

APSS Meeting
April 13, 2017
KC 1104
12:00 p.m.

Agenda

- I. Call meeting to order – 11:59
- II. Roll Call – Cheryl Anderson, Becky Bakale, Erica Baker-Bringedahl, Lindsey Burns, Autumn DeRoo, Barb Ellis, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Tami John, Rhonda LeMieux, Patti McCarthy, Patrick Perry, Janet Potgeter, Hollie Rago, Deb Rotman, Mark Saint Amour, Joyce Sullivan, Carol Talsma – Lindsey Bogi – new building rep. Welcome to Lindsey!
- III. Approval of March meeting minutes presented – motion to approve the minutes made – seconded and approved. Change to section XI c – dues will start on pay period 17 – motion to approve the amended minutes – motion seconded and carried.
- IV. Presidents Report – we did get 4 members to help serve for Indulge Day, Student employment is scooping the ice cream for us – we do get our ice cream from ARA which is a little more expensive, however it is not melting by time we receive it.
 - a. There was a seminar on March 28th regarding Institutional Analysis – they were requested to bring their laptop, due to technical difficulties. Members who attended will still get technical credit. Cyber Security was mandated and is approved for technical credit you still need to submit it in the development site.
 - b. Last meeting we had suggested taking a contract to review at this meeting. There was a piece regarding our Christmas Break. Christmas Eve is on a Sunday – they are wondering what part of the vacation we will have. We are given 2 floating holidays at the discretion of the university. This year we will not get the 22nd of Dec. off – but we will get the Monday and Tuesday of the 1st week in January – as the next open day is Tuesday – we will come back on Wednesday January 3rd. Section 12.1 of the contract is the section referenced.
- V. Treasurers Report – written report given, balances were verified on 4/12/17 by Becky Bakale.
 - a. Question regarding what we spent in gift cards for the luncheon.
 - b. During Bargaining we will have John Karafa with us during bargaining there will be additional charges.
 - c. Motion to accept the March report as written – motion seconded and carried.
- VI. Membership Report – written report given
 - a. Changed to reflect the new member but still on Probation

- b. Who do we report retirements too – Joyce receives most of them – they do need to send out retiree gift cards.
- c. A question was raised about how many times we contact a new person regarding joining the union.
- d. Motion to accept the March membership report, motion seconded and carried.

VII. Communications Report – no report at this time

VIII. Member Relations Report

- a. It has been an active time – working primarily on issues. One of which was past precedent HRO has in the past worked with us in prior instances of moving a PSS member up into a role at the time of a retirement/departure. The new staff in HRO wants it to be more formal so they now have started their own process and it will now end up having I & E involved as it doesn't open up the position for equity. We are working on this process it will be discussed in bargaining. It would not occur every time. It could be offered to a PSS member if every party is in agreement. I & E suggestion was to post both positions and pull from that job search. It will not work as there are 2 classifications. Please email Cheryl your opinions – do you want this in the contract where it allows for advancement of a person already in a department. Jackie also discussed the timing of doing searches that can also push the operational piece back as well. It is just prolonging the process. There is currently no verbiage in the contract. They can schedule the process to also move at a faster pace. Cheryl feels that we need to have some verbiage in the contract. There are also some supervisors that may not be aware it is an option either. A concern regarding a 3 person office and how do you choose which person would obtain an advancement. There would have to be an agreement with all parties. Would the contract be so specific or would there be an intention in the contract? Verbiage would be how we address the situation. In this instance there are only 2 staff members in this office. If we build it to address this type of situation. Again Cheryl would like your feedback. Section 3 of your contract 3.2.1 point c. There are a lot of new staff members in HRO so things are changing. There is no mechanism within our university to promote from within, Jackie feels that having something formal would be to our advantage. I & E is not totally against the policy, it is a case by case basis. If everything were our way we would like it to be posted internal first and then if there are no internal candidates that met the process, then they could go external. They would need solid concrete reasons that would be necessary. Some supervisors intentionally want to hire external due to probationary status. The survey results really have some issues that HRO needs to be concerned with this bargaining cycle. Any new supervisor will be required to attend a new supervisor training. There should be a PSS staff member to be there for questions a supervisor may ask.
 - i. A staff member has 8 days to return to their old office/position, if they are not cutting it then they would end up with a PIP. There are times that Cheryl will work with someone in a bad situation that they need to get a

person out of the environment. Never be afraid to do your homework and check out environment.

- b. Other point section 10.3 where an external is hired over an internal, and they start them at a higher step due to their past experience. With that they reach their development pay sooner etc. They have to have justification as well.
- c. A member contacted Cheryl regarding PSS vs PSS staff members (PLAY NICE) I don't know where anyone has attended a conference and another PSS member went to the Dean and stated that PSS staff cannot go to conferences. That is not factual. There is no policy that states a PSS staff member cannot attend a conference. Any staff member with supervisor approval can travel for training and conferences. Which then created a dynamic with the conference attendee and the supervisor. Do your research. If you have any experience like this please let Cheryl know.
- d. Another member was being required to travel between campuses in a split schedule. The department made up a bizarre schedule for this staff member, between Allendale and Pew Campus daily – they have a right to schedule but this was beyond reason, they did not address with the staff member prior to the decision. If this happens in ANY area please alert Cheryl immediately. The resolution was acceptable to the member, but this could be a future trend. This staff member is nearing retirement age, what will this mean at that point to another staff member. Cheryl did make this clear it will be setting a precedent.

IX. Building Representative Reports

- a. An AP person just took a PSS position, can she use her cultural events as a PSS non-technical credit. It will have to be run through Bonnie Maka in HRO
- b. Joyce – has one member with a question - CMU is having budget cuts how is it affecting GVSU? Western and CMU have always been very top heavy. Our climate study shows our PSS staff is heavily overworked. GVSU has been very good stewards of our financial donations.

X. Old Business

XI. New Business

- a. Bargaining Update – Coreen. Bargaining starts April 14 with the university. Lindsey resigned due to scheduling issues, Michelle Holstege will be assuming her role on the board.
- b. Tomorrow we will start on language, we will have some issues that may come in letter of intent. We have had 2 pre-bargaining meetings, John Karafa has been an asset as he knows the law. Some of that Cheryl will still want in the contract.
 - i. Results of the survey were given out. The survey will be on our website
 - ii. Process was described, we will start with verbiage and then go to financials
 - iii. Software there are a few issues. We are working through those issues and we will have notes. We will also install all of our grievance material done as well.

- c. If there are any questions after reviewing the survey – please let Coreen or Cheryl know via email. We did have a great response to our survey.
 - i. Poor leadership and Work environment were two huge issues brought forward by our survey.
 - ii. We are doing IBB (Interest Based Bargaining) this is to be more friendly we will share all of our information as does the HRO team.
 - iii. Salary Continuation – why do we have to account for our Salary Continuation when AP is not as over-worked, and they do not have to report their attendance. If HRO brings that point up, we will address. We don't want this aspect of our contract changed.
 - iv. 48.9 % will be retiring in the next 3 – 5 years.
- II. Elections – next Tuesday, polls will be open at 7 a.m. and close by 11:59. There are employees that are on probation that have become employees.
 - a. A comment was raised about needing more information in the bios – they may want additional information since many people on campus don't know each other. Janet feels a candidate should be able to articulate their feelings on the union and our role. We can look at this in the future. For future elections we want to get engagement. This is coming out of the thought that many new staff do not know what the Union is about or what we represent. We have struggled for years of getting people involved. Cheryl doesn't believe there should be any requirements to the process of a bio. Cheryl is against writing criteria as a requirement. We are bound by a contract.

Meeting adjourned 1:05