

## MINUTES

### Labor Management Committee Meeting

March 24, 2010

Cowan Hall West Conference Room

**Present:** (Labor) Julie Strobel, Jane Stuart & Alternate Claudia Dukart

(Management) Debbie Ritz, Mike Campbell & Sue Ost

(Alternates) Becky Nicholson & Elaine Allen

(Standing Chair) Kathy Jaynes

I. **Call to Order** by Kathy Jaynes at 3:03 p.m.

II. **Approval** of February 17<sup>th</sup> minutes as corrected to properly reflect membership present

III. **Old Business**

a. **Clarification of Custodian I and Custodian II duties**

Claudia Dukart presented copies of the Custodian I and Custodian II Position Descriptions and:

1. Identified the Custodian II duties that are being performed by Custodian I employees with the request that Custodian I's either work within their current role description or be considered for an upgrade if they are expected to do Custodian II duties and responsibilities.
2. Requirement "ability to negotiate narrow spaces" is considered inflammatory to some custodial employees. Kathy Jaynes will talk with Dan regarding the purpose of this item that is noted under the "physical requirements of the Custodial 1 Role Description.

b. **Other** – there was no other old business

IV. **New Business**

a. **Budget Cuts**

Employees would like opportunity to present ideas to assist in budget cuts. Sue Ost said that April is the time to submit any ideas or suggestions either to supervisors or directly to her and employee contributions would be welcomed.

**b. Emergency Protocol Web and Book**

Claudia Dukart reported that students were doing some research on the campus emergency plan and questioned who the people were on the list. It will be updated and distributed.

**c. Contracting out of Services**

Claudia Dukart presented a spread sheet that she prepared comparing per/hour costs (based on Bozeman/Billings IBEW contract figures) to our contracted hourly costs for electrician, plumber, and painter and refrigeration tech.

Sue Ost is working with Dan to gather "actual hours" we paid contractors. Mike Campbell will provide the contract electrician bills ID has had to use.

After all of the information has been gathered it will be evaluated for pro/cons of hiring the individual positions instead of contracting services. It was noted that there may be projects that will still require contracting out.

**d. Holiday Break 2009 Cost Savings vs. Projections**

There were several things learned during our Holiday Break 2009 closing that prevented us from reaching the projected \$30,000 in savings; however, the changes that have been made since and the issues being addressed justify a Holiday Break 2010.

There were issues with the heating equipment that prevented cooling the buildings down but that has been addressed. There were people on campus that were not supposed to be and space heaters turned on as well as many computers left turned on.

Even with the above events reducing the cost savings, the utility bills were reduced by \$12-\$14,000 plus the amount saved by reduced snow removal.

Discussion has already begun to address additional issues like residential student housing and gym facilities use.

**e. Other**

Claudia Dukart expressed concern regarding the Vehicle Use Policy, 1910.

Specifically item 3 which states items will not be piled higher than the windows in a van. She drives a custodial van with supplies and complying with this ruling will prevent her from moving supplies in one trip.

The Vehicle Use Policy is a State Policy that came through the University System Self Funded Workers Compensation Committee. Sharon Caven will address it with

the WC committee members on each campus; as the policy was developed for safe traveling (mainly athletic teams).

**Next Meeting Date:**

**The next meeting will be Wednesday, April 28, 2010 at 3:00 p.m., Cowan Hall Conference Room.**

**ADJOURNMENT**

The meeting was adjourned at 3:55 p.m.

Minutes prepared by Sharon L. Caven