

APSS Meeting
November 14, 2024
1019 Service Building
12:00 p.m.
Minutes

- I. Call meeting to order 12:08 p.m.
- II. Roll Call – Katie Haynes, Brian DenUyl, Rhonda LeMieux, Kelli Dykstra, Michelle Holstege, Rayshena Wilson, Irina Grougan, Treena Gilbert, L Dettling, Denise Grose, Marisa Vredevoogd, Nicole Brower, Kate Knopp, Ash Godin, Sam Bravo
 - a. Absent: Cheryl Kotecki, Jenna Branch, Vicki Wenger, Barb Ellis, Cheryl Bronner, Tracy London
- III. Approval of October meeting minutes
 - a. Motion to approve minutes as written motion carried.
- IV. President Report –
 - a. Orientation for new staff 11/15/24
- V. Business and Financial Report
 - a. Written report provided, resent September as dues was not included on one page of the report.
 - b. October – luncheon expenses written report provided, there are 3 items to be returned to Staples by Denise then there will be a credit.
 - c. Financials approved on November 7th.
 - d. Motion to approve the written report, motion seconded and carried.
- VI. Membership Report
 - a. Written reports provided. One person is now on the Pew Campus so that will be updated.
 - b. Motion to approve the June – September report, seconded and carried.
 - c. Motion to approve the September with the change of the member to Pew Campus and update of the bldg. rep. Motion seconded and carried.
 - d. Motion to approve the October, motion to approve with the change in RTW member. Motion seconded and carried.
- VII. **Building Rep Best Practices**
 - a. Mentioned the survey regarding sending to RTW employees.
 - b. RTW employees follow our contract, and are in our classification, but they do not have voting rights. By law we are required to represent them. They do not have a voting right on our contracts/bylaws. Confidential Clerical is its own classification.

- c. Probationary employees are technically at will employees until they are off probation. Once they are off probation they are covered by the benefits of the contract. Until off probation they do not get full benefits of salary continuation, vacation etc. Remote work – is up to the supervisors and not contractual.
- d. Expectations of Bldg. Rep Handout – reviewed, this is open for feedback, and what would have been helpful to know.
 - i. Expectations – show up to the meetings and let your voice be heard. This is for speaking up and for your voice or your members voice to be heard. Ask the questions.
 - ii. Tips and Tricks – folders in Outlook, union, building members, keeping whatever they sent me, so I have documentation in case it goes to a grievance level. Folders for eboard, binder for mtgs, list of members, constitution/bylaws, meeting minutes etc.
 - iii. What do I do? It is ok to go to Tami and Rhonda that is what they are there for.
- e. Become familiar with the contract.
- f. Some keep emails in the draft section in Outlook so that it is easy to send to new members. Denise keeps it in One Note.
- g. Some typical questions – what my dues are, to situations, OT,
- h. We could do a shared document.
- i. We may create a shared space either Google Docs/FAQ on our website or a chat function to notify Building Reps on what is happening so that we don't feel so isolated. Kelli will look into WordPress and see if we can create a behind the scenes/wall log in.
- j. Teams could work for general questions/what you are receiving. Link files in there as well – APSS Teams.
- k. It may be good to add terms, how to read your membership report, and outline, also a timeline for reaching out to new members? Rayshena sends an email to the building rep.
 - i. Who should touch base first. Rayshena is just notifying that there is a new person in their area. Welcome to GVSU, best practices. Sam mentioned reaching out prior; to let them know they have a contact/mentor. They can fill out a form prior to being off probation. We do not collect dues until probation. We would love to know when they are off probation. If they have already filled out the form – the building rep will be cc'ed on the welcome to the union email sent from Rayshena.
 - ii. WORKFLOW would be helpful.
 - iii. Someone who is not a full member of the union still gets the step increase in September. Discuss the increase in steps and when is hired. Some members questioned the most recent email from HR regarding step and level.
 - iv. Does the bargaining committee track the difference in AP and faculty. We discussed interest-based bargaining.
 - v. Feedback from luncheon about probation and getting the gift card, and the envelope was empty – Denise knows it needs to be cleaned up.

- vi. Building reps – when we get close to bargaining, Rhonda did monthly reminders to her members, and we will want to encourage participation in the survey.
- vii. Board mtg need to know summary to members post meeting, Newsletter is also a great way to update folks as well.
- viii. University Climate Survey do we get results?
- ix. Bargaining Survey – add climate to the questionnaire.
- x. Talked about small gift once off probation.