

# MINUTES

Labor/Management Committee

January 31, 2007

Library Conference Room

Present: Debra LaTray, Lil Lipp, Christine Muller, Debbie Ritz, Chuck Jensen,  
Kathy Jaynes

Absent: None

- I. The meeting was called to order at 3:10 p.m. by Kathy Jaynes, Co-Chair.
- II. The minutes from the November 29, 2006, meeting were unanimously approved.

### III. OLD BUSINESS

- a. There is no new information on LMC training. Deb LaTray is still working on it.
- b. There is nothing in the Bargaining Agreement regarding annual evaluations. There may have been some discussion about this in the past. Christine and Jackie (Salveson) had worked together on a new form.

MAP took the place of annual evaluations, but now has dissipated. We are now at a point where we need to decide what we want to do and how we want to do it.

MAP was a lot of work. Employees were doing the paperwork, not the supervisors. MAP was all about setting and meeting goals.

Evaluations are not tied to compensation. Employees need feedback. Some supervisors in smaller offices are able to give feedback to employees on a continuous basis. Supervisors with more employees don't always have the opportunity to have that interaction with employees.

Simple is better. Formal annual evaluation should be the minimum expectation of a supervisor. We should look at the evaluation from the standpoint of what feedback the employee would like to have.

We can pick and choose what we like from other forms.

This issue is tabled until the next meeting to allow the members to review the sample forms that have been provided.

### IV. New Business

- a. Many employees have excess annual leave that they must use or lose. Some feel they are too busy to take time off and many do not want to take time off because when they come back the amount of work that will have accumulated will be overwhelming. It has been asked if it is possible to

donate vacation time to other employees, or be paid for it. Kathy does not believe that this can happen, but she will find out for sure. Chuck believes that for fiscal/financial reasons, this cannot be done.

We may need to address offices where there are a large number of employees not taking their vacation time. That clearly indicates that there is some kind of a problem. Everyone needs to take vacation. It does not have to be taken weeks at a time, it can be taken a day at a time.

- b. It has been reported that custodians in auxiliary buildings have been asked to shovel snow at the fronts of the auxiliary buildings. They believe that this is not part of their job. The custodians at the other buildings are not being asked to do this.
- c. Chuck believes that shoveling snow is included in their job descriptions. The custodians are probably being asked to do this as a result of strain on the grounds crew from all the new sidewalks and the lack of student workers willing to do manual labor. While custodians should not be asked to shovel large drifts or expanses of snow, it is not unreasonable to ask them to shovel at the front of the building.

Custodians are to focus on cleaning classrooms. The responsibility of cleaning offices falls to the people working in the office.

The janitors would like to have floor sinks in all of the utility areas so they do not have to lift heavy buckets of water up to dump in the regular sinks.

The janitors would also like to have elevators in the dorms to eliminate carrying tools, supplies, etc., up and down the stairs.

It is not feasible to install elevators in the dorms. However, there might be some things that could be done to make the custodians' jobs easier. For instance, there should be a mop and mop bucket on every floor, as well as some type of utility/supply closet. The job description does include lifting and the job will always require carrying supplies up the stairs.

Christine will speak with the custodial staff and get recommendations for small changes that could make their jobs easier and report back.

There have been some complaints about custodial staff spending too much time on the computer. If it becomes necessary, it is possible to track who is using the computer when and for how long. This is not currently being done, but it is a tool that is available.

- d. The employees at the SUB do not have a computer available to them to check their e-mail. Pam prints and posts notices for them, but this is not very effective. Since e-mail is the major mode of communication for the campus, they need to have access to a computer.

It should be possible to put a computer somewhere for them to access their e-mail. Chuck will talk with Jason and Pam about this.

**V. Other**

The We Love MSU-Northern Ball has been moved to April 21. It is coming along very well. There is going to be a live auction, as well as the silent auction. The Mayor's Ball is on February 10 and the Spring Fling will be in March.

The Vagina Monologues has moved to March 1, 2, and 3. There is nothing out yet, it will be coming out soon. It will be a performance where the actors read from the scripts. This is how it is meant to be done.

The next meeting will be Wednesday, March 7, 2007, at 3:00 p.m. in the Library Conference Room.

**VI. Meeting adjourned at 4:15 p.m.**