

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

- I. Call meeting to order 12:01
- II. Roll Call – Katie Haynes, Brian DenUyl, Kelli Dykstra, Michelle Holstege, Tami John, Rhonda LeMieux, Rayshena Wilson, Marisa Vredevoogd, L Dettling, Tracy London, Treena Gilbert, Ash Godin, Cheryl Kotecki, Denise Gross, Irina Grougan, Barb Ellis, Kate Knopp, Nicole Brower, Cheryl Bronner, Jenna Stehouwer
- III. Approval of July meeting minutes – motion to approve the July meeting minutes. Motion seconded and carried.
- IV. Presidents Report
  - a. Welcome back –
    - i. Raise letters will be coming out soon and go into effect October 1<sup>st</sup>. There should be instructions included in how to see it in WD. We will be getting the 3% increase. If there are any discrepancies, please let us know.
    - ii. Our Attorney John Karafa, is now focusing on more family law, and taking a lot of his time. He has suggested we contact a new attorney from a different firm. Shawn, Rhonda and Tami will be meeting them next week to see if it will be a good fit.
    - iii. Job postings – HR has a lot of internal specific job postings. They are pushing for the APSS to share that information. Kelli will send instructions on how to set up notifications in the newsletter and email since we do not have a notice board.
    - iv. Facilities had their golf outing this summer with a pending scholarship donation of 1000.00.
    - v. Eboard meeting – we will be making changes to the section 4 of our bylaws. Which will be sent out to the members prior to the luncheon for review so we can vote on the luncheon day.
    - vi. Attended new VP of Culture lunches for top four candidates. Opportunity to ask what their union experience was. It was appreciated that we were there and able to ask the questions.
    - vii. New Staff orientation will be changing, we are looking for suggestions. It will move from quarterly to every few weeks. What would be our best method to present information to new staff? Maybe our Building Reps should be a point of contact? Do we want to brainstorm what we should let new hires know?
    - viii. Performance Review goal reminder came today. Everyone should utilize those so that you are keeping on track, it helps us to advocate for you as a member. Even if our supervisor does not stay on top of it, we need to.
    - ix. Open Enrollment will come out next month.
    - x. Will follow up on the key chains we ordered.

- xi. We are full for Building Reps and Officers for the first time in a long time.  
Thank you to everyone that has volunteered!!

V. Vice President Report

- a. Need to order calendars prior to the luncheon.

VI. Business and Financial Report

- a. Written report received, expenses for filament and keychain products. Our card was flagged for fraud – so Katie paid and reimbursed.
- b. Website was renewed, and we started subscription.
- c. July balances approved August 14 and August balance approved on September 5
- d. Motion to approve the July report, seconded and carried.
- e. Motion to approve the August financial report, seconded, motion carried.

VII. Membership Report

- a. Reports are still a challenge for accurate reporting from Workday. Continues to work with HR to get the most up to date information from HR and workday.
- b. Written report received. There has been a number of changes and new hires.
- c. Workday is not reporting this information accurately, there is a team working on this for HR.
- d. This report will be considered as a draft pending update.
- e. Fall Luncheon – Denise and Rayshena are working on the menu, prices have increased exponentially. Will be Fall Themed; the invitations will be sent out as soon as the menu is decided. There will be a few games, and there will be gift cards for members again this year. Shawn will be the speaker to discuss 2025 bargaining. How much time should Shawn have so we can put together an agenda. Will reach out and ask him on time needed. October 22 – during Fall Break – so hopefully that will increase turnout.
- f. Gift cards – what amount are we thinking? Last year we did 25.00, the menu will cost more – order will be for full membership and 25.00, we thought half Meijer, half Amazon. Whatever is easier to get.
- g. Will you need volunteers to assist with the event for check in etc. – will include that in the invite.
- h. Motion to approve the purchase of 300 gift cards in the amount of 25.00 for the use at the luncheon and for retiree gift cards from Meijer or Amazon, which ever is easiest to obtain. Motion seconded and carried.

VIII. Communications Report

- a. Thank you for allowing her to jump in and allow her to do this role.
- b. Social media survey received 64 responses. A lot of people use FB and Instagram. 55 people said they would be open to a private FB group. There were a lot of good comments regarding moderation, fundraisers etc. and concerns. Yammer is now Vivaengage, which people could use with work credentials. Or a zoom “super user” type group. There were some concerns with privacy.
- c. Will do some additional research and return with proposals for the next mtg.

- IX. Member Relations Report
  - a. Numerous meetings with HR regarding hiring process and following the contract.
  - b. Because of the contract and new staff in HR, there is a lot of follow up that is occurring and APSS is reviewing ALL positions.
  - c. The workflow for PSS hiring is shared with chairs prior to hiring process.
  
- X. Building Representative Reports
  - a. No current concerns
  
- XI. Old Business
  
- XII. New Business
  - a. Brainstorming for what new PSS would need for the resource fair.
    - i. Like the idea of Bldg. Reps reaching out, should be an important focus it would be nice to be in person, but for those on satellite sites even scheduling a zoom.
    - ii. Would it be helpful for new building reps to have a training even how to read building reps.
    - iii. A resource manual for Building Reps would be a good idea as well.
    - iv. Maybe a guideline on what the union assists with (reclassification), what reps have sent in the past, standard operating procedures etc.
    - v. What are the expectations of Building Reps. For when a new person is added in our building.
    - vi. Building reps could use some our swag when meeting people. We have flyers, maybe we have a flyer with eboard and who handles what. Do we add the building reps as well.
    - vii. Include building reps on the flyer so new people know who to reach out to.
    - viii. APSS website, needs to also be included. New hires, and that packet has the information and link as a way to introduce to new hires.
    - ix. Verbiage for summer dues. FAQ page on the website.
    - x. Marissa redoes her pamphlet every time to make sure that it is correct for every new member. Some forward what Rayshena sends.
    - xi. We need to send some to TC so that Irina can get them – need to go USPS.
    - xii. Rayshena sends a potential new hire to the building reps, then attaches the link to the flyer that is also included. Kelli will link the trifold to the website.
    - xiii. Our response to HR – may be that we will make introductions to our new PSS hires through our Building Reps.
    - xiv. WE will get little bags, to put together a little welcome kit for BRs to walk over to their new PSS hires.

Meeting Adjourned 1:01 p.m.

