

**APSS Meeting
November 12, 2020
Zoom Mtg
12:00 p.m.**

Agenda

- I. Call meeting to order 12:00 p.m.
- II. Roll Call (17) – Deb Rotman, Becky Bakale, Michelle Holstege, Patrick Murdock, Patti McCarthy, Katie Haynes, Megan Eding, Hollie Rago, Joyce Sullivan, Rhonda LeMieux, Lindsey Burns, Tami John, Vicki Wenger, Barb Blankemeier, Lindsay Bogi, Barb Ellis, Cheryl Bronner
- III. Approval of October meeting minutes – no questions on meeting minutes as presented. Discussion regarding those that say they retired, but HRO doesn't recognize them as retired. Consensus is that we have to use the HRO criteria, even if some say they have retired but do not meet the criteria. No additional comments – motion made to approve the minutes as written, motion seconded and carried.
- IV. Presidents Report
 - a. Remote working – you need to submit paperwork and discuss with your supervisor plans for the winter semester. Every department will look different during this time period. The conversation must be had with the supervisor. HRO does want the schedule in writing.
 - i. There are concerns with the mandate of you must be open when there are no students in the buildings. We are receiving complaints from hourly staff who have not had any AP or Faculty come in when they are required to be there every day. There is a lot of stress surrounding this. There was a conversation with HRO regarding remote work. At this time senior leadership is looking at how they can reduce campus density and counts keep changing daily. The university is open and operational and classes are occurring, and work needs to happen. If someone is high risk they can have that conversation with HRO. It is difficult when everything is individual. Discussion regarding various offices and concerns with the burden solely being on hourly employees. We will again bring the concerns to HRO. CLAS does have a Covid Office Staff Policy. HRO needs to also work together with the appointing officers to arrive at fairness.
- V. Vice President Report
 - a. APSS Marketing Materials – received quotes for items for APSS giveaways – everyone should be getting an email to pick up their tumblers from two locations.

We are getting calendars from Pack N Mail, we can discuss distribution when we receive the items. Competitive Edge should have the items before Thanksgiving. Comment regarding calendars – we do need to proofread it as well to make sure it is correct!

VI. Treasurers Report

- a. Written report received – no questions regarding the report. Motion to accept the report as written, motion carried. Balances were verified on 11/10/20
- b. Yearly Audit and Financial Report – no questions regarding the yearly audit – motion to accept the report, motion seconded and carried.
- c. Motion to approve the tax documents 990EZ 2019 tax form. Seconded and motion carried.
- d. Marketing materials budget – the notebook and hot/cold gel pack will run approximately 4000.00 depending on which pen we select. Motion to approve a 4500.00 budget for marketing materials, motion seconded and carried.

VII. Membership Report

- a. Written report received. No questions regarding the report. Motion to accept the report as written, motion seconded and carried.

VIII. Communications Report

- a. No report – items can wait until next month.

IX. Member Relations Report

- a. Was going to remind members regarding the remote work form
- b. The last staff member affected by staff reduction has been placed at GVSU.

X. Building Representative Reports

- a. PSS Development met last week, and they have been told that they do not have to provide development courses due to the contract extension. There is no budget for a luncheon, the committee will still be in existence. Concerning, if there needs to be additional conversation with HRO and the executive committee. If you have taken them still submit them to the system. The avenue has not been open for training for PSS to earn development credit. Becky and Rhonda will discuss with HRO next week, and address the question with HRO.

XI. Old Business

XII. New Business

Meeting adjourned at 1:08 p.m.