

**APSS Meeting
August 9, 2018
KC 1104
12:00 p.m.**

Agenda

- I. Call meeting to order 12:05
- II. Roll Call – Becky Bakale, Erica Baker-Bringedahl, Lindsay Bogi, Cheryl Bronner, Lindsey Burns, Autumn DeRoo, Cheryl Fischer, Michelle Holstege, Sandra Jennings, Tami John, Patti McCarthy, Janet Potgeter, Mark Saint Amour, Joyce Sullivan, Vicki Wenger
- III. Approval of June meeting minutes – update VII with Natalie Trent’s name. Motion to accept the June meeting minutes with the correction. Motion seconded, and carried.
- IV. Presidents Report –
 - a. Hollie Rago had surgery and will be out until September 4th. Becky will send out her address.
 - b. Bonnie Maka’s husband passed away Sunday. She does a lot for our union, so we wanted to send a gift to her, Becky picked out a wind chime and the medallion will have his name on it along with his date of birth and passing. We will deliver it to her once she returns to work.
 - c. Calendars – are people interested in those again? Chris charges us for 350 but gives us 500. That is why we have so many extras.
 - d. Development team – when they do a new staff orientation they are going to try and set up a few tables for committees/campus groups etc. can go. Natalie reached out and wanted to know if the Union wanted representation. We absolutely would like to have a table/booth at a new orientation. Janet recommends having our calendars or pens ready for that as well as the APSS banner. This is typically a quarterly event.
- V. Treasurers Report – written report was received.
 - a. Balance for June was verified on 7/17/18 and July was verified on 8/6/18 for correct balances.
 - b. We did renew our liability insurance – it did increase by 130.00. Janet asked what the liability covered. This insurance covers the union liability.
 - c. Motion made to accept the report as written, motion seconded and carried.
- VI. Membership Report – written report received.
 - a. Had a discussion with Natalie regarding the probation of a person that went from AP to PSS, the reverse still holds they have been at the university longer than 6 months their probation is waived.

- b. Motion to accept the report as written. Motion was seconded and carried.
- c. Communications Report - no report at this time.

VII. Member Relations Report

- a. Rhonda is not here – so Cheryl is covering her while on vacation. No grievances currently, we have had some issues with job descriptions and classification changes. She is making a smooth transition to the Chief Alliance Steward. Job description was mentioned – we are trying to work through some that management or departments are trying to change for staff. When they are asking to change your job description make sure you compare to your old description. We have one group where a C2 left and they are not going to post but will divide the duties. As I was looking at some of this – I am bothered, since our contract was signed and we made Internal only and Organizational advancements – we have had 4 internal only postings and 5 organizational advancements and we have had 13 externals hired over internal candidates. We are still concerned. It has happened to Becky twice and I don't feel like there is enough consideration for internal. One way we can maybe get HR to focus is if our members request a meeting within 3 days. It makes HR wait 3 days to contact the external, if that person doesn't accept the position then what do they do. HR should notify the union and we can talk with the internal candidates and advocate for calling a meeting so that the reasoning could be explained. It is a good thing for our members to go through so that they could also know why they were not selected. Discussion was had over departments not wanting to be stuck with an internal if they do not work out. Also our members need to advocate for themselves. Members still have 10 days total to file grievance. There is fear and stress involved which is a fair statement, but they still need to be encouraged to move forward. If you hear about someone that did not get selected, then reach out to Rhonda about following up with the staff member. What good does a grievance do? If it goes to arbitration, then the external candidate could be forced out of the position and it awarded to the internal candidate. In Becky's case – they offered the position to the external prior to Becky's 3 day window. Why are we not reaching out to the PSS that serves on the search committee? If we are concerned we should be reaching out to find out details. We should put some responsibility on the PSS who then went to Inclusion & Equity and were overruled. If you feel like it is wrong – make sure you let Rhonda know. As a union is it possible for us to FOIA the recruitment plan? So that we can approach them early. Becky thinks if we were notified of who is the search committee – we could talk with committee members. It is definitely a possibility. Before it is posted on the notice board could we just ask for the PSS representative? Is this too much information to put in the newsletter about the process after applying for a job? (Next lunch and learn topic?) HR (Megan) was not aware of the 3 day window, and because HR had a large number of staff changing, I believe that they have learned over the last instance. Our next meeting will hopefully have Megan there and they can address some of the position issues. Let's say the internal was notified and Becky was on vacation, so Rhonda reached out and some internals feel "they did not want me

anyway, why bother.” This meeting will help to know what skills to improve prior to the next interview. You need to get rid of the stigma about the grievance and call it a meeting to learn what happened. It is a conversation, we all learned from my circumstance. If we cannot get our members to come forward and have that meeting we can’t get the issues worked out. The process is that they are supposed to let us know any internals that were not selected immediately. I can’t then call the internal yet – because I don’t know if they were contacted, so we have to follow up and ask if the internals are aware. Ultimately we cannot tell HR that they cannot hire who they want, but we can still follow up with the internals. One thing Megan has asked for was the selection justification in writing. So it is actually very nice that we received the written reasons. Again it is something we express our concerns about with HRO and hopefully it benefits our members. Overall it is important to ask for that meeting, to help our members learn what the justification for non-selection actually is.

VIII. Building Representative Reports

- a. Nothing to report.

IX. Old Business

X. New Business –

- a. Benefits update - HSA no changes to the deductibles for the 2019 year. Open Enrollment 10/23 – 11/7 this year.