

**APSS Meeting**  
**October 9, 2025**  
**Zoom Mtg (or in person) 1203 SERVICE BLDG.**  
**12:00 p.m.**  
Minutes

- I. Call meeting to order 12:05 p.m.
- II. Roll Call – Tami John, Katie Haynes, Rayshena Wilson, Michelle Holstege, Rhonda LeMieux, Kelli Dykstra, Denise Gross, L Dettling, Ash Godin, Tracy London, Marisa Vredevoogd, Jenna Bench, Irina Grougan, Kate Knopp, Cheryl Kotecki
- III. Approval of September meeting minutes, motion made to approve the minutes by DG, motion seconded and carried.
- IV. Presidents Report
  - a. Talked with HR about Laker Day My Way and vacation accrual. This must be used by end of 2025; we are now accruing vacation as this is treated as a holiday.
  - b. Rhonda and Tami have been working on updating the website for PSS job descriptions with HRO. They have asked for the position descriptions, including vacant positions. They would like them on the HRO website. There may be more information asked about the departments. This is an ongoing process.
  - c. December 11 meeting, we have a conflict with that date. Is it possible to switch to 12/4 or 12/18 – looks like the 18<sup>th</sup> may be the better option.
  - d. We did approve the bargaining team compensation at the E Board mtg.
- V. Vice President Report
  - a. There are multiple reclassifications in process. Working through the clarification of details with HR.
    - i. The process is still taking time.
- VI. Business and Financial Report
  - a. Written report received for budget. Ratification snacks for ALL are in the report, as is the bargaining team lunch during ratification day. GR has not been included as yet to hit our account.
  - b. Written report received for audit reports.
  - c. Finances were approved on 10/6/25 by Tami John
  - d. Audit report was approved on 10/7/25 by Tami John
  - e. Motion to approve September financials, RL, seconded by DG, motion carried.
  - f. Motion to approve the 990N Tax and audit form reports, KD motioned, DG seconded, motion carried.
- VII. Membership Report
  - a. Written report received for September.
  - b. Motion to approve the September report, KH motioned, KK seconded, motion carried.

- VIII. Communications Report
  - a. I would like to obtain an EMMA account for the APSS, because it is a university platform, and free to us which may also prevent items from going to spam.
  
- IX. Member Relations Report
  - a. Back on schedule with bi-weekly meetings. I am still working on job descriptions and reclassification questions.
    - i. Is the job description supposed to be general or different for each department? (i.e. CLAS, BMS program vs BIO). There should be a job description for each department in our opinion. Every position – should have their office details as well as the classification piece. If there is specialization those should be addressed, but the job titles should be cleaner.
  
- X. Building Representative Reports
  - a. One question regarding the 5% reallocation exercise for FY27.
  
- XI. Old Business
  - a. Luncheon, registration went out for the luncheon – looking for entertainment, Hannah Stahl from Career Center will be doing a presentation. Working on ice breakers and decorations. Currently looking at 121 attendees.
    - i. All the Building Reps will have an envelope with the gift cards; people will come to them to get the card. Once completed those that did not show up, the Building Reps will have their gift cards with them once the event is done.
    - ii. Need a complete list of who is on each building rep list. Retirees will not get a card, neither will probationary employees. There will be another item for retirees and new PSS.
    - iii. Details will be given to volunteers in the early part of next week.
    - iv. When is the hard deadline – 3 are on probation, L may send a reminder to them.
  
- XII. New Business

Meeting Adjourned – 12:43 p.m.