

MINUTES
Labor Management Committee
March 26, 2008
Library Conference Room

Present: Kathy Jaynes, Mike Campbell, Sandi Copenhaver, Debbie Ritz, Julie Strobel, Deb LaTray

- I. The meeting was called to order at 4:00 p.m. in the Library Conference Room.
- II. The minutes from the July 25, 2007 meeting were approved.
- III. **OLD BUSINESS**
 - a. Employee Evaluations –the group reviewed the evaluations from the last meeting in July '07. It was decided that each member would take their copy and mark it up with changes to consolidate information as well as eliminate redundancies. In addition, it was decided the scoring mechanism should be a simple one, 1-5 with 1 being the lowest score. The scores would be as follows:
 - 1 (Unacceptable)
 - 2 (Needs Improvement)
 - 3 (Meets)
 - 4 (Exceeds)
 - 5 (Exceptional)

Committee members are to get the evaluation changes to Kathy by April 9th. After she receives the changes, Kathy will prepare a new evaluation with the changes for the next LMC meeting. There was a group discussion on supervisory training regarding employee evaluations. Kathy handed out a cover sheet for the evaluations with basic instructions for use.
 - b. Role Descriptions - Kathy is to prepare a list of all completed Support Staff Role Descriptions so the LMC can determine which ones are still missing.
 - c. The location of the payroll clerk's office was discussed again. Employees would like a more private office in which to discuss payroll issues with Kelly. Kathy will talk to Sue about this again.
 - d. There was a brief discussion regarding a computer in the sub for all to use, staff and students. Mike described a kiosk –type arrangement that might work with the current SUB floorplan.
- IV. **NEW BUSINESS**
 - a. There was general discussion on a few issues but nothing was specifically brought forward at this time. The next meeting date is TBA. Julie Strobel will chair.
- V. **MEETING ADJOURNED** at 5:00 p.m.