

APSS Meeting
March 14, 2024
Zoom Mtg (or in person) 1203 SERVICE BLDG.
12:00 p.m.

Minutes

- I. Call meeting to order - 12:02 p.m.
- II. Roll Call – Brian DenUyl, Tami John, Rhonda LeMieux, Katie Haynes, Michelle Holstege, Rayshena Wilson, Jenna S, Alicia Delacruz, Tina Lee, Denise Gross, Cheryl Kotecki, Shelby Harrison, Barb Ellis, Tracy London, Katie Knopp, Cheryl Bronner
- III. Approval of February meeting minutes – no discussion or changes to minutes as written.
 - a. Motion to approve Katie, motion seconded Jenna. Motion carried.
- IV. Presidents Report
 - a. Discussion regarding Workday struggles and getting information from this system. If there are any changes to the membership report – please reach out to Rayshena, since the reports are not available at this time from HRO.
 - b. April 15 – 19, Student Appreciation Week
 - c. PSS Development Luncheon - April 16
 - d. Elections will be April 16 – nominations will be coming out end of this week.
 - e. New staff orientation, volunteers Denise G will attend the May 10th orientation.
- V. Vice President Report
 - a. Job reclassifications have been caught up.
 - b. Student Appreciation – is the intent to be by the clock tower again. (Weather permitting). This is during exam cram week as well. Brian will get this started. Pew campus location is looking at being added. Shelby will help with this downtown. Shelby will make sure the other office staff is aware. Denise is willing to get supplies for DCIH, and RFH. Looking at Wed or Thur since the luncheon is on Tuesday. Megan will get the information into the newsletter if we decide prior to April 1st.
- VI. Business and Financial Report
 - a. We do now have a bank card, which will decrease reimbursements.
 - b. The Workday reports are now available.
 - c. Will give a blurb about dues suspension for the newsletter.
 - d. March 6 financials were verified by Tami J.
 - e. Written report received, motion Rhonda, seconded by Megan, motion carried.
- VII. Membership Report
 - a. Written report – draft received, due to difficulty with reports from HRO. Still working with HRO to get the correct information.

- b. Our voting APSS number is up to 283. We have had a lot of new members join.
- VIII. Communications Report
- a. No new details, pets of PSS newsletter was a success. A lot of positive feedback. Website statistics have not changed.
 - b. April – will need a building rep notice MAK/MAN and LIB
- IX. Member Relations Report
- a. Our attorney is moving to a new law firm in Muskegon. We did sign the agreement to follow John to his new law firm. Effective Monday.
 - b. Various issues regarding information from HRO in Workday.
- X. Building Representative Reports
- a. The re-org proposal will be in this next week.
 - b. When a PSS retires, do we retain that position in the department? This is part of what Tami and Rhonda discuss with HRO.
 - c. Discussion regarding direct supervisors in CLAS. The structure is now through the through the Dean's office and not unit heads. Hiring, PIP, FMLA, etc. is all supposed to go through the Dean's office.
 - d. There are concerns with FMLA, and which matters of leave should not be able to be screened by the Dean's office. We should be careful to make sure that a definition of a supervisor is so that people are able to take medical leave. Will ask for clarity.
- XI. Old Business
- XII. New Business
- a. Discussed benefits meeting. HR is looking at additional levers to get the university to the state mandated 80/20 rule. The discussion was tabled until July when there will be more financial information available.
 - b. Tina Lee will become a confidential clerical; she has asked Cheryl Kotecki to take her place. She will continue to assist Cheryl until she becomes acclimated to the building rep role.

Meeting adjourned at 12:44 pm.