

## MINUTES

### Labor Management Committee Meeting

June 30, 2010

Cowan Hall West Conference Room

**Present:**     **(Labor)** Julie Strobel, Jane Stuart & Alternate Claudia Dukart  
                  **(Management)** Debbie Ritz, Mike Campbell, Alternate Vicki Gist  
                  **(Alternates)** Elaine Allen  
                  **(Standing Chair)** Kathy Jaynes

I.     **Call to Order** by Kathy Jaynes at 3:05 p.m.

II.    **Approval** of March 24, 2010 minutes

III.   **Old Business**

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

Inquire of each Custodian I whether or not they do Custodian II duties.

If they do the work clarify if they want to continue and be changed to Custodian II or if they prefer to remain classified as an Custodian I, with Custodian Level 1 job duties

Electrical and plumbing training and face to face training was recommended by Jane Stuart. Tight Spaces continues to be questioned but is not a current issue so it will be tabled for now and revisited if it becomes an issue.

**b. Contracting out of Services**

Sue Ost was unable to attend the meeting due to year end closing procedures and will report at next meeting.

**c. Vehicle Use Policy**

The Board of Regents discussed the issue of vans and cargo at their May meeting. those minutes will be presented at the July 28<sup>th</sup> LMC meeting.

**d. Emergency Protocol Web and Book**

Mike Campbell reported that the! **Emergency Protocols!** are located on the front page of our web site.

**New Business:**

**a. Holiday Break 2010**

The campus will be closed December 24 – January 2<sup>nd</sup>; December 24 is a holiday, December 27-30 will be holiday closure (32 hours) and December 31 will be a holiday.

Discussion was held regarding last year's holiday closure and the fact that employees thought it was mandatory. Last year only the employees who were too new to have accumulated enough vacation time to cover the closure were given the opportunity to work elsewhere on campus during the campus closure.

**b. 4 day work week**

The following departments don't meet the 4 day work guidelines:

Custodians, Motorcycle Rider Safety Distance Education classes, graduates working on Masters, recertification or endorsement and any other nontraditional programs

**c. Temporary appointment issues.**

Discussion was held regarding students working during the summer months and there is some confusion that will need to be clarified and the campus made aware of the correct information.

**Other:**

**a.** Evaluations, it is rumored that some employees still have not had an evaluation last year.

A request was made by the AFSCME union for the seniority report through June 302010.

**Next Meeting Date:**

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

**ADJOURNMENT**

The meeting was adjourned at 4:05 p.m.

Minutes prepared by Sharon L. Caven