

## Labor Management Committee Meeting Minutes of May 23, 2007

Present: Kathy Jaynes, Chuck Jensen, Deb LaTray, Lil Lipp, Christine Muller

The meeting was called to order by Christine Muller at 3:00 p.m..

### Old Business –

1. The committee read and discussed the newly revised “Classified Evaluation Form”. The consensus was that the form was pretty well designed with the need for some minor changes. The changes to be made are as follows:

- Change the name Position Description to Role Description on the first page so that it correctly identifies and refers to the Role Description for that job.
- Use the broader rating system throughout the evaluation: Exceptional (E), Exceeds Expectations (X), Meets Expectations (M), Opportunity for improvement (O), or Unacceptable (U)
- Blend Section III with the bottom of Section II
- Keep the detailed “Soft Skills” section that would apply to all employees at MSUN
- On Section II, eliminate the word “goals” in the title of the section

Kathy was asked to bring examples of current, updated Role Descriptions (a cross-section) to the next meeting.

2. AFSCME Job Title Reclassification Project – this is a work in progress. Kathy is sending out blank Role Description forms for employees to complete.
3. Various Reports - Chuck said the decision was to have no computer in the SUB for staff to use because there was no business reason to do so. Discussion ensued about the need for notification regarding various campus events and other business communication needs. Currently the only computer is in Pam Conatser’s office. There is a bulletin board and she does post information on the board. Chuck will review this once again and report back.

Various Reports - Kathy explained that there is no statute that addresses the donation of vacation time by employees to each other. If it is not expressly mentioned, it is prohibited.

**New Business –**

1. Round Table Discussion on a variety of items  
Christine brought up the time clock concerns again. Kitchen employees have a concern about how their time is calculated. There is a perception that they are being paid by the minute. Kathy will look into this and report back at the next meeting.
2. Set next meeting date – The next LMC meeting will be held on June 27, 2007.