

APSS Meeting
March 13, 2025
Zoom Mtg (or in person) 1019 SERVICE BLDG.
12:00 p.m.

Agenda

- I. Call meeting to order 12:05 p.m.
- II. Roll Call – Brian DenUyl, Katie Haynes, Tami John, Rhonda LeMieux, Michelle Holstege, Cheryl Kotecki, Rayshena Wilson, Tracy London, Ash Godin, L Dettling, Barb Ellis, Irina Grougan, Marisa Vredevoogd, Jenna Branch, Kelli Dykstra, Kate Knopp, Nicole Brower
 - a. Absent with notice: Treena Gilbert, Cheryl Bronner, Denise Gross
- III. Approval of February meeting minutes
 - a. Motion to approve the minutes as written – Rhonda, Rayshena 2nd, motion carried.
- IV. Presidents Report
 - a. Thank you to Katie and Jenna for volunteering for the new staff orientation. There is some additional slots still available. If you have not had a chance, please sign up and help.
- V. Vice President Report
 - a. Working on Student Appreciation Day regarding the ice cream day. The hot dog roast will be on the Wednesday, and she requested we hand out ice cream on the 17th or 18th. We prefer to be out at the clock tower weather permitting. Looking for volunteers for all campuses. Last year Shelby Harrison handed out ice cream in DeVos, Brian will reach out to her to see what she did last year. Rayshena is willing to do this in DeVos. (Jennifer May and Amy Detwiller to obtain an ice cream cart). Brian will adjust the order to the more popular items.
 - b. If you would like to volunteer contact Brian.
- VI. Business and Financial Report
 - a. Written report received.
 - b. Paid the accountant for 1099 filings.
 - c. Completed estimated budget regarding our assets being under 200K, that is no longer a requirement. We now have a cap of 500K. Our annual gross receipt of dues must be under 50K, we are under 25K. Budget compared to last year, we are very similar. Was using estimated budgets for bargaining, dues etc. Used same number as most recent budget.
 - d. We would rather stay at the current balances and avoid purchasing any additional swag this year.

- e. Bargaining – not comfortable with estimating the fees related to attorneys, since the change in law firms.
- f. Financials were approved on March 4 by Tami John
- g. Motion to approve the report as written, Jenna, 2nd Irina, motion carried.

VII. Membership Report

- a. Written report received. Revised had a corrected date to a RTW seniority date. Krista is still assisting with filling the gaps with building locations and seniority dates.
 - i. The current outstanding items are locations, transfers, reclassification information from HRO.
- b. RTW – there are new staff hires that have gone to RTW, it is a bargaining year – so it is a perfect opportunity to join as a member and be able to vote on the next contract. There are some updates to location.
- c. Limited part time support were all classified as adjunct, which has now been “fixed” to reflect PSS classification.
- d. With the multiple PSS that are moving to AP – are we losing those positions. We have been tracking the open positions and tracking. Currently those positions are still in the PSS classification.
- e. Motion to approve the membership report, Katie, 2nd Kate, motion carried.

VIII. Communications Report

- a. Lots of great newsletter suggestions
- b. Sent out the email regarding elections.
- c. Facebook page is still in the early stages. Kelli will start posting items, like volunteering for Dessert Day.

IX. Member Relations Report

- a. There have been changes occurring in the Steelcase Library due to the Blue Dot project. We have been working with PSS staff impacted, HRO and the library. Half of the Steelcase Library services will be moved out of Grand Rapids, which will shift staff to Allendale.

X. Building Representative Reports

- a. When reaching out regarding voting on contracts – how do we disseminate that information. Discussed membership meeting regarding the contract, and how members are included in the vote.
- b. Jenna had a great time with the new staff orientation with Katie. Was able to talk with new members – great opportunity. There are still 2 slots in November, rewarding opportunity.

XI. Old Business

XII. New Business

- a. Election email was sent.
- b. KH – discussed Faculty and AP awards, there is nothing there for the PSS. The question was raised a long time, the Women's Commission has awarded our PSS members. If it was routed to the PSS Committee, that would then encompass PSS classifications member and non-member. Who initiates from the AP committee.
- c. Should we have a luncheon committee? That would be able to focus on different areas, Rayshena oversee membership, Katie would be budget, there could be a decorations committee, etc. Discussed the process. Rayshena would like to look for committee members on the Facebook page. Formalize the volunteers maybe in a sign-up genius format. May also be a good outreach to members for participation. Discussed prize committee, volunteers, menu. Rayshena will work on getting that started.
- d. Discussed getting a tablecloth for the new staff orientations in place of the banner. Katie will look at options and pricing.

Meeting adjourned at 12:43 p.m.