

APSS Meeting
September 12, 2019
KC 1104
12:00 p.m.

Agenda

- I. Call meeting to order 12:03 p.m.
- II. Roll Call – Becky Bakale, Lindsay Bogi, Cheryl Bronner, Lindsey Burns, Matt Collver, Autumn DeRoo, Megan Eding, Barb Ellis, Katie Haynes, Michelle Holstege, Sandra Jennings, Tami John, Rhonda LeMieux, Hollie Rago, Deb Rotman, Mark Saint Amour, Joyce Sullivan, Vicki Wenger
- III. Approval of August meeting minutes – no discussion regarding the minutes as presented. Motion to accept the August minutes, motioned seconded and carried.
- IV. Presidents Report
 - a. Wage tables were updated and approved, the wage letters will be emailed soon, we are not sure of the exact date that HRO will send those. The 2% was given by the university, that is included in the wage scale, they then have to multiply their senior development based on the new wage. Any questions feel free to send them to Becky.
 - b. Development credits – HRO would email Becky in February who is missing their SDP. Reminder people must also log into the PSS Development website and log the courses they take. Members sometimes forget to do this step. HRO would then send a list in August of the people that still have not reached their SDP credits. Because of the HRO staffing changes there are approximately 20 people that are still missing their SDP. There are a couple people that may not meet their development pay. The approved for PSS Credit is not working in Sprout there are some development courses yet this month for people that have not reached their SDP. Lindsey Burns has a list of those that she can email to Becky and it can then be sent to those that are missing their credits. The suggested change is that Becky would like to send a letter in February, and then the member is responsible for the follow up at that point. Reminder if someone is at the 3.5 level, if they do not have enough classes to earn the 3.5 they can still earn the 2.5 if they met those requirements.
 - c. Luncheon – Joyce will discuss
 - d. New hire orientation – Megan will be attending on behalf of the APSS tomorrow, September 13, 2019
- V. Vice President Report

- a. Working on the calendars they are being printed as we speak. Still working with Pack N Mail. Should have them by the luncheon. Next mtg is October 10 we should have them before that.
- VI. Treasurers Report
 - a. Written report received Balances were verified on September 10, 2019. There were a number of retiree gift cards sent. Motion made to accept the report as presented, motion seconded and carried.
- VII. Membership Report
 - a. Written report was received. Still working with HRO on accuracy of the report. No questions or discussion. Motion to approve the report as presented, seconded and carried.
- VIII. Communications Report
 - a. Website is fully updated through WordPress, the pdf's can be read with a screen reader, when someone sends a flyer – they will be made as ADA friendly as possible. If people can send a link to the website (if the event is on the website) please do. Our website hits are consistent.
 - b. I would like to add new members to the email list once they are off probation. Does the list automatically update or could I receive an updated list monthly? Joyce will send an update monthly – as she updates the list frequently.
- IX. Member Relations Report
 - a. Our last two grievances have been satisfied.
- X. Building Representative Reports
 - a. LB – question for Joyce – with a person on probation, can they fill out the deduction now or wait until off probation. Joyce has no preference, just make sure we note we will not take dues out until probation has ended.
 - b. BB has had a number of people asking about redoing job descriptions, they have been directed to the reclassification process. It is a good thing for the departments to look at their positions/duties, within reason they can reshape the job description and remove out dated information. Discussed with HRO about titles as well. If anyone asks about job descriptions – pull their information from HRO's website and compare what they are doing with what their position description says. It may not warrant a reclassification, but it may be worth an update of the position. AD – the last search, many had not looked at the requirements for a T4 position and reviewed more of the clerical type functions instead of the technical.
- XI. Old Business
- XII. New Business
 - a. Luncheon – the date has changed to Wednesday, October 16th. Invitations will be sent out soon, lunch will be ordered soon as well. Due to budget cuts and other

things happening, Greg Sanial will be coming to explain the direction that GV is going in – we normally do not have a speaker, however, with the climate we have had recently it would be good to have him speak.

- b. Discussion about the need for a 1099 for raffle prizes of a certain amount per Payroll. Hollie will be getting gift cards for raffles. Most prizes come from departments not vendors.
- c. Decorations – will be asking Nathan V. again.
- d. Probationary PSS will be invited, non-dues paying members will not be included.
- e. There was a new GVSU position posted in Battle Creek, it is a grant funded position.
- f. Discussed some positions that have not been filled yet.

Meeting Adjourned at 12:50 p.m.