

APSS Meeting
May 11, 2017
KC 1104
12:00 p.m.

Agenda

- I. Call meeting to order – 12:00 p.m.
- II. Roll Call – Jackie Abeyta, Becky Bakale, Erica Baker-Bringedahl, Lindsey Bogi, Cheryl Bronner, Lindsey Burns, Autumn DeRoo, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Sandra Jennings, Tami John, Rhonda LeMieux, Hollie Rago, Deb Rotman, Mark Saint Amour, Joyce Sullivan, Carol Talsma
- III. Approval of April meeting minutes – no questions regarding minutes. Motion to accept minutes as written – motion carried.
- IV. Presidents Report
 - a. Mailed out retirement gift cards and we received some thank you notes via email.
 - b. Working with HRO and payroll on the new drop down code with is HWT (Health and Wellness) contacted payroll they want us to use it for exercise release time. Per CF – they are trying to track who is using the benefit. Do not start using it until notification is given by Payroll/HRO. CF will check on this at the next HRO meeting today. If your members ask you a question regarding the code let them know Payroll will send information when the process is ready. Questions regarding how to use the code were raised, we are not sure how the system will be used. We will need to wait and see what they roll out the code usage.
- V. Treasurers Report – written report received. Balances were verified on May 9, 2017 by Becky Bakale. Hollie caught an incorrect charge from ARA. It will be reversed soon. Gift cards were mailed and one was returned and we use our logo and return service requested. Hollie purchases the gift cards, and Joyce has the letters. Becky then sends the letter and gift card, so that there is accountability with sending the gift cards. Joyce has an old database – Hollie checks for addresses in Banner before sending as well. Question – Shawn turned in his mileage reimbursement – do you want us to do that on a monthly basis. Anything reimbursable by June 30th Hollie would like to have by June 15th. After June then do a new FY mileage chart.
 - a. Motion to accept the April report as written – motion carried
- VI. Membership Report – Can you change Lindsey to the 2nd/3rd floor STU Building rep? No additional questions raised – motion to accept the report, seconded, motion carried.

VII. Communications Report – we have been discussing as an eBoard about putting photos on the website of Building Reps, and Board so that new staff or other people will know what their building reps look like. We also were wondering if we wanted to hire a photographer here to do the pictures – UPO does photos. Tami John – Bobby Neilson we just need to schedule for the next meeting. Becky will send out an email.

VIII. Member Relations Report

- a. No outstanding grievances at this point we do have an issue with a PSS member that has been through the PIP process – be aware – the PSS member was told she could have a union representative, thinking it was going to be a conversation, she refused, now she has a pre-termination letter. Lawfully when someone receives a pre-termination letter they are allowed to have a meeting to plead their case. They get to have their say and it will not be determined the final outcome until after the meeting. If a staff member is asked if they want representation – please recommend that they take it as we could have been involved and assisting before this point in the process.
- b. At the point of the PIP – sit down and talk with that person, Becky reached out to this person, they felt comfortable handling this on their own. This is what we are here for – to assist members. It is important to remind them that it is all confidential and we are there to help and not judge the staff member. VH – the other part is if it starts out as a casual meeting and you are being reprimanded you can stop the meeting and ask for representation.
- c. Bargaining – it has been going well. We are still into language, we have not gotten into financial. We will probably get there in June. Monday we have a full day again and it is the last day that we can bring forward issues to the table. If there is anything you feel there is an issue please get ahold of Coreen, Cheryl or Rhonda before we get to the table. We are not able to disclose any of the issues during the process of bargaining. The issues we are addressing have come from the survey and member relations issues. Because the HRO team is new it is very important to have them learn our contract.
- d. It was asked to bring forward the PT benefit concerns for Bargaining, if their benefits cease, what rights they have to move into another position for full time. HRO put out a notice to the part time employees, we can ask them to re-notify the staff. Benefits and HRO have both notified PTE. Departments can possibly try and adjust hours in order to get them benefits – however that is up to their director's, deans and budgetary restrictions. VH – Is the 30 hour person considered FTE – yes contractually. BB – I think we are at 18 or 19 members that will be effected by this change. This has been talked about for a few years, and Coreen declined to re-open the contract to address this issue. Would this also impact job-share. No – they are splitting benefits and are a full time position. BG – could this change with the repeal of the ACA? Health care benefits are not a bargained benefit. We will not address until financial and it would be a letter of intent, if something happens with ACA – we could have an addendum.

IX. Building Representative Reports

- a. Jackie - Search is underway in TC for PSS member they are in process for that position.
- X. Old Business
- XI. New Business
- a. Becky – we were thinking the next elections, if there is a board position you are thinking about please let us know. We have some board members that may not be running in the next election. Cheryl, Hollie, any eBoard position that is of interest to you please touch base. I reach out to you because you are already involved. Our meetings are open to members, so if they are interested we could also encourage them to come to the table.
 - b. Cheryl – would like to purchase a continuous feed scanner, she would like to get the 22 years of grievance committee work into a computer owned by APSS. She would like to get them categorized and into the computer for her position. The cost will be between 500 – 1000 dollars since it is a continuous feed scanner. The scanner would turn the document to a pdf and then the documents that would be shredded. Cheryl has a number of folders and will keep only what is necessary, she will be thinking of it as a new person coming in and what information we will have the student sign the confidential agreement. Timing we would like to have this as soon as possible. Mark - What is the usefulness of this scanner after the process – we will continue to use the scanner, the one Cheryl is looking at is 559. She would not really consider one that expensive. If you want me to wait and present the next meeting we can do that as well. The scanner is portable. Autumn – it could have a long term use for this group for people that will turn over files. Having the ability to scan in our files, if we all feel it is important it could be extremely helpful to have this all backed up, there is a lot of information for new people coming into a position would be helpful as our long term board members retiree. This is a process that will have a folder relating to the topic of the grievance.
 - c. Motion made to approve the purchase of a scanner not to exceed 1000.00. Motion was seconded and carried.
 - d. Lindsey B – for shadowing Hollie – is that something we could email Hollie, or come back the next meeting. Becky is think if you are interested in a role to sit down with the person to be interested. Lindsey Burns, think about if you have the time as well, what it does for your schedule if you are academic year or limited hours.
 - e. Jackie – during an ePDP they have to break it down what someone was given an excellent evaluation – did it come from HRO or Simone? There is buzz out there that it could be changing. Cheryl will investigate.

Adjourned 12:58 p.m.