

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

Minutes

- I. Call meeting to order – 12:05
- II. Roll Call Michelle Holstege, Rhonda LeMieux, Tami John, Barb Blankemeier, Megan Eding, Brian DenUyl, Tracy London, Denise Gross, Barb Ellis, Shelby Harrison, DeMarcus Turnbough, Irina Grougan
- III. Approval of November meeting minutes, motion to approve the meeting minutes as presented – motion carried.
- IV. Presidents Report
 - a. Last month requested UAS - PSS committee member – Marissa asked to be the PSS representative for our group.
 - b. Barb is retiring, so this is her last meeting, she will be greatly missed! Katie will take over next month.
- V. Vice President Report
 - a. Worked on 3 reclassifications, working with Jamie in HR, she is handling the process well. This could eventually move to the talent management group.
- VI. Business and Financial Report, motion to accept the report as written, motion seconded and carried.
 - a. Written report received.
 - b. Meeting with Katie next week to hand over all documentation for the financials of the APSS.
 - c. Financials were verified on December 11 by Tami John.
- VII. Membership Report
 - a. Written report received. Motion to accept the report as written, motion seconded, motion carried.
 - b. Our numbers did increase and the RTW number decreased. There are a couple we may have missed in 2023. Would not hurt to reach out to the new people from November in the new year.
 - c. List of members was sent to all Building Reps – only received a few answers, please review those lists for accuracy, so we can adjust membership representation levels. We need to work on increasing GR Bldg. Reps.
- VIII. Communications Report

- a. Finalizing the redesign of the membership brochure, creating an infographic for new PSS Staff/members. When edited and finalized will be sent to full APSS Board.
- b. There is also a copy center log in for the APSS which is now in Megan's name.

IX. Member Relations Report

- a. Very active month, in the November message from Pres. Mantella, enhanced complaint initiative. Conversation with HR, this does not impact our contract, it was more for AP and Faculty to have a path for complaints. It will enhance what we currently have under our contract.
- b. Shawn sent out the newsletter edition regarding ultratime codes to be used in specific circumstances. Current processes are central to M – F schedules and not reflective or inclusive of alternate schedule members.
- c. Vacation transfer authorization form – members that are over the 200 and will lose vacation hours can transfer those hours to the PSS vacation pool. Megan will get an email out to the members on this 12/15/23. 12.3.4.1 in the contract. Tami will verify current pool with HR. Will also verify if we can do this in the month of December. (Email will be held until confirmation of ability to donate. Will look at reminder in the October newsletter.)

X. Building Representative Reports

- a. DeMarcus has a member requesting swag, Shelby will check if she still has it since the member is downtown.

XI. Old Business

XII. New Business

- a. Discussion regarding the assistance from Shawn regarding all the union issues, newsletter submissions, direct contractual membership contact that he addresses, as well as the contractual expertise provided to Membership Chair and President roles. We are requesting a one time pay for this year and will address payment in the bylaws for future years of this role. This is extra work that we have added to him. Motion made to add one time compensation for Shawn and add to the bylaws going forward. Motion seconded. Motion carried. Discussion on amount? Discussion about not exceeding what Rhonda is paid in her role. The amount will be 2000. Bylaw will need to be addressed for next year.

Meeting adjourned at 12:52 p.m.