

MINUTES
Labor Management Committee Meeting
January 28, 2009
Library Conference Room

Present: Kathy Jaynes (Chair), Mike Campbell, Michele Calvert (alternate for Sue Ost), Vicki Gist (alternate for Debbie Ritz), Julie Strobel, Jane Stuart, Lil Lipp, Linda Osterman (visiting alternate), Claudia Dukart (visiting alternate), Rebecca Nicholson (visiting alternate)

I. Call to Order

The meeting was called to order at approximately 3:05 p.m. by Kathy Jaynes.

II. Approval of Minutes, January 7, 2009

The spelling of the name Zuck will be corrected. Motion to approve minutes of the January 7, 2009 meeting with the discussed change was seconded and passed.

III. Old Business

a. Classified Employee Evaluation Policy – Update

The Classified Employee Evaluation Policy was presented to and approved at the Cabinet level. It will be presented to UAC for final approval.

HR is working on compiling a complete set of job descriptions.

Kathy is still working to schedule supervisor training to review job descriptions, new evaluations forms and procedures, etc.

b. We Love Northern Ball

Kathy reminded everyone that the Ball is February 7 and everyone is encouraged to attend.

c. None.

IV. New Business

a. MSU-N Personnel Policies; HR Website

There is an HR website with information, resources, forms, etc. available to employees. Kathy will look into having Role Descriptions and pay plan progression added to the forms section. The Employee Bulletin Board is also still available on the website for employees to advertise things for sale, garage sales, etc.

b. E-Mail – The Official Means for Campus Communication

Concerns have been raised with e-mail being used as the official means for emergency notifications to employees. Specifically, Physical Plant employees work all over the campus and do not sit at or near computers. In the event of an emergency, e-mail notification simply will not reach them in a timely fashion.

No technology is perfect...there is no system available that can notify every person every time. Supervisors need to be responsible for ensuring that all of their staff is notified in the event of an emergency.

ITS has 5 two-way radios that could be donated to the Physical Plant. Most likely, one would be given to the supervisor of the custodians and the rest would be assigned to a building for use in that building. There is coverage for these radios in every building on campus. Mike will discuss this with Dan.

c. Other New Business

New Family Medical Leave Act

Note: the discussion below pertains to the new ADA:

If an employee has a disability covered under the new ADA, and this disability prevents him/her from performing the normal quantity or quality of work, a reasonable accommodation may be made.

“Reasonable Accommodation” still has the same meaning under the new ADA. A reasonable accommodation is any change in the work environment or in the way things are customarily done that enables an applicant or employee with a disability to enjoy equal employment opportunities. Reasonable accommodations are usually inexpensive.

d. Welcome to New Members and Alternates – Orientation

Members were introduced and welcomed. Kathy reviewed the new Charter and pointed out some of the significant changes.

Per the charter, it was noted that visiting alternates are welcome to attend LMC meetings, however, attendance is not required. Personal judgment should be used to determine if it is appropriate to leave work to attend a LMC as a visiting alternate.

Visiting alternates are encouraged to attend meetings periodically (every few months) to keep up-to-date on what is taking place.

e. Adjournment

Meeting was adjourned at approximately 4:00 p.m.

Minutes prepared by Stephanie Mennell.