regarding a member that has been on maternity leave and use the salary continuation, they had learned that it doesn't work that way for an AP staff member. AP doesn't have access to short term disability, they have unlimited use of their salary continuation up to 6 months at 100%, our short term covers 75% of our wage. Lindsey was told that after 6 weeks you had to use vacation however if you have a doctor's note stating you cannot go back until a specific date. What about the confidential clerical staff – do they have AP or APSS requirements. According to HRO the “me too” clause applies to medical, dental and vision.

Meeting Adjourned 12:59