

## MINUTES

Labor/Management Committee  
November 29, 2006  
Library Conference Room

Present: Debra LaTray, Lil Lipp, Julie Strobel (Alternate), Debbie Ritz, Chuck Jensen, Kathy Jaynes

Absent: Christine Muller

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

The minutes from the November 1, 2006, meeting and the September 6, 2006, meeting were unanimously approved.

### **OLD BUSINESS**

#### LMC Training

Debra LaTray will attempt to contact Ted Handel. Training would be provided to the entire Committee, including alternates. The last training was also open to people outside of the Committee in order to have a larger pool of informed people. Two-day training would limit the number of people that could attend. Training would not need to be as intense this time. By shortening the training, a broader range of people would be able to attend.

#### Holiday Activities

The Ball is going to be held on February 3. The Soroptomists will not be sponsoring the event this year. Debbie Ritz has formed a committee to take over the Ball. In putting together the committee, she was informed that classified employees may not volunteer their time to a University-sponsored event. Classified employees are not able to volunteer for University-sponsored events due to an issue of liability. Classified employees may not sign a waiver of liability in order to volunteer.

The Foundation may take over the Ball, and this issue would be resolved. If not, classified employees may work on the Ball, they just have to be on the clock. Employees are also allowed to work on the Ball during their regular work hours.

The Christmas tree lighting ceremony will take place next Monday, December 4, at 4:30. The Physical Plant has put up the lights and the Business Office has decorated the foyer. There will be refreshments and families are welcome.

The Chancellor's holiday celebration has been scheduled for Sunday, December 10, in Donaldson Commons. The Alumni Association will decorate the hall. The celebration has always been on Saturday or Sunday. The community and faculty/staff celebration are the same day now. People from the business community are invited. Debbie will send out reminders. Dress is casual, no gifts.

ReSpone is bringing back the Vagina Monlogues in February, the week of Valentine's Day. It will run on Thursday, Friday and Saturday. It is a sponsored event. Employees working the event can take comp time or work out an alternate work schedule with their supervisor.

### Business Office Re-Organization

Most of the members of the Committee agree that there are enough people working in the Business Office that have been cross-trained as cashiers that the Business Office shouldn't have to close for lunch. Chuck will discuss this with Sue.

### Open Meetings

LMC meetings are closed to all but members. The Committee has tabled the issue of allowing people to come in and listen to the meeting until further training has been received. The Charter speaks specifically to this issue. Bringing people in from either side would limit the members' ability to speak openly. An individual may come into a meeting, state their opinion or concern, and then leave the meeting so that the Committee may discuss the issue. Keeping the meeting closed allows an open forum for discussion amongst the Committee members and also helps maintain confidentiality and rumor control. People with a high interest in the Committee could be rotated onto the Committee at some point.

## **NEW BUSINESS**

### Union Election

Christine Muller	President
Julie Strobel	Vice-President
Sandra Copenhaver	Treasurer
Michele Burchard	Trustee
Crystal	Trustee

Christine will take over the Co-Chair position at the next LMC meeting.

Debbie will call and clarify the results of the faculty union elections. It is believed that Roger Stone is President, Mary Verploegen is Vice-President, and Stacey Dolezal is Treasurer.

## Union Issues

The Union was in crisis so International took over in the form of an administratorship. Pete Parsons is the administrator. He will basically allow the officers to handle the usual business of the Union. He will attend all meetings and will handle any major issues.

The Union was considering changing to a different union. That issue has now been dropped. The Union is not de-certifying and is not going to change to another union. A letter is being drafted to Union members to bring them up to date on what has happened.

Debra LaTray is drafting a complaint form that classified employees may fill out and submit anonymously. This is a way to bring forward issues that otherwise might not be brought forward and, also, to weed out complaints that are just “venting.” These forms can be used for internal Union issues, or job-related issues. By addressing the issues, the LMC may be able to resolve problems before they become a grievance. If an anonymous complaint evolves into a grievance, someone will have to sign it. The grievance cannot be submitted anonymously. The form needs to include some specific information, in order for Administration to be able to properly address the issue.

Human Resources has had employees asking questions about the issues the Union has been having. Human Resources’ stance has been to treat all employees, union or not, with dignity and respect.

## AFSCME Annual Evaluation Form

Kathy Jaynes provided the Committee with the current evaluation form for their review. The forms need to be revised. She will provide some alternative styles of evaluations at the next meeting. This is an appropriate task for the Committee to undertake.

Job descriptions should be composed jointly by supervisors and employees. A job description should be a thumb-nail sketch of duties.

## Negotiations

The contract is up in June 2007. The Committee is not aware of any restrictions as to when negotiations may begin. In the past, they have followed the State and haven’t ever varied much from what the state has decided. There is not a lot of latitude in financial issues. The Union has a negotiating committee of five or six people. We should start in January and have it completed by June 30. Some guidelines should be set regarding the number of hours of negotiation, there should be some kind of time-frame.

We are State employees, although we have separate pay plans, insurance plans, etc.

Next Meeting

The next LMC meeting will be December 20, 2006, at 3:00 p.m.

Meeting adjourned at 4:30 p.m.