

## **MINUTES**

Labor/Management Committee  
November 1, 2006  
Library Conference Room

Present: Debra LaTray, Christine Muller, Julie Strobel (Alternate), Debbie Ritz,  
Mike Campbell (Alternate), Kathy Jaynes

Absent: Chuck Jensen, Lil Lipp

The meeting was called to order at 3:05 p.m. by Kathy Jaynes, Co-Chair.

Discussion on having a secretary take minutes at meetings so that Co-Chairs could focus more on subjects. Motion passed unanimously.

Linda Osterman resigned and her resignation was accepted by a unanimously passed motion. Deb LaTray was appointed to the LMC until a new president is appointed by the Union.

### **OLD BUSINESS**

Changes to the Charter were passed unanimously.

Check with the Library to see if it is okay to have regularly scheduled meetings in their conference room.

Change minutes addendum to include date of changes.

### **COMMITTEE MEMBER CONDUCT**

Discussion regarding attendance of Committee members. It was agreed that the language in the Charter should remain the same. It was agreed that Chuck needs to be on the Committee to address budget and finance issues and that there is no other person who could provide that information. It was agreed that if there is an issue that needs to be addressed by Chuck, and he is unable to attend the meeting, he must review the issue before-hand to provide the necessary information for the next meeting.

### **MEETING FREQUENCY**

The Committee will meet the 4<sup>th</sup> Wednesday of every other month. If there are not enough members available for a meeting it will be rescheduled.

## **NEW BUSINESS**

Open meetings discussion: Christine stated that it is important to keep the group small, in order to get things accomplished. Debbie expressed concern about confidentiality if the meetings were open. Both Julie and Christine stated that it was not illegal to have closed meetings. Julie suggested the issue be tabled until after further training. Everyone agreed.

LMC Training: Training was last held in January of 2004. Julie, Debbie and Chuck attended. The training was conducted by Ted Handel and took approximately a day and a half. Kathy or Debra will attempt to locate Ted Handel to make arrangements for new training considering that several LMC members are new.

Parking lot: Debra has not received any complaints about the new parking lot. Kathy passed out a sheet containing information regarding the project and explained that the State paid for most of the project and that there will be ample handicapped parking.

Smoking Areas: Christine noted that the smoking areas keep being moved. Debra believes much of the litter (cigarette butts) is from visitors on campus. Kathy explained that when the construction is complete, there will be stationary smoking areas with signs.

Job description: Debra asked about the new job title for Chris Wendland. Kathy stated that it is Accountant/Budget Advisor. Kathy also explained that Callee Erickson is a temporary Administrative Assistant in the SUB. Her position ends in December, when it will be determined if the position should be eliminated or continued. If approved, it will be advertised at that time. It is not a work-study position.

Vacancy Appointments: Debra asked why some upper-level vacancies are filled by appointment rather than by posting the position. Kathy stated that sometimes it has to do with the fact that a person has been performing a job for some time and they then become the obvious person to take the job permanently. Debra made the distinction that she was referring to new positions as opposed to promotions. This led to discussion that employees are often confused about whether a job is a new position or a promotion. Christine and Debra expressed concern that not all employees have the ability to progress. Often times it is dependent upon a supervisor and this is something that should be addressed. Christine explained that the classified people often feel they don't have the opportunity to apply for jobs because of internal shifting and restructuring. Concerns were expressed about the restructuring of the business office.

Kathy asked if employees know how to access LMC meeting minutes on our website. Everybody agreed that there needs to be a better distribution of information. Directors are supposed to distribute information from UAC meetings. MAP is now Staff Compensation Plan. Kathy is researching training opportunities for supervisors. It was suggested that Sue send out something regarding the re-distribution of duties in the business office so that people will know who is doing what now. Northern Network News is a good way to distribute information, but people don't always read it.

Training: Debra asked for clarification regarding training. She wanted to know if it's necessary to take vacation for work-related training. Kathy explained that if it's job-related and supervisor approved, you do not.

Auxiliary Staff: Debra wanted to know why the auxiliary staff is not union. She was referring to work that is contracted out. Staff want to know why it appears we don't hire enough employees at the physical plant. We often contract work out. Christine stated that this has been an ongoing issue and that management has provided all information requested regarding this issue. She said that labor needs to document instances of concern before anything can be done. Debra noted that many businesses are contracting work out, not just MSU-Northern.

Minutes: Christine noted that the minutes from the last meeting had not been approved. It was agreed that this would be done at the next meeting.

Other: Christine suggested that the State Professional Development Center be contacted regarding training. They charge a nominal fee, but will travel to Havre. Additionally, it was suggested that training be held in small blocks, such as over a lunch hour, as opposed to day long sessions.

Discussion ensued about improving communication among MSU-N employees.

Review of staff compensation plan.

Holidays: There was discussion regarding MSU-Northern holiday activities including the tree lighting ceremony, employee Christmas party, and the "We Love Northern" Ball held each February. Committee members discussed possible options to get more people to attend these events.

Next Meeting: The next meeting will be November 29, 2006, at 3:00 p.m. in the library conference room.

Union Vote: The union vote is Monday, November 6. They are voting for President, Vice President, Treasurer and Trustee. There is a good pool of candidates. They cannot vote by e-mail.

Meeting was adjourned at approximately 4:45 p.m.