

**APSS Meeting
May 10, 2018
KC 1104
12:00 p.m.**

Minutes

- I. Call meeting to order 12:04 p.m.
- II. Roll Call – Becky Bakale, Erica Baker-Bringedahl, Cheryl Bronner, Cheryl Fischer, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Tami John, Rhonda LeMieux, Patti McCarthy, Patrick Perry, Janet Potgeter, Hollie Rago, Deb Rotman, Joyce Sullivan, Carol Talsma
- III. Approval of April meeting minutes – change to the Presidents section to reflect SHD in place of STD – motion to approve minutes with change. Motion was made, 2nd and carried.
- IV. Presidents Report –
 - a. I do these real brief recaps of our meeting for the BR's to send out to the membership. Our electronic day to vote was April 17. The reminder came on April 16. There were a few complaints about not receiving the reminder to vote on the day of the vote. There was only a 34% vote so the question was raised if that is enough of a vote to win. The answer is yes it is as there were not enough No Votes to count.
 - b. Exciting news – I will be moving to Facilities Services as the Office Coordinator for Key Records.
 - c. Last month's meeting – it was a good meeting, somewhat tense. Today I had a full meeting with the Bargaining Team and we walked through Section 7 and 8. We feel that many of these cases the contract was followed. From that we will set up some Brown Bag lunch and learn sessions to walk through those sections of the contract to allow for a better educational piece for our members. We are working through things as they come. Cuts have occurred at all levels of AP and Faculty so we want to be educating our members.
 - d. I did some calculations and there are some external candidates that are being selected over our internal candidate. Of which, I was one of the ones affected. I encourage all members to go through this option. I asked what I needed to improve on, they said it came down to the preferred qualifications. There has been many role changes in HRO and I think there is a loop hole we need to close, which will happen at the meeting today. They offered the person the position before I knew I didn't receive it. The position is not supposed to be offered until the internal candidates have the time to meet with the hiring supervisor. Had I not

received the position in Facilities I do not know how far I would have pushed this issue.

- i. BR1 – I do appreciate the Brown Bag sessions – maybe we can get the university perspective on what they want to look like in a couple years. Why are they backfilling positions if other members could be put in those positions? How is the university looking at things – it is so unclear. BB – they are looking at many departments and how the operations are running. They are doing this at many levels and it is not just PSS. BR1 – my concern is we don't give up members rights to apply for positions. That is the bottom line outcome from last month. In the language it says by department. There were a couple positions that were not made public. BB – that is why we are doing brown bags the word hiring department was confusing. The word hiring department means anyone under the appointed officer. The Bargaining Team and I are pulling together those thoughts and comments and I would encourage your members to come. BR1 – this is a great way to encourage involvement but should we address university cuts and this is part of the process. BB – the university has shared this with some of the executive officers. We don't know our budget cuts that will occur, we have the contract to protect some of our members. Take the reorganization in SASC – I looked at this contract in great detail on how we can support those members. But the university can take anyone of us and move us to a different location. If the university gives us a heads up the transition can occur in a smoother fashion. It is sad, it will affect some people and it has already. BR2 – do they ask for input or do they just do it and see if a problem occurs. In the future are they going to include us or do we fight later? BR1 – the one part of uncomplicating the process I still think our member's rights trump that – I think they should still have a right to apply for a position. Look at the opportunity for others to apply. BB – this situation was done by organization advancement. That is how it will be explained. We will talk through this, it is not to alarm the members of the unforeseen at the university. We were not notified about SASC, going forward there is a reorganization that we were made aware of ahead of time, when that member called me, I was given prior warning and was able to discuss with the member. The more communication we have from the university the better prepared we can be for our members. BR2 – The College will be doing some of this stuff, as long as they are willing to give advanced notice, it will help. BR3 – the university doesn't have to tell you, RL read from the contract. BB – AP's were the ones primarily affected by this change, our PSS were moved, and the AP's took the majority of the changes. Every week we meet with HRO this is a topic of conversation. BR4 – can we find out what you are going to say so that we can be prepared for the members? The member said 7.1 already covered the issue, I want to have the answers and not be embarrassed. RL – just knowing we are covering those two sections – I think it is educational for everyone. What was going on with the contract language at the time etc?

BB – we are not going to hold these meetings to change the contract, next time we can improve the verbiage. What we want to do is gather the members and calm some anxiety, yes there will be reorganizations, yes we are all employed by the university, and they have the right to make these changes. This is what section 7 and 8 discuss. Going forward we will want stronger language in the coming years.

- V. Treasurers Report – written report received.
 - a. Balance was verified on 5/8/18 by Becky Bakale. HR – the charge for the Allendale ice cream did not hit our FOAP yet this month for the Student Appreciation. The Pew Campus one did show up already. Rhonda did a very good job of breaking down the information and keeping under our budget. RL – the volunteers gave feedback, there was not a lot of signage or social media push, we did not have huge numbers of students that turned out. BB – I think it is the location – they don't want signs because it is for student employees only. RL – there was a lot of ice cream left in Allendale.
 - b. HR – for the yearly deadlines, for insurance renewal application. Becky has received that application. (Liability insurance).
 - c. Motion to accept the April report as written, motion made and 2nd, motion carried.
- VI. Membership Report – written report given
 - a. The 3 new staff members, the forms were misprinted I will send the corrected forms to you. BR5 – one person is AP and is still on the list.
 - b. Development team hosted a new employee orientation, there was a number of these folks that were not contacted by their building rep yet. We don't really get them the information until just before they are off probation. Our normal is we give the information towards the end of their probation, after that new employee luncheon one of the members reached out to me so I gave them the trifold brochure. There is nothing wrong with reaching out to the new staff right away but follow up closer to their deadline. I am comfortable doing what we are doing but don't be afraid to get them the information early.
 - c. BR6 – there is one change on RTW – one person is now in the Dean's office.
 - d. The new Finkelstein is open – there are only 4 members over there, so Carol is fine to stay as the Building Rep.
 - e. Motion to approve April report, motion 2nd and carried.
- VII. Communications Report – over the summer I will pull some website statistics to show you, and see if you want to add anything. Next newsletter I will be doing the annual one about graduates. Send that to me for the June newsletter.
- VIII. Member Relations Report – No outstanding grievance at this time. BB pretty much discussed what we went through with her position search. Have had many conversations with institutional leaders, we are getting prepared for more potential changes at the university. We are getting prepared and need to know our language and our rights and the university rights. As upset as we were about SASC they had already planned out a place for all of our PSS members, but not every AP. We have to

make sure we all understand things so we are all on the same page. The AP's were given some choices, the university made it fair. They always give the opportunity to be fair, the university as a whole is good, and we need to keep communication with the university. I would be very surprised if throughout the whole process there would not be opportunities for our PSS members. We are very lean and do more with less. BR6 – I was just in a conference call with 13 other universities and many universities – people that are retiring are not being replaced. We are in that scenario – those positions are like our PSS positions here. LIB has had 2 C4's leave and they incorporated that work into other positions in the library as a reorganization. I know that when this position is vacant it will become a different classification. Another position is red-circled and won't be that position once the person retires. BR7 – we have a position in our office that is gone due to attrition, they have changed placement coordinators to 10 month contracts and no vacation. Attrition is how some of these changes are being made. BB – the work will be decreased by less students.

- IX. Building Representative Reports – BB – any concerns to be aware of in your departments. BR8 – down in CHS – there is no parking due to construction, there will not be any place for people to park, the overflow will be at Finkelstein, people will have to circle or go to Seward to park and take the bus. Advised to discuss with Facilities Services – Grand Rapids and Facilities Planning regarding the tenant spots.
- X. Old Business
- XI. New Business

Meeting adjourned 12:57 p.m.