

APSS Meeting
June 8, 2017
KC 1104
12:00 p.m.

Agenda

- I. Call meeting to order 12:02 p.m.
- II. Roll Call – Jackie Abeyta, Cheryl Anderson, Becky Bakale, Cheryl Bronner, Autumn DeRoo, Barb Ellis, Cheryl Fischer, Bill Grimaldi, 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 May meeting minutes Joyce sent some changes to the minutes regarding grammar. Motion to approve the May meeting minutes with stated revisions – motion 2nd motion is carried.
- IV. Presidents Report – Couple of items –
 - a. The HWT Ultra Time code is now removed from Ultra Time. Will check with HRO to see status.
 - b. When the contract is completed Coreen has requested that we have copies printed at the cost of 1.88/contract and have the Bldg. Reps distribute to the members. Becky would like to make a motion that we spend no more than \$700 to make copies. Motion to spend no more than 700.00 to make contracts for the membership after the contract is ratified.
 - c. Pay for the Bargaining Chair and team – in the By-laws we removed the president as the chair. We have it in our By-laws to pay the chair not to exceed \$5000.00 The EBoard has discussed that they would like to pay Coreen the full amount of the by-laws. Sandra asked if she was required to pay taxes on the amount – the answer is yes she would be a 1099 statement. The team will receive 500.00 and their dues waived during the time of bargaining. Cheryl – I think it is important to state the amount of work that Coreen has put into bargaining has been intense. She is continuously doing the research and the value of her to our team is incredible. Discussed the work that she has put into the preparation and the meetings that she has been extremely beneficial to our members. Would like to place a vote that we approve the \$5000 compensation for Coreen. Motion unanimously motioned, 2nd and approved.
- V. Treasurers Report – written report given balances were verified on June 6 by Becky Bakale. Does Deb Barko give us an invoice or receipt for the cards she sends out? She uses the department pcard and then Hollie reimburses for the cards. Dev Butler –

HRO's father passed away and the union sent a sympathy card. No other questions raised. Motion to accept the May report as written, 2nd and carried.

- VI. Membership Report – written report has been received. The yellow highlights were not notified until after the fact. BB - The 2 PTE in Records were able to go to the FTE with the retirement of a co-worker. When you talk with your members that are not part of the union – is there hesitation because we are in the Bargaining year. CT – would it help if we have extra forms so that if they cannot find their forms we can have them on hand? CA – when you send a packet send an extra form. HR – the At-Glance tri-fold brochure that we have is also helpful. Motion to accept the May membership report – 2nd and carried.
- VII. Communications Report – no report given, Erica will be working on putting the pictures on the website.
- VIII. Member Relations Report – no outstanding grievances at this time. We have been working heavily on bargaining. I have a few people on the PIP and will follow up with what that means. If the PIP is not met it can become disciplinary, if they are asked to do a PIP it is important to have your members contact me so we can be aware. Bargaining we have finished up language we will start next Tuesday financials. BB – can I ask if SC is in the language or financial – it is both. CA – is it brought up on salary continuation and that AP doesn't have to record. CF – they are well aware of our feelings and some of the information from the survey was read directly to them.
- IX. Building Representative Reports –
 - a. CT – I have 2 members that want meetings, should I type up something to keep in my file? CF – Please do that and copy me so that I have knowledge when we go to our by-weekly meetings with HRO. It is nice that you are there to vent and also give direction, or ask if they want to pursue the issue further.
 - b. BB – Hollie and I had an issue with a RTW person that got involved when her mother passed away. You have 5 days with a bereavement, the RTW person felt that because the mother passed in the morning the staff member should have used that as the 1st day of bereavement. BB – left it to the supervisor who had reached out to Hollie. CF – sometimes the RTW people do not know the contract because they are not members. I had a PSS RTW person tell a supervisor that PSS were not allowed to attend a conference. Which created a lengthy process to fix the damage. The same RTW person said that cannot use salary continuation to take their spouse to a doctor. BB – it is funny how they want to give information but not be a part of the process. That is why you have to make yourself known. Supervisor 101 is a great thing that can address some issues however, only new supervisors are required to attend. Bereavement is not required for the immediate time as sometimes with family that is out of state – they do have 5 days as to when they can travel. BB – can it be split? CF – as long as you are working it out with your supervisor you should be able to work through the process. I do have a

member that is the executor and the DPO for a mother in law, a member was not allowed to use salary continuation since she doesn't live with her. Work it out with your supervisor. BB – some supervisors are great when it comes to bereavement.

X. Old Business

- a. Cheryl finally received her scanner for the records project.
- b. BB – how do we watch the positions that are possibly eliminated? A member moved to a different department in 2014. CF – this all falls under the university rights on whether to fill the position and the timeline. They don't want to lose the position as it is in the budget. If you are feeling overworked we need to bring that to the table. Whoever that person is if they feel that they need that position we can push for it. JS – they took an academic year position and made it full time. We need to keep up on HR to give us the records. The change comes from HR – so they are our point of contact. DR – Sara Constible (Pool) is going from 40 – 30 hours/week, same classification. BB – workloads are shifting. Some PSS are looking to reclassification. Keep your job description at hand and look for overages in workload and bring up during yearly reviews. AD – you can also add your job changes to the ePDP so that you can track what changes have been done. And at least it is documented. PP – my supervisor wants to wipe clean the ePDP and just list 3 goals. I detail what I do annually. RL – my supervisor will be meeting with me to set goals for the ePDP. We set goals and work from there. CF – if you are told by your supervisor that you are required then you have to do it. PP – my supervisor has been discussing this with other supervisors regarding how to revamp the process.
- c. CB – I thought that last time we had discussed responsibility of supervisors to interview applicants – do you have to interview anyone that applies internally. CF – if they meet the minimum requirements for the position they need to interview an internal candidate. If the internal candidate doesn't meet the minimum requirements they will contact the member and then give them 2 days to update your information. Sue would call you however, now with the new staff member in that position you should be checking your status in the online system. BG – you should have an expectation to check for an interview. CF – every posting is different, they may not even get through the papers. You should check on status as an applicant. BB – some departments will begin with phone interviews and then bring in the final few candidates. BB – in our office if there is a c3 position that you would want to move to (i.e. an Auditor, from records) – CF – there are always exceptions, and there may have also been circumstances that directed an outcome. There are situations where you use the opportunity for the benefit of the university. CF – that will happen occasionally. JA – I want to add another – all vacancies will be posted unless by reassignment – CB – if you have a member that wants a reassignment – how would I advise them? It doesn't go outside of the department, reassignments are internal, and it can take care of a bad situation that is not necessarily their fault. Some of these situations are preventing a person from losing their jobs as well. BB – if you feel you have a grievance you have to go through the correct steps. You have to follow the steps prior to moving an

office. They have never forced a situation – the hiring supervisor always has the option to interview the person before they are taken into a position. If they are feeling that they are being picked on by their supervisor, they can file a complaint. CB – they would most likely want to transfer. CF – there has to be background information before someone is moved. If there is a GVSU policy that they feel is being violated that is the process to follow. The complaint can go through I & E, then that department must research it and interview the candidates. AD – make sure to have someone from the union involved for the process. CB – I have a number of questions regarding why this happens. CF – If they are having an issue – I will sit down and talk with them. Sometimes that is beneficial to help someone look at the whole picture as well.

XI. New Business

1:09 p.m. Adjourned