

MINUTES

Labor Management Committee Meeting

March 25, 2009

Cowan Hall Conference Room

Present: Kathy Jaynes, Debbie Ritz, Mike Campbell, Sue Ost, Michele Calvert, Julie Strobel, Claudia Dukart, Elaine Allen

I. Call to Order

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

II. Approval of Minutes

Motion to approve minutes of the January 28, 2009 meeting was seconded and passed.

III. Old Business

a. ITS Two-Way Radios for the Physical Plant – Update

Mike has given 5 two-way radios to the Physical Plant for their use. Additionally, the computer kiosk is up and running in the SUB and is available for both student and staff use.

b. Review of ADA and FMLA New Provisions

ADA – Discussed the difference between a long-term and a short-term disability. Explained that under the new provisions benefits for long-term disabilities have been extended. Explained that disabled employees are still expected to meet the same production standards as other employees.

FMLA – Explained that you can now take family leave to aid a family member that has been called to or is returning from active military duty.

c. Supervisor Training for Employee Evaluations Process

Supervisor training has been scheduled for April 1 and 2. It will be a two hour presentation regarding the evaluation process. Classified evaluations are to be done during the month of May. Job descriptions need to be up to date to perform the evaluations.

d. Role Descriptions for Classified Staff

HR is still working on gathering all job descriptions. Some are still outstanding.

e. Other

None.

IV. New Business

a. Training for Classified Staff

We need to provide more organized training opportunities to staff and we need to do it independently of other schools. There is not a training budget, it is the responsibility of each department.

Currently, Microsoft E-Learning is available to everyone. We have general orientation for new employees with HR and payroll, but are lacking in specific job training. We could offer monthly trainings about various issues, not just the mandatory safety trainings. It is also possible for ITS to put together training videos, if they know what to do them on. Everyone will think about other ideas for training for the next meeting.

b. Next Meeting

The next meeting will be on April 22.

V. Adjournment

Meeting was adjourned at approximately 3:35 p.m.

Minutes prepared by Stephanie Mennell.