

**APSS Meeting**  
**March 8, 2018**  
**KC 1104**  
**12:00 p.m.**

Agenda

- I. Call meeting to order – 12:03 p.m.
- II. Roll Call – Becky Bakale, Cheryl Bronner, Autumn DeRoo, Cheryl Fischer, Bill Grimaldi, Michelle Holstege, Sandra Jennings, Tami John, Rhonda LeMieux, Patti McCarthy, Patrick Perry, Janet Potgeter, Hollie Rago, Joyce Sullivan, Vicki Wenger
- III. Approval of February meeting minutes – no discussion – motion to accept minutes, motion was 2<sup>nd</sup> and accepted.
- IV. Presidents Report –
  - a. Becky contacted Lindsey DesArmo in HRO to see how much we raised with the heart campaign.
  - b. Working on the website / job descriptions with Megan Bravo to clean up the job descriptions. There is not always a position description, some are vague – i.e. Office Coordinator, Clerk etc. There are a lot of quirky things that need to be corrected because of the Page up system. I had 3 members ask why they could not find specific job descriptions. If someone cannot find a job description they can contact me and I will assist. They can also start with a general description and move on from there.
  - c. Bi-weekly meetings with Natalie and Dev have been very positive and beneficial. It puts us in a good position with the administration that is leaving in the next year. Hopefully that will continue. Make sure your members hear that as well.
- V. Treasurers Report – written report received. Account balances verified by Becky Bakale on 3/5/18. Motion to accept the February treasurer report. Motion is 2<sup>nd</sup> and carried.
  - a. Did receive some thank you notes from retirees.
  - b. Stop of dues will be FS12 – 16 and the dates are June 12 – August 21. This will be for the summer per our bylaws. I need to send an email to payroll. FS 17 dues will be reinstated. We are very thankful that Payroll works with us to do this!
- VI. Membership Report – written report given. There are a couple of updates to some of the new PSS on probation. Their physical office locations were incorrect. We had 4 new members in February and 2 new RTW people. Sandra Jennings gave me a great list from HRO with information on classifications and locations. Joyce will be going through her database with this list and updating the information. Becky & Cheryl also have a list from HRO that they could share to make sure that the database is correct

and up to date. I will be having a knee replacement so I will not be at the April mtg, however, Deb Rotman will assist with getting forms out. Motion to approve the February report, 2<sup>nd</sup> and carried.

VII. Communications Report – no report, keep sharing your information for the newsletter.

VIII. Member Relations Report –

- a. In the last week it has really been increasing. Currently working on personality and environment issues. A couple of them are departments that I have worked with for years.
- b. The library is reorganizing again and they have really involved the union again. We have some upgrades (no downgrades), someone may be moving to a different campus. They would like a PSS learn how to reset the library retrieval system, and we did not think it was appropriate for our job descriptions. Last mtg prior to the mtg we had received notice about Diane Zelmer, she was a very important part of our university and the Facilities Department.
- c. In MAK we have some concerns about changing our current job titles. A complaint has come from a member because our titles are archaic. This cannot be changed without a bargaining. The titles are Office Coordinator, Secretary and Administrative Assistant. Autumn – the job titles for the Technical group are outdated. A recent search brought out a lot of support staff not technicians. Most of what we have are T3 and T4, just a thought as it could appear more of a C4 title than the Technical title. HRO is starting with the C classification and looking at those and it will be time consuming. We went through every job description when Sue Lindrup was here, they were updated in 2014. A lot of the descriptions were then sent to the department and may not have received the attention that it required. BB- or job is not what it was a few years ago, the position has grown/changed but not the title of the job. CF – anyone can rewrite their job description and send it to Megan Bravo. Some people cannot find their job descriptions because they are under a general description. CF – when you have a job description or job title – it is at the same level not job description or title that allows for reduction of force information. Must use classification to bring people back into the workforce. BB- there have been a couple positions that have moved to AP. In the FH when a member left they combined her position and created an AP. We do pay attention to the changes as well.

IX. Building Representative Reports

X. Old Business

XI. New Business

- a. There is a new flyer regarding the PSS Scholarship it is a great thing to include in the newsletter whenever there is space. There is an opportunity to suggest contributions as memorials, or retirement contributions. Discussion ensued about the endowment and possibly putting the information on the Development Committee luncheon. It was decided by the committee that it wasn't appropriate.
- b. Nomination email went out this morning. Ballot Bin will again be used.
- c. Cheryl is hoping to get someone as the Chair and serve as a committee member to assist in training. Discussed potential candidates for various offices.
- d. April 12 is Student Appreciation Indulge Day – Rhonda has sign-up sheets for Allendale and Grand Rapids campuses. Martha Chase will be working to get the ice cream at cost, they are working to get a waiver. She and Ann Zalud will plan to get the ice cream to both locations. Rhonda needs toppings, bowls and napkins. We do need volunteers to scoop ice cream. The students like building their own sundaes! There was also a massage chair and photo booth last year too! We have budgeted 500.00 for this event.

Adjourned 1:06