

**APSS Meeting**  
**September 14, 2017**  
**KC 1104**  
**12:00 p.m.**

Agenda

- I. Call meeting to order 12:04 p.m.
- II. Roll Call – Jackie Abeyta, Cheryl Anderson, Becky Bakale, Lindsey Bogi, Erica Baker-Bringedahl, Cheryl Bronner, Lindsey Burns, Autumn DeRoo, Cheryl Fischer, Michelle Holstege, Sandra Jennings, Tami John, Rhonda LeMieux, Patti McCarthy, Janet Potgeter, Deb Rotman, Joyce Sullivan, Carol Talsma, Vicki Wenger
- III. Approval of June meeting minutes – motion to accept the June mtg minutes, seconded and carried.
- IV. Presidents Report –
  - a. Janet has served on the development committee for a few years now and is looking to have a replacement for her spot on the committee. If interested please let Becky know.
  - b. Had a conversation with a member a while ago and she was working with a student and received a condescending email, the email was then sent to the student including the full email trail. It is not a contractual issue, however, it does fall under the GVSU Collegiality policy. The staff member that sent the email trail needs to recognize their error. She felt comfortable with the supervisor and our member felt supported by her supervisor. We don't have to put up with that especially if it reflects on how we do our job with the students we serve.
  - c. Coreen – thank you so much to those that helped with the hurricane hygiene kits. It's a good thing that the APSS joins to help support others.
  - d. Question was raised about HWT code, Lindsey in HRO has been working to track those that are working out, it doesn't affect the pay or exercise policy in effect at GVSU. This again is a GV policy not contractual. Some departments will have the release form completed on file. The HWT code is on ultratime. This was in the September newsletter. This was sent to all supervisors in the August newsletter they receive.
  - e. Cheryl and Becky went to the hiring symposium offered by HRO & IE. It was interesting to see the process that is now being implemented for hiring. It hits 3 avenues, the problem that Becky foresees is that part of our new contract states that if a department chooses they can post internally first. Not once did our union come up in the symposium. They were questioned and we have issues on internal vs external hiring currently. The most excited piece of the contract is the advancement, within a department they can advance someone, I hope to see how this works. Clarification, that means it can occur when all parties agree, IE, HRO,

Cheryl feels it should be within the college (ie CLAS, MUS etc., but will have to confirm). Especially for some of the larger colleges, this could be valuable to the Deans. Becky did question this as well, again all parties must agree. Each situation needs to be looked at on an individual basis. Staff members do not lose their steps either. When working with Linda Yuhus and Luis Lozano, they felt it was across departments. We will check into the concerns, but I am excited about this.

- f. We have had 12 reclassifications since January. AD – have those been member or supervisor driven. BB – more supervisor driven reclassifications. Every one of which has been successful this year. Working with HRO to clean up the more detailed job description out on the website.
- V. Treasurers Report – written reports were given for July and August. For the record, July balances confirmed on 8.14 and the August confirmed on 9.11 by Becky. Do we have a motion to accept the treasurer reports as written. Motion made, seconded and carried.
- VI. Membership Report – written reports for June/July and August were provided. There are a couple new RTW that will be joining. There are a couple of changes in building reps, and I will also send the retiree list to Hollie this month. Motion to accept the reports as written, seconded and carried.
- VII. Communications Report – it has been months, website has been updated with the photos from June, confirm that they are the photos you want, make sure your information is also correct as a Building Rep. Sandra and Mark have now exchanged Rep roles.
- VIII. Member Relations Report – Been very busy since bargaining has ended. I have had several areas where a member who wasn't necessarily being disciplined with a PIP, but have been able to move them to more successful environments. I do have a grievance at the step 2 level, we have met regarding the possibility to move to a step 3. I am having a prearbitration meeting with our attorney today to make sure that we are all set. When we go to arbitration it does get reported to the media. If it gets that far, which it may, you will probably hear about this and it is a part of our process. I think it will make a statement of who we are. It is a very strong case. Kudos to the member that is doing this as it is a very stressful process. When we do an arbitration it is the APSS union vs GVSU. An arbitration is handled like a lawsuit, you bring in witnesses etc. When you start a grievance you stipulate from the beginning what you want and that is the process. So with that being said are there any additional issues.
- a. Janet P – has a member that is designated as a student/shop supervisor it is on the website and he is concerned with liability. He is concerned about the shop safety being up to standards. What risk is he being put at with that title. Two things – have the Safety Manager walk through with this staff member, and Mick Doxey is our risk management person, the university does have liability coverage. His concern is that his name is on the website. If any news media is coming to you

refer them to your supervisor. If his fear is that his name is out there, it will be GVSU as a whole.

- b. One other thing – the Development Committee – it is a great committee and they get things done, it looks like I may be in still, but if any member asks what they can do this is a great way to get involved. If you haven't done it yourself it is a great committee. One thing that came up was development pay and clarification, they want to do some kind of workshop to explain development pay to people. They don't want to say just call HRO, they want people to be able to determine their own status. They would like one of the officers to attend and then explain. The one thing is if an employee is hired at a higher step that is when it becomes different. There are usually people that also forget to go in and record their trainings. The suggestion is to take a seminar annually, the little PSS symbol is out there by the trainings. The wage scales will not reflect the development pay, the wage scale reflects the base pay. Described a situation where a member who did not take enough courses to qualify for the 3.5% but did for the 2.5%. Staff will also receive their wage letters by the end of September.
- IX. Building Representative Reports
- a. Erica – this staff member has been talking with Cheryl, however, when you do a reclassification, make sure you have the union involved, as a member doing a reclass didn't involve the union, which it has become murky. If you know a member that wants to do a reclass involve the union.
  - b. Our last payroll stub had our salary continuation on there.
- X. Old Business
- XI. New Business
- a. APSS Banquet – status – I have had 147 people respond, lunch menu has been ordered, the cost went up 2.00/person. 4765.00/food alone. We have contact Nathan for centerpieces that will be used as gifts. Hollie will get the gift cards and she has contact the other departments about gifts. I will also need helpers at the door and prizes. We do not have anything to vote. We will remind people to wear their name badges and will have name badges for those that need them. We spent 675.00 on gift cards last year. These will be random drawing. Cheryl A, Cheryl B, Erica have all volunteered. Mark is being recruited as our announcer again! Probationary members will be invited. The meeting is moved to October 5 since the luncheon will be Oct. 12. Room number will be 2259 for that meeting.
  - b. Calendars, will be ordering new ones, he is working to see the last 3 months of 2017 can be added. I have had people go through and see if they are correct. Is there a way for the Building Reps to get a list that we can log in and retrieve? With the calendar, when the bargaining was going on the university decided that Jan. 2, 2018 is a workday.

Meeting Adjourned 1:00 p.m.