

**APSS Meeting
August 8, 2019
KC 1104
12:00 p.m.**

Minutes

- I. Call meeting to order 12:10 p.m.
- II. Roll Call – Becky Bakale, Lindsey Burns, Megan Eding, Barb Ellis, Katie Haynes, Vicki Helgeson, Tami John, Rhonda LeMieux, Patti McCarthy, Hollie Rago, Vicki Wenger
- III. Approval of June meeting minutes – minutes received no comments or questions received. Motion to approve the June minutes – motion carried.
- IV. Presidents Report
 - a. Couple new faces – Megan Eding new Communications Director and Katie Haynes will be covering HHLC, HRY and PAD. Introductions of other representatives.
 - b. Good news – the University has awarded a 2% increase to the AP staff. Starting October 1 – we will receive the same 2% increase. We are currently working with HRO to develop our new wage scale. Members will need to look at the Wage Scale appendices and then their hire date to determine their wages. Members should not look at their paystub and add 2% they will need to calculate based on hire dates and steps.
 - c. Lindsey Burns is now on the Development Committee if there are any ideas let her know. IT has confirmed they are not to develop that type of development for PSS, focus is faculty. There are a lot of ideas for credit – reach out if there are ideas for technical credit. Thanks Lindsey for being on that committee. Hopefully when the new Staff Relations person is hired they will be able to improve guidelines of what counts as technical. If a staff member has been here and earning the 3.5% SDP, if they do not make the mark at 3.5% they would then go down to the 2%. If they have not made the attempt for classes to reach the 2% - they do not get their SDP.
 - d. Shelly Micho reached out that they do not have a building rep in North C where the Regional Math and Science Center has been moved to. We need to have someone cover – Lindsey Burns has agreed to cover that building as it is close to MAK.
- V. Vice President Report – no report
- VI. Treasurers Report

- a. Written report received. Verified June and July balances on 8/8/19. With year end the ePrints are still not available for July. There could be a small difference due to postage. We will be paying our liability insurance as well.
- b. Motion to accept the June report as written - motion carried.
- c. Motion to accept the July report as written – motion carried.
- d. We have 11 retiree gift cards to go out to past due paying members we do this quarterly.

VII. Membership Report

- a. Written report received, there is a lot of movement within the library. A lot of the buildings are changing, Vicki will reach out to some of the new PSS in LIB. Some are going to be in different locations than what is on the report. A couple staff listed as leaving are working the PSS due to other situations. Becky did reach out to Joyce regarding the report – as some are not written in the HRO report. It is hard to keep up on all the changes – some we will hear about at our HR meetings, however, it is ok for the members to come to us and voice concerns, or give updates to the APSS. If we don't know we cannot assist if necessary. We are always here to support our members.
- b. Motion to approve the June and July report with corrections – motion made, seconded and carried.

VIII. Communications Report

- a. It is great to know that people read our newsletter. Used Canva the free version. Have been at GVSU for 1 ½ years, there is so much to learn! When I add the approved meeting minutes to the website – once they are approved by the board.
- b. I will be doing updates to our website. It may change the appearance slightly. Hoping it will address ADA compliance issues. But that is on my list to deal with ADA and our pdfs are not as friendly for visually impaired.
- c. People did not know that we have website without newsletters.

IX. Member Relations Report

- a. We have everything finished with the staff members who were impacted by the budget cuts
- b. We do have hope to settle our 2 grievances within the week. The Association grievance we are giving them 30 days to respond and hopefully that will be resolved at the end of that time as well.

X. Building Representative Reports

- a. Want to touch base with development – in 13.11 Professional Support Staff may be asked to present. Development did have the thought of doing a roundtable discussion for various topics. Development committee will be meeting next week. The trainings should also be an hour in length to count.

XI. Old Business - no

XII. New Business – no

XIII. Meeting Adjourned 1:10 p.m.