

MINUTES
Labor Management Committee Meeting
January 7, 2009
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 3:05 p.m. by Kathy Jaynes.

II. Approval of Minutes, November 19, 2008

Motion to approve minutes of the November 19, 2008 meeting was seconded and passed.

III. Old Business

a. LMC Charter

In the Committee Membership section, the first paragraph will be changed to indicate that appointments will commence on January 1 of each year.

The last page of the Charter will be changed to include the revision date of January 7, 2009.

Motion to approve the new Charter with the discussed changes was seconded and passed.

Sue Ost has agreed to be the third regular member for Management, to replace Kathy Jaynes who will become the standing ex-officio, non-voting Chair of the Committee.

Michele Calvert, Vicki Gist, Stacey Gonzales and Pam Conatser have agreed to be alternates for Management.

Labor will be holding a meeting to call for volunteers to serve as alternates and should be able to provide the Chair with those names by next week.

It is agreed that all current members' terms will start over as of January 7, 2009.

b. Classified Employee Evaluation Policy

The next to last paragraph regarding special evaluations will be stricken. Language will be added to require that all annual evaluations will be completed during the month of May.

Motion to approve the new Classified Employee Evaluation Policy with the discussed changes was seconded and passes.

The Committee is in agreement that this policy will not apply to temporary employees.

c. Computer Access

The computer for the SUB has been purchased. ITS is waiting for the Physical Plant to install a shelf or cart near the SUB information desk for the unit to be placed on. The computer will be secured to the cart or shelf to deter theft.

Mike Campbell has talked to Dan Ulmen about placing a computer in the Physical Plant. Dan has approved this, with the understanding that there will be some account restrictions placed on the computer.

d. Location of Payroll

Labor members have been approached with concerns about the location of the payroll office. Some employees feel that the payroll office needs to be moved to a more private location. This issue has been previously discussed and it has been decided that the payroll office needs to remain inside the Business Office because Kelly Leeds also performs other duties for the Business Office as needed. Employees concerned about this issue should be informed that if an employee wishes to speak to Kelly in private, they need only ask and she will make arrangements to meet with them in a private location.

e. We Love Northern Ball

Debbie will contact Jim Potter about preparing a “myth-buster” to run in the Northern Network News to help inform people about the Ball.

IV. New Business

a. Supervisory Training on Employee Evaluations

Kathy has been working on a training presentation with Barbara Zuck. She hopes to have it ready by February or March.

b. Management/Staff Trainings

Kathy provided members with information regarding The Life Connection Program, including the web address. This program offers information and resources on a variety of topics and is available to all employees free of charge. Kathy will ask Jim Potter to run the information in the Northern Network News in order to inform more employees that this resource is available to them.

c. Next Meeting

The next LMC meeting will be held on January 28 at 3:00 p.m. The next meeting will be conducted under the new Charter. All alternates will be specifically invited to this meeting to allow them an opportunity to see how the Committee operates. This meeting will be held in the Library to accommodate extra attendees.

V. Adjournment

Meeting was adjourned at approximately 4:10 p.m.

Minutes prepared by Stephanie Mennell.