

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

Minutes

- I. Call meeting to order 12:03 p.m.
- II. Roll Call – Jackie Abeyta, Becky Bakale, Erica Baker-Bringdahl, Lindsey Burns, Autumn DeRoo, Barb Ellis, Bill Grimaldi, Michelle Holstege, Tami John, Patti McCarthy, Patrick Perry, Janet Potgeter, Hollie Rago, Deb Rotman, Mark Saint Amour, Joyce Sullivan, Carol Talsma, Vicki Wenger
- III. Approval of February meeting minutes – motion to accept the Feb. meeting minutes – motion seconded and carried.
- IV. Presidents Report – Updates: Becky was absent from Feb. meeting for HRO, last week was canceled due to illness of Dev in HRO. Becky appreciates that feedback from the membership regarding the updates. Sandra had forwarded an update from her member. Especially the meeting process about meeting with a hiring committee to appeal a hiring decision. This is something we are watching as they have been overlooking internal candidate in the hiring process. HR has to receive a report as to why an external person was hired vs an internal person. With this process if appeals become more prevalent we may start asking the department to hold the start date of the new person, so that the appeal process can be completed before a new person starts in a position. This is also occurring at the AP level. Being internal does not mean you are guaranteed an interview, you still must hold the qualifications for the position. A recent case – an external was hired over 6 internal candidates. When there is a new position we have asked HRO if they can confirm if there are definite position description changes. We don't want an individual description for every single PSS position. Luis will review the position to adjust the qualifications piece once a position is up for hire/review. This will be an ongoing process to work through. The question was raised of how can an external candidate be more qualified than an internal – the position could have some definite strengths that are required which could differentiate between a hiring decision. We appreciate the thoughts from the members for bargaining purposes. HRO has discussed the option to have supervisors as a panel to have PSS ask what supervisors are really looking for in an employee. Going back to the value that internal employees bring forward is something that we need to increase the knowledge. Cheryl and Becky work with a number of office environment issues, there are a number of things we can take advantage of.
- V. Treasurers Report – written report given. The balances were verified by Becky on March 8, 2017. No questions. Motion made to accept the report as written, motion seconded and carried.

- VI. Membership Report – written report given. The reason that Joyce highlighted some changes on the report was because she was notified of those changes after the previous month’s report was reviewed at the last meeting. HRO does not notify the union on a regular basis when staff moves within AP to PSS or PSS to AP. There was a discrepancy regarding new hires falling off the report before their probation period had ended. Becky asked Joyce to modify the report so building reps can stay abreast of members still on probation. No additional questions. Motion made to accept the Feb. report – motion seconded and carried
- VII. Communications Report – no report at this time, the calendar updates were sent via email.
- VIII. Member Relations Report – in early February there were a couple office personality issues. Can we repair all of the differences – no, especially when there are new supervisors in a department. But we can monitor and assist as needed.
- IX. Building Representative Reports –
 - a. Autumn asked about how to discuss with your member that you are covered by the contract for specific issues, personality issues are not covered by the contract. The member has approached the building rep – refer to HRO, Sue Sloop for Workplace Conflict Resolution. Encourage that avenue, as the supervisor can also file a PIP for a member. There is also a mediation service as well.
 - b. Update – Deb’s area that she represents is undergoing an academic merge/realignment. Theatre will be merging with Music and Dance, Film and Video, along with Photography, will join the Art and Design Department. There is no additional PSS staff that will be gained at this point. The merge of departments will be August 6th, they will need to learn duties prior to that date. Deb is a representative on the transition team.
 - c. Worked with a C4 that is retiring and the C3 in that office would like to get that position, as they started to look at job duties, the Asst. Director had assumed many of the responsibilities of the PSS job description. They have reviewed and proceeded to get HRO involved and the job description will be reflective of the responsibilities necessary of the PSS position.
- X. Old Business
- XI. New Business
 - a. Election Timeline (Offices up for election – President, Treasurer and Communications Director)
 - i. A call for nominations will be requested the 2nd full week in March. (March 13)
 - ii. Nominations will be returned to the election chair by close of business the Friday of the 4th week in March. (March 31)

- iii. Nominations will be confirmed a Bio requested by the 1st week in April.
(Week of April 3)
- iv. Election information will be sent to the full membership for review by the beginning of the 2nd week in April. (Week of April 10)
- v. The election will be held in the 3rd full week of April on a Tuesday
(APRIL 18)
- b. Voting is for members in good standing only, we currently have 1 person not in good standing.
- c. Dues will stop in pay cycle 12 and start up again cycle 16. (June 13 through August 8). The dues will start up in cycle 17. Per our bylaws we are at 19 pays.
- d. Next Friday is the PSS appreciation lunch if you have not done so already – RSVP!

Meeting Adjourned 12:54 p.m.