

Labor Management Committee Meeting Minutes

Library Conference Room

July 11, 2007

3:00-5:00 pm

Present: Debbie Ritz, Kathy Jaynes, Christine Muller, Chuck Jensen, Deb LaTray, Lil Lipp

The meeting was called to order at 3:00 p.m. by Kathy Jaynes.

The minutes of the 5/23/07 LMC meeting were unanimously approved.

Old Business

- The committee continued their review of the new Classified Employees' Performance Evaluation. It was decided to use the five levels of evaluation ratings with descriptions of each as used by the University of Montana in Missoula. In addition, all references to "goals" were removed from the evaluation with the exception of Section IV "Future Goals and Objectives." For the next meeting, Kathy will prepare a cover sheet for the evaluation explaining the instructions for its use.
- Computer in the SUB Report – Chuck said that he discussed this again with Jason and decided there is really no business need for an additional computer in the SUB. All communication is direct to the employee by the supervisor. The supervisor doesn't rely on email to contact his staff. Chuck suggested a larger bulletin board might be used for various employee notices and pertinent MSU-N information. Christine will check with the employees of the SUB and see if there is a need for this and report back to LMC.
- Time Clock in the Kitchen – Kathy discussed how the time clock is used and how employees are paid. Chuck added to the discussion. For instance, if an employee clocks in at 8:01 am for an 8:00 am shift, they are paid from 8:00 a.m. If an employee wishes to go home early and the supervisor okays it, they may do so, but will only be paid for the hours worked. Christine will look into this some more to see if there are further questions or concerns. Kathy believes that hours are recorded within 15 minute increments.

New Business

- Role Descriptions – Kathy brought several role descriptions for the group to see. The goal is to have a role description for each Classified Employee. Role Descriptions are needed in order to begin the process for Performance Evaluations.
- Other –
 1. Concern regarding a lack of communication between management and the union was discussed with the following conversations resulting:
 - a. Discussion ensued regarding custodial role descriptions. There was concern that new major duties are being added (moving furniture, changing out ballasts).
 - b. Discussion was held on the role of the Adjunct Faculty Member
 - c. Discussion was held regarding the best way to notify employees of a layoff as well as the union to better prepare for the associated changes.
 2. Discussion was held about confidentiality issues and payroll since the payroll office is in a more open area than before.

Further discussion on the issue of communication will continue when Chuck is present. Meeting was adjourned at 5:00 p.m.

The next meeting will be held July 25, 2007 in the Library Conference Room from 3-5 pm.