

**APSS Meeting**  
**May 9, 2024**  
**Zoom Mtg (or in person) 1203 SERVICE BLDG.**  
**12:00 p.m.**  
**Minutes**

- I. Call meeting to order, 12:04 p.m.
- II. Roll Call
  - a. Katie Haynes, Rhonda LeMieux, Megan Eding, Tami John, Michelle Holstege, Tracy London, Cheryl Kotecki, Kate Knopp, Sam Bravo, Marisa Vredevoogd, Irina Grougan, Barb Ellis, L Dettling, Cheryl Bronner, Denise Gross, Nicole Brower,
  - b. Introductions to new attendees
- III. Approval of April meeting minutes
  - a. Motion to approve the meeting minutes, motion made, seconded and carried.
- IV. Presidents Report
  - a. Member reached out regarding an email from an HR Generalist, regarding a student payroll. Payroll will NOT be notifying you of any payroll issues. The line of communication will come from HR Generalist.
  - b. Reclassifications, a number of them have been submitted. The process is done with our VP and the Compensation person in HR. The issue was with a lack of communication once approvals were completed, and being completed in WD, so that our members get their proper pay. Please send those concerns to Brian and then CC Tami if you have members with similar concerns.
- V. Vice President Report –
  - a. Report – numerous reclassifications occurring.
  - b. Student Appreciation Ice Cream Day went very well.
- VI. Business and Financial Report
  - a. Written report received. Have received the Allendale charges for ice cream, not for GR yet. Trying to keep spend categories consistent with what was in Banner.
  - b. Financials approved May 6<sup>th</sup> by Tami John.
  - c. Dues will stop for payroll 11 - 17, except for the 5 members that did not convert over with WD and their dues.
  - d. Motion to approve reports as written. Motion made Megan, seconded by Denise, motion carried.
- VII. Membership Report
  - a. Draft report received. The April report is in Draft form as we are still working with HRO to get accurate reporting. As soon as those become available, they will be updated. Hopefully by May report
  - b. October 17, the GRR has been reserved for the APSS Luncheon. Would the Tuesday of fall break be better for PSS to attend (10/22). Rayshena will reschedule to that date.
  - c. Please send email to Brian to ask about what approved reclassifications have been completed.

- VIII. Communications Report
- a. So far this year Jan – April, we have 95 visitors /month with 285 page views.
  - b. The Canva the free version is limiting abilities in the version. Will look into that for next month's meeting.
- IX. Member Relations Report
- a. Very active month. Making headway with HRO, and other situations that have been occurring. There are many member concerns, this has increased the number of meetings for the month.
  - b. HRO relationship – we are trying to maintain in a positive manner, as both groups have WD struggles.
- X. Building Representative Reports
- a. Nicole Brower will be the new rep for the LIB. Thank you Nicole!
  - b. Member concern regarding reclassification efforts occurring, and that they are being left out.
    - i. They can initiate their own, but when they do their documentation there is a ranking form that should be worked out with the supervisor. The member can request/initiate the process. Please have the member reach out via email to Brian/Tami.
  - c. Kate Knopp – FH Bldg. rep, has agreed to also cover MAN Hall. Thank you, Kate!
  - d. Still working on a rep for MAK Hall.
  - e. When apply internally for jobs, is there a way to create an internal form, to upload instead of their resume.
  - f. Rhonda, Katie and Denise will be at the new staff resource fair. Resource fair in GRR 10:15 – 11 a.m. Megan has the swag and table information.
  - g. Wage increase, step level increase concern. When will the survey be sent. It should be sent this fall.
- XI. Old Business
- XII. New Business
- a. Swag for new staff, we do not give out the blankets until they sign up to be a union member. We are down to 15 left in stock. We can send pens, notebooks etc. When you introduce yourself, we have the packet of information, do you give them anything else. Megan will look for additional swag that we could use in the intro time.

Adjourned at 12:43 p.m.