

APSS Meeting
October 6, 2016
KC 1104
12:00 p.m.
Minutes

- I. Call meeting to order – 12:03
- II. Roll Call – Cheryl Anderson, Becky Bakale, Erica Baker-Bringedahl, Lindsey Burns, Autumn DeRoo, Barb Ellis, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Sandra Jennings, Tami John, Rhonda LeMieux, Patti McCarthy, Patrick Perry, Janet Potgeter, Hollie Rago, Deb Rotman, Mark Saint Amour, Joyce Sullivan, Carol Talsma, Vicki Wenger
- III. Approval of September meeting minutes – Vicki Wenger needs to be added to the email list. Correction to section IV bullet c there is only one open bargaining seat and we will not be allowed to have a member in training. Motion made to accept the minutes with changes, motion seconded and carried.
- IV. Presidents Report – busy week with the salary reports/letters being sent to each PSS staff member. When you are looking at the wage scale the member must look first at the correct wage scale in the Appendix A section. Becky explained the way to interpret the Appendix A information. Reminder if you are eligible to receive the development pay they will add it to the scale. If someone has switched positions within the university they still would look at their original hire date to determine the development pay. There were multiple members that had not completed their development pay in July, Becky worked with those members on how to complete the development pay. Now only 2 PSS members did not receive the development pay. We will begin to start targeting everyone on how to receive their development pay. Members get an email to state what they are short regarding their development pay. The new staff in HRO is looking at how we earn these and what will qualify. Dev is looking at it as above and beyond the position to earn these credits. How long does someone have to wait to qualify for the next development pay? For the 3.5 person if they are not eligible based on classes for the 3.5 they are still eligible for the 2.5 increase. We will approach the PSS Development Committee about technical selections being offered. If you are doing a technical program make sure that are identifying the new items you learn as well as Word 10 or what level of the training you are taking. You also must make comments in how it has impacted your job or what you have learned in order to receive credit.
- V. Treasurers Report – written report given. The balance was verified on 10/4/16 by Becky. Next month the financial statement and tax form are due and we will need to vote to approve that report. A motion was made to accept the report, the motion was seconded and approved.
- VI. Membership Report – written report given.
 - a. Vicki Helgeson mentioned there will be some retirements coming in the library.
 - b. The date for one members RTW was corrected from the last meeting.
 - c. The new staff member in housing is being credited for his time worked.

- d. Housing offices have now moved to HHLC
 - e. Motion to accept report as written – motion seconded and carried.
- VII. Communications Report – Dropbox will be moved to the November meeting as the computer is not working
- a. Erica provided website statistics they were broken down by day/month.
 - b. All website emails will be forwarded to the GVSU accounts.
 - c. A tab of important dates was added to the website
 - d. Requested to put information regarding office environment solutions in the newsletter
 - e. Erica requested that a member of the Board sit on the PSS Development Committee to make sure we have a chance to advocate for trainings.
- VIII. Member Relations Report – Cheryl will be out on medical beginning on Oct. 19 Vicki Helgeson will be attending the meetings with Becky and HRO, Michelle Duram is also up to speed on issues. There are currently no issues outstanding.
- IX. Building Representative Reports – no issues reported there has been some wage phone calls and there have been dues starting back again. The new wage is not reflected until the pay period including the 10/1/16 dates.
- X. Old Business – none at this time
- XI. New Business
- a. Luncheon – 242 responses 12 retirees
 - b. We have gifts in place from ARA, Office Depot – Joyce would like to go over the budget to get some additional gift cards. The centerpieces will
 - c. Bill suggested that due to costs of ARA we may need to look at increasing the budgeted amount.
 - d. The menu is the Lazy Summer BBQ with a couple substitutions. 4978.50 will be the total amount spent on the food and centerpieces. The food cost has increased by 1.00 per person. Last year Hollie purchased 22 gift cards to use as give-aways.
 - e. Vicki H – could you use the Mperks rewards to get another gift card – Hollie usually keeps an eye on that for us. Last year the union purchased 625.00 in gift cards.
 - f. We are requesting to spend an additional 650.00 for the luncheon to purchase gift cards as give-aways at the luncheon. Motioned and seconded motion is carried.
 - g. Hollie will get the gift cards at Meijers.
 - h. We will not be taking attendance at this luncheon – we will try and take a head count from the numbers off Sandra J will assist, Becky B and Mark S will assist. There is nothing to vote on this year so it will be very laid back. Coreen may speak to bargaining. Janet will do a head count.
 - i. Becky will be introducing all of the Building reps and she will recognize the retirees as well.