

MINUTES
Labor Management Committee Meeting
November 19, 2008
Cowan Hall Conference Room

Present: Kathy Jaynes, Debbie Ritz, Mike Campbell, Julie Strobel, Jane Stuart, Lil Lipp

I. Call to Order

The meeting was called to order at approximately 3:00 p.m. by Kathy Jaynes.

II. Approval of Minutes, October 16, 2008

The sentence that is a statement of opinion will be stricken. The name of the person that took the minutes will be added. Minutes approved with corrections.

III. Old Business

a. Employee Evaluations – MSUN Policy

It is agreed that there should be a policy that addresses evaluations of Classified Staff members. The current policy pertaining to Professional and Administrative Staff can be amended to include Classified Staff.

The draft policy needs to be changed to read “supervisor of record” instead of “immediate supervisor.” It all also needs to be changed to read that “personnel records for the past year” should be reviewed instead of “all personnel records.”

Kathy will draft and amend policy and e-mail it to committee members for review and approval.

b. Computer Access (SUB and Plant) – Update

ITS is going to place an HP Touch computer in a kiosk in the SUB to provide access for students and employees. The cost will be incurred by the ITS budget.

It is believed that there is a work station available in the Physical Plant. It is possible that it was removed or disconnected because student employees were spending too much time on it. Mike will find out if it is still there and he will attempt to restrict access to it so that student employees cannot use it.

c. LMC Charter Discussion

Mission: no changes.

Goals and Objections: no changes.

Authority and Responsibility: Strike “and/or make policy changes” in the first paragraph. Paragraph three appears verbatim in the Decision Making section. Will leave this as is.

Decision Making: no changes.

Committee Member Conduct: In paragraph two, “member” should be changed to “members”.

Information Dissemination: no changes.

Release Time: no changes.

Committee Membership: Director of HR will be the Chair of the committee. The Chair will be an ex-officio, non-voting, standing member of the committee. Terms will be two-years and will be limited to two consecutive terms. Appointments will commence on January 1. The number of alternates will be increased to a range of 2-4 for each side. Alternates are welcome to attend any LMC meeting but may only vote if they are serving in the place of a regular member. In paragraph three, strike “or by co-chair consensus”.

Co-Chairs: Change to “Facilitation of Meeting.” Strike “co-chairs” and replace with “the Chair”. Combine this section with the Agendas section.

Agendas: Combine with the Facilitation of Meeting section.

Minutes: The Chair will appoint someone to take minutes.

Quorum: Change to reflect a single Chair.

Meeting Frequency: Will meet every 4th Wednesday. Additional meetings may be scheduled as required.

IV. New Business

a. We Love Northern Ball

Several Ball Tickets have been given away to Classified Staff. The next drawing will be on December 15. There has not been a good response to the drawings for tickets. Will ask Jim Potter to include something along the lines of a “myth buster” about the Ball in the next Northern Network News so people will have a better understanding of what goes on, what the dress is, etc.

b. Next Meeting

The next LMC meeting will be held on January 7, 2009, at 3:00 p.m.

V. Adjournment

Meeting was adjourned at approximately 4:30 p.m.

Minutes prepared by Stephanie Mennell.