

**APSS Meeting  
June 13, 2019  
KC 1104  
12:00 p.m.**

Agenda

- I. Call meeting to order – 12:10 p.m.
- II. Roll Call – Becky Bakale, Erica Baker-Bringedahl, Cheryl Bronner, Lindsey Burns, Matt Collver, Autumn DeRoo, Barb Ellis, Bill Grimaldi, Vicki Helgeson, Michelle Holstege, Tami John, Rhonda LeMieux, Patrick Perry, Janet Potgeter, Hollie Rago, Mark Saint Amour, Joyce Sullivan
- III. Approval of May meeting minutes – dues dates are now updated will be mentioned in next minutes. Motion to accept the May minutes – motion seconded and carried.
- IV. Presidents Report
  - a. Salary Continuation report is coming out June 24<sup>th</sup>. If you know of any members that have been out on medical please let Becky know so they can report it to HRO.
  - b. Development Credits – we are working with HRO, Maureen is interested in working with our group and the Development team as well. In May Becky sent out an email about being short on credits, after completing the course many forget to go and record it in the HRO site. September 30 is the deadline for completing your credits.
  - c. Katie Haynes will be taking over the building rep position for Janet Potgeter – thank you for all your years of experience!
  - d. We purchased a gift certificate for Bonnie Maka and Scott Richardson. Bonnie was almost in tears and so grateful for the gift! Scott will receive his at his party.
  - e. July meeting will be canceled – when we were under the MEA we did not have summer meetings, we feel comfortable canceling that meeting. We will keep August on the calendar knowing the fall can be very busy.
- V. Vice President Report – no report at this time.
- VI. Treasurers Report – written report given, balance was verified on June 13, 2019. Motion to accept the May report as presented, motion seconded and carried.
- VII. Membership Report –
  - a. Written report given. What Becky would like is to look at the RTW – if there is not a form on file please reach out to them. We would like to have a form

regardless if they would like to join or stay RTW. If you need forms please let Joyce know.

- b. Do we get a notification of reclassification or if someone changes from PT to FTE. We are notified through the process but not in report form.
- c. Motion to accept the May report – motion seconded and carried.

#### VIII. Communications Report

- a. Switching over to Megan, she is meeting with Erica this month and she will be copying her in the emails. They will sit down together on the July Newsletter and send it out together. Thank you Erica for all you have done, we have enjoyed reading your newsletters.

#### IX. Member Relations Report –

- a. We are almost finished with conversations with our members whose positions were impacted by the upcoming budget.
  - One member moved to a different position and there was no interruption to their employment status.
  - In one area, the department came to an agreement with the member that will be retiring this fall.
  - Another department worked with 3 members to allow for one to remain full-time while the other 2 went to Academic year.
  - We have 1 member who is deciding which option in 7.2 that they will exercise.
- b. Our 2 grievances with another member are still active. We have an agreement with HR that we will continue to work through these. The resolution of them is affected by these other budget impacts. Because of the relationship that has been formed by working closely with Maureen Walsh, we feel comfortable that we will reach an agreeable resolution as soon as possible.
- c. We had one member file a complaint in March. An investigation concluded and found there were not any policy violations, or a hostile work environment. But there was a breakdown in communications therefore discussions will take place with the leadership in that department for ongoing support and team building in that area. Our member was satisfied with this outcome.
- d. Asked to go through the process of a change in hours/location. How does that start and when does the union get involved. In the situation with the budget cuts the Dept. Chairs and Deans had discussed then went to HRO. The union then went with HRO to discuss the affected staff member's options. The Dean had already made the decision and then we were there with HRO on behalf of the member. Many members were not surprised as the budget cuts have been discussed. The choices are made based on seniority. If there are openings now they are indeed open. Budgets are not approved until July. Section 7.2 of our

contract has 3 options. 1) Move into a different position 2) bump a less senior employee and 3) elect a layoff. Discussion regarding how work is assigned if we do not filled position due to attrition. We will help whatever we can do.

X. Building Representative Reports

- a. VH – we are in the process of hiring a number of positions in the library. There are some reassignment of duties and the new people coming in will probably receive the off shift hours. Much of this has to do with budget cuts and reduction of library hours. Changes involve AP and PSS.
- b. Question regarding the relationship with the new AVP of HRO – it has been very good to work with her on a number of issues. She is very level headed and focused on doing things right. She is very engaged.

XI. Old Business

XII. New Business – no meeting in July.