

MINUTES

Labor Management Committee Meeting
September 22, 2010
Library Conference Room

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

- I. **Call to Order** by Kathy Jaynes at 3:05p.m.
- II. **Approval** of July 28, 2010 minutes as read Moved by Jane Stuart, 2nd by Claudia Dukart
- III. **Old Business**
 - a. **Contracting out of Services follow up**

Sue Ost is at Board of Regents meetings but did report to Kathy Jaynes that there is nothing to add to the information previously provided to the LMC.
 - b. **ER Protocol on Web and desk manual Update**

Marianne Hoppe pulled the document from the web page and provided it to Kathy Jaynes. The document has been edited by Kathy and Carrie replaced on the website.
 - c. **Vans & Cargo**

The cargo issue for the custodians on campus has been resolved. It is anticipated that custodians moving supplies and equipment from one portion of campus to another or taking equipment downtown for repair may have cargo that is above the window of a regular van.

Kathy did report that the SAD (Safety and Disaster Committee) new chair is Dan Ulmen and he will be calling a meeting of the committee soon.
 - d. **Custodian I and Custodian II positions**

After extensive discussion including history of Custodian I and II Kathy Jaynes requested that the resolution of this issue be taken to a subcommittee. The topic was thought to be resolved in June; however, budget issues and difference of opinions has proven it is not resolved. The subcommittee could include Dan Ulmen, John Brese, Kathy Jaynes, Jane Stuart, Claudia Dukart and Elaine Allan to bring all facets of the issue to the table.

Jane Stuart, on behalf of labor, agreed to the subcommittee structure as stated by Kathy Jaynes but requested the final report would be made to the LMC as the purpose of LMC is to resolve issues before they become grievance issues.

IV. New Business:

a. Christmas Break – work option- Jane

Jane relayed a suggestion from a union member. At orientation, Mike Campbell presented information on IOTA which allows employees to access information located on their Z drive from home. The employee recommended that perhaps they could do some of their paperwork from home, example being appointment letters and adjunct letters. Management was asked to further discuss this with Administration.

b. Job Description Change procedure - Claudia

Claudia showed the job description she signed when she began employment at MSUN and asked why when job descriptions are changed the employee isn't asked to sign to a new job description so both the employer and the employee know what the employees duties entail? She also showed her "Position History" from Banner and asked about the changes. Although her wages were not decreased her position did go from II to I without talking with her.

This topic is part of the Custodian I & II issue and will be discussed at the subcommittee as will the proper steps of employee evaluation. Kathy Jaynes reported on the training done by Barb Zook and herself with supervisors and stated it needs to be done again.

c. Signatures of e-mail information – Claudia

Claudia expressed concern about the waste of paper when printing emails. Frequently a second page will print with only part of a signature or number. Mike Campbell explained why and that it can be corrected by (1) highlighting what you wish to print (2) hit print (3) hit selection and print.

Next Meeting Date:

The next meeting will be Wednesday, October 27, 2010 at 3:00 p.m., Library Conference Room. .

ADJOURNMENT

The meeting was adjourned at 3:26 P.M. Debbie moved/Jane seconded

Minutes prepared by Sharon L. Caven