

MINUTES

Labor Management Committee Meeting

September 23, 2009

Library Conference Room

Present: **(Labor)** Claudia Dukart, Jane Stuart, Julie Strobel
 (Management) Debbie Ritz, John Donaldson, Pamela Conatser

I. **Call to Order**

The meeting was called to order at 3:10 by Kathy Jaynes.

II. **Review of Minutes**

Minutes of the previously approved March 25, 2009 minutes were reviewed.

III. **Old Business**

a. **Training for Classified Staff**

Committee members were reminded to bring ideas of issues that could be incorporated into trainings. Microsoft E-Learning, training videos (prepared by ITS) and monthly training sessions are available methods for providing organized training opportunities for staff.

IV. **New Business**

a. **LMC Membership – active members and alternates**

Labor:

Julie Strobel

Lillian Lipp

Jane Stuart

Alternates

Claudia Dukart

Linda Osterman

Becky Nicholson

Elaine Allen

Standing Chair (ex-officio, non-voting)

Kathy Jaynes

Management:

Debbie Ritz

Mike Campbell

Sue Ost

Alternates

Pam Conatser

Vicki Gist

John Donaldson

Stacey Gonzalez

1. John Donaldson replaced Michel Turville, who is no longer employed.
2. Kathy Jaynes reported that she has spoken with the other members and they wish to stay on the committee.
3. The LMC WEB page will be updated

b. LMC Secretary Position

The Charter was reviewed for confirmation that the Chair will appoint someone to take minutes of the meeting.

c. Seniority anniversary dates per negotiations (temp to regular positions)

- i. After extensive discussion the secretary was instructed to change the agenda item from “Seniority” to “Longevity” to properly reflect the issue at hand.

Longevity is from the date of hire, including temporary hire date if there was no break in service. (Break in service is more than 5 days between temporary status and regular hire status)

Seniority is from the date of joining the classified union.

d. Other changes to AFSCME CBA

The AFSCME CBA has not been returned to Julie Strobel for AFSCME signatures although it is believed the CBA is being presented to the BoR on 9/25/09. Kathy Jaynes will contact Kevin regarding status and the item will be tabled until next meeting.

e. Other

- i. **Temporary** employees working over 20 hours a week join the classified union after 3 consecutive months.
- ii. **Student workers** that become employees must be looked at on a case by case basis as to whether they are eligible for vacation leave such as when the week between Christmas and New Year’s .
- iii. **Evaluations** Discussion was held regarding evaluations that were due May 2009. The policy was approved, supervisors

were trained; however, only some of the evaluations were completed.

Kathy Jaynes is still trying to compile a file of all job descriptions on campus. Suggestion was made that Custodian I and Custodian II positions remain generic. Each building would have a "Building Outline" which describes in detail the duties required in specific buildings; this "Building Outline" would be given to the employee going to work in that building.

f. Next meeting date

Next meeting is October 28, 2009 at 3:00 PM, Cowan Hall Conference Room.

V. ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

Minutes prepared by Sharon L. Caven

Minutes approved at 10-28-09 meeting