

Minutes

Labor Management Committee Meeting

October 26, 2011
Library Conference Room

Present: Vicki Gist, Sue Ost, Rock Brown, Jane Stuart, Becky Nicholson, Sharon Keeley, and Kathy Jaynes

- I. Call to order
Kathy Jaynes called to order the regular meeting of the Labor Management Committee Meeting at 3:05 p.m..
- II. Approval of the March 23, 2011 minutes as written, was moved by Sue Ost, 2nd by Sharon Keeley. Committee members commented on what great minutes that Rock Brown prepared for the March 23rd meeting and suggested that we follow his format.
- III. Old Business
 - a. X-Mas Closure – Jane explained that the Commissioners were under the impression that MSUN employees would be allowed to work on campus; that employees could work in the gym. She further stated that custodians were the only ones who worked over the holiday break. She was concerned that this is an option that is not shared with the staff. Kathy said that she would discuss this with Chancellor Callahan for clarification.
- IV. New Business
 - a. Facility Scheduling – Both Jane and Becky expressed concerns about the scheduling process for various meetings held on campus. Jane explained that she used to schedule all academic areas of campus but that now she is just responsible for Cowan. As clarification for members present, it was noted that Lourdes is responsible for Brockman and the ATC Building, Becky is responsible for Hagener and Pershing, Tammy Boles schedules the Gym, Wanda McKinney the MetNet room in Hagener, and the Library does its own scheduling. There is a mention of this duty in the Admin Assoc II Role Description.

When groups are scheduled, Becky uses a special request form and only schedules academic areas and not conference rooms. Also, any off campus groups must provide evidence of insurability. The question was raised about how much liability coverage is required. Sue explained that the Facility Planning Committee is currently reviewing this issue.

Regarding a specific concern, Becky explained that she received a request to schedule a religious study session for students on campus. She said she contacted Sue about this because she was unsure of the liability coverage amount required. Sue referred her to Dan. Becky also talked to Debbie. Debbie told her that any off campus groups must be scheduled through the Chancellor's Office. Becky thought she was to schedule these meetings and wanted clarification regarding her role.

There was agreement that we need better communication and clarification regarding how events are scheduled on campus and who is responsible.

- b. Solicitation on Campus – Jane said that the BOR policy states we are not supposed to allow any solicitation, with the exception of campus clubs/events, on campus. She added that most classified employees are unable to donate to the myriad of causes and fundraisers that are brought to campus such as the cookie, Christmas card, magazine subscription, popcorn type fundraisers that many children are involved in. Kathy and Sue said they would bring this concern to Joe to see if other arrangements could be made such as a booth in one area of a campus building or posting these activities and events on the Employee E-Board
- c. Other – Becky asked that the “25 feet away from the building” smoking policy be enforced as many people were not complying. In another discussion, it was brought up that the hospital now bans smoking anywhere on their campus so many of their employees are walking across the street to Northern to smoke on our grounds. The fire hazard aspect of this should be considered for concern.
- d. Next Meeting – The next meeting is scheduled for November 16th from 3-5pm, however, if the issues regarding the Holiday Closure, Facility Scheduling, and Solicitation are resolved prior to that date (noted in bold in the minutes), the meeting will be cancelled. There are no plans to meet in December 2011.

V. Adjournment

Becky made the motion to adjourn the meeting, Jane 2nd.

Submitted,

Kathy Jaynes, Chair LMC