

APSS Meeting
June 9, 2022
Zoom Mtg (or in person) 1019 SERVICE BLDG.
12:00 p.m.

Agenda

- I. Call meeting to order
- II. Roll Call – Tami John, Rhonda LeMieux, Barb Blankemeier, Joyce Sullivan, Michelle Holstege, Megan Eding, Irina Grougan, Kate Knopp, Rayshena Wilson, Tracy London, Cheryl Bronner, Barb Ellis, Katie Haynes, Denise Gross, Vicki Wenger, Matthew Collver
- III. Approval of May meeting minutes –
 - a. There is a concern regarding too much detail that the is included for privacy of those that are stating concerns in the meetings. Approval of minutes ending July meeting.
- IV. Presidents Report
 - a. Patrick Perry will be officially retiring this month, we will need a DEV 3 4 and 5 floor representative. If you have anyone interested please let us know. Rayshena will inquire about the 3rd and 4th floor.
 - b. Vacation hours – please pay attention to that and know we can only carry over 250 hours this year.
 - c. Dues are suspended until September 13, 2022
 - d. There is a significant number of job changes, including currently 7 open PSS positions. Let's make sure we are contacting new staff and let them know what we do.
 - e. Met with HRO Becky B. and Brian. Brian will take over the reclassification role in July. The process is currently being updated. Sean E. is working with HRO to make this process more current. Question about what does the reclassification process look like? The process is outlined in the contract (10.4), there are 45 working days to review between HRO and determine reclassification. Tami can send the job analysis factor form if needed.
 - f. Thank you to Joyce – this is her last meeting as Membership Director. Question about a template for how to reach out to a new potential member. What are the benefits, etc. There is information on the website that can be downloaded, the membership director will send out a packet to the building rep, once the person comes close to the end of their probation. They can join at any time their dues will not be removed until the end of their probation.
 - g. Question regarding taking mental health days? Would that qualify as salary continuation. It says in 12.2.2 one personal day in no less than 2-hour increments may be taken out of staff member vacation time. Which is more personal vacation day, mental health would potentially be salary continuation.

- V. Vice President Report
- VI. Business and Financial Report
 - a. Written report received.
 - b. Insurance policy invoice was paid
 - c. Verified balances 6.8.22
 - d. Motion to accept the May report as written, motion made, seconded and carried.
- VII. Membership Report
 - a. Written report received
 - b. Motion to accept the May report as written, motion made, seconded and carried.
- VIII. Communications Report
 - a. Updates to our websites, Word Press is providing some challenges. Would like to increase graphics, etc. to make it look less like a blog. If anyone has expertise in WP – please let Megan know.
 - b. Next newsletter, a large welcome to Rayshena, and Brian, and a farewell to Joyce.
- IX. Member Relations Report
 - a. There have been numerous job postings, we are notified when departments make their selections. We are given non-selection reasons, which we review for substance. We then reach out to the non-selected internals and give them the opportunity for scheduling a meeting once they are notified.
 - b. Conversation with CLAS – shared concerns. CLAS is processing job descriptions and working with supervisors and their expectations.
 - c. HR will be looking to increase professional development trainings as well for PSS.
 - d. Also suggested to discuss the strain employee classes have from post-covid stress. What support can be given regarding this mental health support from the university other than just encompass.
- X. Building Reports
 - a. Concern regarding work load with decreased or empty positions, please have them reach out to Rhonda. (Member or RTW).
- XI. Old Business
- XII. New Business

12:45 meeting adjourned.