

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

Agenda

- I. Call meeting to order – 12:15 p.m.
- II. Roll Call - Becky Bakale, Coreen Bedford, Lindsay Bogi, Cheryl Bronner, Lindsey Burns, Matt Collver, Megan Eding, Barb Ellis, Bill Grimaldi, Katie Haynes, Vicki Helgeson, Michelle Holstege, Sandra Jennings, Tami John, Patti McCarthy, Patrick Perry, Hollie Rago, Deb Rotman, Joyce Sullivan
- III. Approval of November meeting minutes – update the RTW survey will be sent out in January. No other comments or questions. Motion to accept the minutes as presented, motion carried.
- IV. Presidents Report –
 - a. This is Sandra Jennings last meeting she retires January 2nd, 2020. Thank you so much for all that you have done! Still looking for her replacement as well. Sandra did put out a note for her members.
 - b. Exciting news we have Monday, December 23rd off. People questioned because the logo was different. This was a new leadership thought due to the cost of heating the buildings.
- V. Vice President Report – not present, no report.
- VI. Treasurers Report
 - a. Balances were verified on 12/11/19 by B. Bakale
 - b. Written report received, motion made to accept the report as written, motion seconded and carried.
- VII. Membership Report
 - a. Written report received. There is new verbiage if a change was due to a search or reclassification, so with HRO they needed to fix their reports. There is common language so that when reporting to the BOT it is more accurate. There are still continual changes at HRO with staff departures. There is a backlog of work in HRO as well due to the staffing changes.
 - b. Discussion regarding confidential clerical vs APSS.
 - c. Question regarding receiving paperwork on a specific RTW person submitting membership papers. That Bldg. Rep will approach the RTW staff again.

- d. No additional questions – motion to accept the report as presented, motion seconded and carried.

VIII. Communications Report – no report

IX. Member Relations Report

- a. No report Women's soccer is in the NCAA playoffs.
- b. The PIP is a process at GVSU, one thing to make sure of is make sure that the PIP follows the guidelines established by the university. Manager may not be trained on the PIP. If you ever hear of someone on a PIP we can look and make sure that the goals are attainable. Important to communicate with our members if they have concerns. Vicki was involved in a case that the PIP was not realistic but, in the past, it has benefitted our members once it was completed.

X. Building Representative Reports

- a. No concerns in the areas currently.

XI. Old Business

- a. Recap from Bargaining Committee Chair
 - i. Pcard issue – if there is an unapproved/unauthorized type of purchase, the academic areas were holding the card administrators financially responsible. Met with the assistant provost and received information that 2 of the support staff had indeed been held to that standard. Met with Brian Copeland and Kim Patrick and brought the documentation, procedures and policies that could support that practice. Also contacting Pat Smith to see if this was legal. We discussed many things that had been brought forward in the previous meeting. This appears to belittle the administrators and a lack of trust in those using the pcards. Addressing the budgetary concerns with not being able to purchase items at a lower cost. Also discussing the best practice concept as opposed to the standpoint of punishment. In the end they went to Greg Sanial, and he investigated as well. A resolution would have been for all the PSS to return their cards. Coreen was encouraged by Brian to have a 1:1 with the Vice Provost, the purchasing department was assured that it is not intended to happen. All of this information is in writing in Coreen's files. IT is now being contacted in order to save funds, some departments have gone to the VP of Finance to authorize exceptions.
 - ii. Bargaining – meeting with Deb Sanders and Maureen Walsh in HRO. Deb comes from GRCC when we were assisting them leaving the MEA. Discussed bargaining with them and how they established their team and the process. The goal is to start bargaining in March and be concluded in April. We had fantastic results to the survey. Within the division of Finance and Administration – Greg assured us we are ok financially and next year's budget is tentatively figured out. HRO would like to do IBB training as well as, our team is seasoned. Hopefully the outcome will be

good, we are not anticipating much language change. Reminder there is a Gmail address for questions/concerns/comments. There is no problem sharing this information with members.

- iii. The newsletter – and the website I would like to build a little section in the newsletter and website to keep people up to date.

XII. New Business

- a. Next mtg January 9, 2020.

Adjourned at 12:59 p.m.