

**APSS Meeting**  
**September 13, 2018**  
**KC 1104**  
**12:00 p.m.**  
Minutes

- I. Call meeting to order – 12:05 p.m.
- II. Roll Call – Becky Bakale, Erica Baker-Bringedahl, Lindsay Bogi, Cheryl Bronner, Autumn DeRoo, Barb Ellis, Bill Grimaldi, Michelle Holstege, Sandra Jennings, Tamil John, Rhonda LeMieux, Patti McCarthy, Janet Potgeter, Hollie Rago, Deb Rotman, Joyce Sullivan, Vicki Wenger
- III. Approval of August meeting minutes – no questions on meeting minutes as written – Motion made to approve minutes, motion seconded and carried
- IV. Presidents Report –
  - a. Bonnie was very touched by the gift in memory of her husband.
  - b. Mark and Becky are working on the new staff orientation which will be held September 20, with our contracts, membership forms, calendars etc. They are planning on 50 – 55 people. All classifications AP, APSS, MGS etc.
- V. Treasurers Report
  - a. Written report provided
  - b. Balances were verified on September 10 to be correct.
  - c. The accountant has our books for auditing and we should have them by October of November meeting.
  - d. Motion made to accept the report as written, motion seconded and carried.
- VI. Membership Report
  - a. Written report provided
  - b. One person listed on the report has now gone to a faculty position.
  - c. Our RTW has increased, last month – there are a number of people that were moved to RTW off probation since she did not have the forms.
  - d. Should we take dues from a new employee that is on probation? Since if something happens during their probationary period we may not have many things we can address. It has been a continual discussion for us taking dues prior to probation. We do have situations where we are asked to extend probation, and the supervisor has to complete a 2, 4 and 6 month evaluation on the new staff member. We could have them note on the form to not take out dues until probationary period has concluded. Building reps can ask if new employees would like to have that note placed on the form.
  - e. Motion to approve the written report, seconded and carried.
- VII. Communications Report
  - a. Will add the meeting dates to the website

- b. Have renewed our web domain
- c. If you do not see the meeting minutes on the website – please send me a reminder.

VIII. Member Relations Report

- a. Cheryl continues in a support role to Rhonda at meetings with HRO and members.
- b. An Association Grievance was filed related to hiring practices. Meetings are continuing.
- c. Meetings are ongoing regarding updating job descriptions.

IX. Building Representative Reports

- a. There was a PT position in the Bio-med office – Janet was surprised to see that this was posted due to the volume of work.
- b. No additional concerns or issues brought forward

X. Old Business

XI. New Business

a. PSS Luncheon

- i. Luncheon is October 11, 2018. We have 154 RSVP's already. Will need helpers at the event itself at the door and handing out gifts – please email Joyce.
  - ii. Nathan will be doing the flowers again this year
  - iii. Reserved the room for 10/17/19 luncheon
  - iv. Have asked additional departments for gifts, Hollie will be getting the gift cards that we have purchased in the past.
  - v. We had 59 gifts and 34 centerpieces that we gave away
  - vi. Are we doing name tags – Joyce will have blank ones available for those that forget their badges
  - vii. Retirees and new probationary employees are also invited.
  - viii. Becky will do a recap our year and what we have been doing & hopefully our calendars will be her by then, Mark is in charge of the calendars.
  - ix. RTW employees are not included in the luncheon
- b. Wage letters should be coming shortly before our October 1 wage increase. Becky will send an email that will hopefully streamline and limit calls to Bonnie.

Meeting adjourned at 12:50 p.m.