

**APSS Meeting**  
**February 9, 2017**  
**KC 1104**  
**12:00 p.m.**

Minutes

- I. Call meeting to order 12:00
- II. Roll Call – Jackie Abeyta, Cheryl Anderson, Becky Bakale, Erica Baker-Bringedahl, Coreen Bedford , Cheryl Bronner, Autumn DeRoo, Michelle Duram, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Sandra Jennings, Tami John, Patrick Perry, Janet Potgeter, Hollie Rago, Deb Rotman, Mark Saint Amour, Carol Talsma, Vicki Wenger
- III. Approval of December meeting minutes – questions regarding Supervisor training. Motion to approve minutes as presented – motion seconded and carried.
- IV. Presidents Report –
  - a. Asked to serve on the Climate Survey Committee, on the Diversity and Inclusion subcommittee. All of the subcommittees are breaking up the majority of that survey and reviewing various components. The survey was completed across campus and the PSS had approximately 270 complete the survey. The survey may be lengthy – but this is where our voices can be heard. Not sure when the next survey will occur. The surveys are anonymous.
  - b. Becky also worked with Cheryl on a non-hire of an internal candidate. The internal was passed over with an external hire. Using the contract with Cheryl this candidate met with the hiring committee. They met last Thursday – Becky would encourage ANY member to utilize this area of our contract. What was learned was valuable for the member to see what needs to be improved for another possible position. Vicki H agrees with the need for members to do this. Even though this process may make you nervous, the information is valuable for future growth. Kim Monaghan in HRO is a great resource for our member to use from resume to interview skills. Cheryl clarified that the language was put into the contract 3 contracts ago, due to our members being frustrated at non-hire of internal candidates. This is a step in between a grievance. If you sit down with the committee/hiring supervisor you can then file a grievance if you are not happy with the response. The next discussion point for bargaining may be to consider holding a position or the start date of the external candidate until the grievance process is completed, if a grievance is filed. A lot of members are afraid of the word grievance, this is chance to learn what you need to improve chances for another position.
  - c. Sue Sloop works closely with Encompass – they are noticing that the PSS Staff are not utilizing Encompass – she has given us handouts. It is a free service for

- our members. Encompass keeps statistics for the university and it shows that the PSS staff are not utilizing the services as much as the other areas of the university.
- d. Thank-you from Denise Davis for the retiree gift card that she received.

V. Treasurers Report

- a. Written report received, Becky verified balances for December on 1/10/17 and the January balance on 2/8/17. Motion to accept the December 2016 and January 2017 treasurers report as written. Motion is seconded and approved.

VI. Membership Report

- a. There is one member that is listed as a C4 he was a member of the APSS in the technical classification. He is not on probation. There is the possibility of a RTW member joining – she did turn in her paperwork to become a member. Mark Saint Amour will now be transferring to a new position, he will not be a Pew Campus representative. He has not received any responses to finding a replacement. However, he will stay on as he will be at the Pew Campus 2 or 3 days per week.
- b. There are some limited part time (18) hours per week that are interested in the union however, they do not receive any benefits from the university. If she worked 2 part time jobs to create a full time position she would be eligible for benefits. This is a growing concern, as this is being done as a way to get around the contract language regarding part time benefits. This will be part of the bargaining this year. As far as the union goes – their wage that they are hired in at are set by the contract, if it wasn't for the union, they would not receive anything from this university. It is important for the bargaining team to represent the part time staff. If they express their interest in the union it lends more weight to the discussion at the bargaining table. Vicki H – is there a report to show if those staff are actually working over 18 hours. At the library – they are down a couple of staff members, they have one staff member hired at 18 hours – if requested they could be entitled to benefits, dependent upon the amount of time they are asked to do this. Will follow up with this with HRO. Could the change in the ACA create some possible changes with our part time employees? (Bill)
- c. Janet – on the PSS Development committee again, yesterday there was a welcome lunch. They are being done quarterly as a group instead of as a single lunch. Janet has now received 2 forms from new employees based on that luncheon. That committee used to have a pretty firm line that you did not discuss the union. Janet was invited to discuss the union and the contract, they also had some links to the contract and the development program as well. They also encouraged workshop attendance. On the committee itself, has there been any discussion regarding offering programming in the summer as most staff has more availability in the summer – the answer is yes.
- d. Reminder Cyber Safety training is considered technical development credit. When the March 20 deadline closes they will upload the information into the PSS Development credit seminar.
- e. Comment regarding open positions in the Records office – there was an open position in Admissions – then an auditor left, HRO approached them about

allowing them to hire 2 new members from that search instead of running another search. We agreed to allow that to occur.

- f. Motion to accept December & January membership reports as written – motion seconded and carried.
  
- VII. Communications Report – no report – however she did make a new last 3 months for her calendar.
  
- VIII. Member Relations Report
  - a. No grievance currently, working on two membership issues in the office.
  
- IX. Building Representative Reports
  - a. None at this time.
  
- X. Old Business
  
- XI. New Business

- a. Bargaining Team Update – Coreen. We went through training in December with the University team. It helped to re-establish trust that has been lost in past bargaining years. They will be doing Interest Based Bargaining, person who brings up the topic will have the floor first. It is all to be looked at as a “we” problem. Dev has the potential to be easier to work with than his predecessor. We have already had a team meeting – Cheryl, Rhonda (2), Sean Evans (5), Lindsey Burns (1<sup>st</sup>), John Karafa and Coreen will be chairing again (since 1998). We have a very strong and knowledgeable team.

The University has Dev Butler, Natalie Trent, Brian Merry and Sherill Soman they are both returning from the last contract. LuAnn Brown and Kelly Monterusso are new this year, they have also added Neil MacDonald as a faculty member representative.

In the team meeting they discussed what is needed on our behalf from the university. Salary books, financials, stats on our employees, percentage increases for other employee groups etc. There has been one challenge regarding birthdates of our members. This is requested so we know how to effectively bargain for our group. Luann may be a bit of a gatekeeper for information. We will FOIA if necessary. We will also share data based on comps from other universities. We have identified 3 universities that we are comparable to, benefits probably already has information regarding these universities packages. We will start bargaining in April, partly because we do not want to spend the entire summer bargaining.

The software that we have purchased has all the contracts and information loaded into the system. We will include our notes and team meetings etc. This has been well worth the cost.

- b. We have always tried to survey our members when we bargain, this upcoming survey is very different than what we have done in the past. Our belief is that members are satisfied in the union. We are not seeing any information regarding negativity towards the union. Our primary focus is on job satisfaction from the member/employee standpoint. We want to know in December how many people gave back vacation hours. It will be a more in depth look at the information we need. Some of this came from the Trainer for the IBB – Hale and she has worked with him to develop this survey. This survey is confidential at this point, I will be completed online, we are asking for survey response. Rhonda is working on this we will give 2 weeks for responses. The information will be released to members, however the survey data will be held close until bargaining so we have full knowledge ready. We still have time to alter the questionnaire if needed. Full membership is not including RTW as they are not members of the union. Encourage your members – to complete this survey.
- c. Becky will first send an introduction email about the survey, stating the team is already working and then Coreen will send out the survey. The thing to also think about in the past Coreen was the President and Bargaining Chair – when we redid the bylaws we separated the positions as it was too much for one person. Bargaining has a Dropbox with their documents. Coreen doesn't vote the other 4 members of the committee vote, if a tiebreaker is needed Coreen votes.

Meeting Adjourned at 1:10