

APSS Meeting

January 9, 2025

Zoom Mtg (or in person) 1203 SERVICE BLDG.

12:00 p.m.

Minutes

- I. Call meeting to order 12:05 pm
- II. Roll Call: Rhonda LeMieux, Tami John, Katie Haynes, Raysheana Wilson, Michelle Holstege, Brian DenUyl, Kelli Dykstra, Tracy London, Vicki Wenger, Cheryl Kotecki, Cheryl Bronner, Bar Ellis, Kate Knopp, L Detting, Marisa Vredevoogd, Treena Gilbert
- III. Approval of November meeting minutes
 - a. No questions or concerns – motion to approve the minutes from the November meeting. Motion seconded and carried.
- IV. Vice President Report
 - a. Currently no job reclassifications in the last two months. Tami noted there will be some starting in the new year.
- V. Business and Financial Report
 - a. Written report received for November and December
 - i. The last of the luncheon expenses have been paid.
 - ii. Finances verified January 8 by Tami John
 - b. Motion to approve the December report – seconded and motion carried.
 - c. November finances verified December 10th.
 - i. Motion to approve the November report - seconded and motion carried.
- VI. Membership Report
 - a. Written November report and December report received.
 - i. Discussed changes to member location and building rep. and some changes to APSS to confidential of some staff, and some other corrections.
 - ii. CB there are a few members that can come off the on-probation list.
 - b. Motion to approve the November 2024 report, motion seconded and carried.
 - c. Motion to approve the December 2024 report, motion seconded and carried.
- VII. Communications Report
 - a. Facebook group proposal – discussion regarding questions surrounding format. Discussed allowing retirees, and active members only. Also screening questions – Gnumber (last 4), GVSU email and what department – maybe hire date.
 - i. Timeline – hoping to launch this in the next week.
 - ii. Advertise in the February Newsletter

VIII. Member Relations Report

- a. Variety of issues some of which will be discussed in bargaining.

IX. Building Representative Reports

- a. CB – how does a member go about a reclassification without supervisor approval. The supervisor would support – but is too busy to review. The staff member or the supervisor may submit the paperwork.
- b. Discussed what the process – start to finish for a reclassification. There is a form, which can be emailed to staff interested in reclassification, either from our VP or HRO. The member's responsibility is to complete the job questionnaire and analysis, all of that will be submitted for review by HRO and VP of APSS. If there are concerns, there is a team that will also review. There is contractual language regarding the process, and time frame for response. You can appeal a decision if you do not agree with the outcome. (10.4 in the contract).

X. Old Business

- a. Our November mtg – we discussed Building Rep best practices, we created new binders for the BR's asking someone to take over the piece of what it means, can use Katie's template. Treena will finish that job and compile the best practices. Would also like to include the hiring flow chart.
- b. Binders – are available in Tami's office.
- c. Rhonda and Tami have issues regarding new hiring. We want to make sure that the PSS representing our group – and what they should look for/do.
 - i. Part of the language is that there is a PSS includes a search member that is a PSS. Either as an inclusion advocate, or a member of the committee.
 - ii. Reasons – to address the PSS role, and to make sure they are not misrepresenting the position. We would also like the PSS on the committee can have input in the questions asked.

XI. New Business

- a. Meeting concluded 12:45 p.m.