

**APSS Meeting
January 10, 2019
KC 1104
12:00 p.m.**

Minutes

- I. Call meeting to order – 12:05
- II. Roll Call – Becky Bakale, Erica Baker-Bringedahl, Cheryl Bronner, Lindsey Burns, Autumn DeRoo, Barb Ellis, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Tami John, Rhonda LeMieux, Patrick Perry, Janet Potgeter, Hollie Rago, Deb Rotman, Joyce Sullivan. Guest Megan Eding.
- III. Approval of November & December meeting minutes. Motion made to accept the minutes. Motion seconded and carried.
- IV. Presidents Report – The Alliance Grievance has been concluded. A flow chart of the hiring process was given to the PSS Board members.
- V. Treasurers Report – written report was received. Balances were confirmed on 1/8/19 by Becky. Motion to approve report as written. Motion seconded and carried.
- VI. Membership Report – written report was received. Motion to accept the report as written. Motion seconded and carried.
- VII. Communications Report – Erica will be leaving her post to pursue her PhD at MSU.
- VIII. Member Relations Report - The Alliance of Professional Support Staff (APSS) had filed an Association grievance on Aug. 17, 2018 because an external candidate who did not meet the minimum qualifications, per the job description, was selected over an internal candidate who did meet the minimal requirements and was the most senior. The decision to file a grievance on behalf of the association in this situation was because in part, we felt Grand Valley State University has consistently failed to follow section 8.5 of the APSS contract and this was yet another example of inconsistent hiring processes.
After extensive discussion between all parties, we, the Alliance of Professional Support Staff (APSS) accepted the following as a resolution.
 - 1) A formal flowchart created for the APSS hiring process. This will be provided to all hiring supervisors and placed on the Human Resources web page. This will resolve inconsistencies in the hiring process and applications.
 - 2) Changing the job posting minimum requirement language for all PSS levels to read:

Minimum of (number of years) relevant work experience. Removing 'related work experience and/or relevant training' provides more clarity when reviewing the applicant's work experience to determine if they qualify for an interview.

- 3) Adding a drop down on the Page Up system which will require all current GVSU employees to identify as Faculty, Staff, Student or Temporary. This will assist in defining work experience for eligibility to interview.

This has been a great example of how our union continues to work with the university with mutual respect.

My work with members with their questions and concerns are ongoing.

- IX. Building Representative Reports – conversation regarding LIB positions and structure.

Meeting Adjourned – 1:00 p.m.