

**APSS Meeting
October 4, 2018
KC 1104
12:00 p.m.**

Agenda

- I. Call meeting to order 12:05 p.m.
- II. Roll Call – Becky Bakale, Lindsay Bogi, Bill Grimaldi, Michelle Holstege, Rhonda LeMieux, Patty McCarthy, Patrick Perry, Janet Potgeter, , Hollie Rago, Deb Rotman, Joyce Sullivan, Carol Talsma
- III. Approval of September meeting minutes – minutes submitted.
 - a. There is a question about dues for probationary employees – will be discussed under new business.
 - b. Motion made to approve the minutes as recorded, minutes seconded and carried.
- IV. Presidents Report
 - a. Mark and Becky did the new staff orientation on behalf of the PSS – the new staff had to go to 6 booths and talk with various staff members. Some of the attendees were potential members, some were managers. It was a nice opportunity to introduce ourselves and be able to put names with faces. I believe this is a quarterly event. We used our banner and brought in some flowers, contracts, bi-fold brochure – I would like to see us purchase pens to give away at these events. It would also be nice to give them to the members as well.
 - b. Working on the greeting for the luncheon to let folks know what we are working on, some things like job descriptions, HRO items, Payroll items, vacation donations and some other items for the luncheon. If you have any other information that you would like to add – please let Becky know what you would like to see included.
 - c. We have only 3 members that did not reach the full 3.5 development, however, if they achieved the 2.5 development pay they would still receive that. Talked with Natalie Trent about APSS disseminating the information. I included a paragraph on the wage increase email about development pay. We do have to also remember to submit the development credits to the PSS Development site. I feel it cleared up a number of questions. Once the payroll letter was sent, Bonnie in HRO was surprised how few calls she has received. There are so many wage scales that it is difficult to send a mass email, so if there are questions you have to ask what year they started. Also members have to look at the Appendix A to look at the base rate and then add in the development pay. You cannot base it off the amount you currently earn due to development pay.
 - d. Probationary Members – we have had multiple conversations about how and when do we ask them to join. Please go out and introduce yourself and give them

the tri-fold brochure. Then after they have met their probation go and discuss joining the union. Legally we cannot represent someone that is probationary, that is a university stipulation. We can coach them, but not represent them. Moving forward, introduction then once probation is complete we can have them become dues paying members. Be friendly and a resource.

- V. Treasurers Report – written report, accounts have not been verified at this time due to the early meeting.
 - a. Was hoping to have our financial reports ready for vote, we have filed an extension just in case we need to extend the 11/15/18 deadline. Next month the reports will be presented.
 - b. The gift cards for the luncheon will be purchased in the next couple days.
 - c. Received a thank you note from a couple retirees for the gift cards they have received.
 - d. Motion to approve the report as written, seconded and approved.
- VI. Membership Report – written report received
 - a. There is one new member that is still on the RTW list – so the RTW numbers are 1 person lower.
 - b. Motion made to accept the report as written, motion seconded and carried.
- VII. Communications Report – no report at this time
- VIII. Member Relations Report
 - a. Association Grievance is still ongoing, meetings are still continuing.
 - b. There have been a couple meetings with members with concerns.
- IX. Building Representative Reports
 - a. Carol – had met with a new staff member, and that person is excited that we do this for our group.
 - b. We do invite probationary employees – make sure that they are aware. RSVP deadline is tomorrow (10/5/18).
 - c. The Spring luncheon by the Development Committee includes RTW and Confidential, this is for members only
 - d. We have 11 retiree's attending the luncheon
 - e. Last year – the retiree years of service combined to 180 years of service.
 - f. Volunteers – look like they are all set. Coreen is our MC.
- X. New Business
 - a. Dues authorization form – Hollie feels that some of the problems we are having is because of the form. Why can't we stipulate, pay dues once probationary period ends. If we do change the form we could then approach the new potential members right away. Question regarding if our dues are listed in the tri-fold brochure, yes they are. Some feel it is better to get to them after probation. Then forms don't get lost. How do we communicate with our probationary staff. We

need to keep them in a communication loop so they see more about who we are. It will be easier to establish the relationship before we ask them to join. Would it be fair to circle back to the folks without a form and see if we can clean up our records, either they will join or we have their decision not to join?

- b. Question regarding representation for RTW – we legally represent a RTW up to a certain point, once an issue becomes legal we are no longer obligated. We do not really look at the list if someone is requesting help.
- c. Still think we will revisit after the probationary period ends. Suggestion to rework the form and then discuss at the next meeting the changes.

Meeting adjourned 12:57 p.m.