

**APSS Meeting**  
**September 14, 2023**  
**Zoom Mtg (or in person) 1019 SERVICE BLDG.**  
**12:00 p.m.**

Agenda

- I. Call meeting to order 12:06 p.m.
- II. Roll Call – Michelle Holstege, Barb Blankemeier, Cheryl Bronner, Jenna Bench, Shelby Harrison, Kate Knopp, Marissa Vredevoogd, Tina Lee, Tracy London, Vicki Wenger, Tami John, Katie Haynes, DeMarcus Turnbough, Brian DenUyl, Rhonda LeMieux, Tina Lee, Rayshena Wilson, Alison Sall
- III. Approval of June meeting minutes – no questions/comments – Motion to approve June minutes – motion seconded and carried.
- IV. Presidents Report
  - a. New wage charts are available on the website, the salary letters will be coming at the end of September.
  - b. HR is talking about doing career advancement training.
  - c. Building Reps – make sure to introduce yourselves to the new staff, we still have swag to use when you are introducing yourselves when they start. Rayshena – gets the new hire list, she is reaching out to the BR and letting them know about a potential new member.
  - d. New calendars should be ready by October.
  - e. Job Posting freeze from November 14 – January 14 due to Workday.
- V. Vice President Report
  - a. Working with HRO regarding job reclassifications – currently at 6 which is a large volume. Good that they are recognizing the increased workload for the PSS.
- VI. Business and Financial Report
  - a. Written financial report received for June, July and August.
  - b. Tax documents are being prepared and will require approval at the November meeting.
  - c. The fall luncheon – is scheduled for October 19<sup>th</sup>. Not sure if we are giving out Meijer gift cards, they will give a discount if we order in bulk, but it may take up to 30 days to get them. We may need to order them soon.
  - d. Motion to accept the June report, seconded, motion carried.
  - e. June financials were verified July 10<sup>th</sup>.
  - f. Motion to accept the July report, seconded, motion carried.
  - g. July financials were verified on August 18
  - h. Motion to approve August report, seconded, motion carried.

- i. August financials were verified on September 11, 2023
- j. Katie has been working on the reports with Barb B.

VII. Membership Report

- a. Written membership reports provided for June, July and August
- b. Motion to approve the June report as written – motion, seconded and carried.
- c. Motion to approve the July report as written – motion, seconded and carried.
- d. Motion to approve the August report as written – motion, seconded and carried.
- e. Luncheon – October 19, 2023, we moved back to October as in prior years.
  - Looking to give something to each member that attends.
    - i. Working with catering on the menu, draft flyer was sent to board, ready to make the registration link live by 9/19. Should have menu confirmed after the new menu is released next week.
    - ii. Would love volunteers to assist, and time is noon – 1:30 p.m. Kate and Tina are willing to assist, request additional volunteers when the flyer goes out.
- f. Barb will touch base regarding gift card order for Rayshena. What do we have to hand, and what would need to be ordered. Catering costs have increased as well. Barb/Rayshena will submit a budget.

VIII. Communications Report

- a. At the new staff orientation event, PSS will have a table 9/22 and Rhonda, Megan and Katie H will be there to assist. Tami has the swag and banner available.
- b. Consensus new newsletter is well received and we all like it.

IX. Member Relations Report

- a. Various items addressed during the summer.
- b. The grievance filed at the beginning of the summer was settled. A new flow chart will be added to the website regarding PSS hiring.

X. Building Representative Reports

- a. A member wondered if there was a list of all APSS members that could be used to send out a mass email. May be something to address by adding a story in the newsletter.
- b. Discussion about potential university changes in academic areas.

XI. Old Business

XII. New Business

Meeting Adjourned 12:38 p.m.