

Labor Management Committee  
Library Conference Room  
April 25<sup>th</sup>, 2012  
3-5pm

Present: Sue Ost, Sharon Keeley, Jane Stuart, Becky Nicholson, Kathy Jaynes, Pam Conatser, and Vicki Gist

#### Call to Order

The meeting was called to order at 3:00 p.m..

#### Minutes of previous meetings

The minutes of the 10/26/2011 meeting were posted, approved, and placed on the MSUN website. The 4/11/12 meeting minutes were not completed so will be approved at a later date.

#### Old Business

Facility Scheduling and Solicitation on Campus items – facility scheduling is being reviewed at this time. Solicitation on Campus is against BOR policy.

#### New Business

##### Student Housing

There was a general discussion about a variety of issues concerning student housing. The discussion centered about the common areas of the student housing, work order processes, RA duties, maintenance priorities, and promotion of Custodian I workers to Custodian II's. Jane felt that the Cabinet could be a forum for information concerning the duties of Custodian I's versus the II's. She expressed concerns that people expect the II's to do work outside their job descriptions. Becky added that some of the e-mail requests are from MSUN employees at a higher level.

Jane said that currently Peggy is the Custodian in Morgan while Elaine is in MacKenzie. There is one full-time temporary worker who mostly helps Elaine. Jane asked that team cleaning be considered again for a variety of reasons: 1) makes it easier to clean the restrooms on each floor regardless of whether it is male or female 2) easier to have two people lift heavy objects 3) more feeling of security and better liability-wise 4) prevents he said/she said scenarios (Title IX).

The group discussed the role of the RAs. They each have job descriptions. Different floors have set up fine systems. They are different and should be consistent. It was suggested that RAs from different floors monitor another floor for a periodic walk-thru. Jane questioned why the damage deposit is \$75 in student housing and \$100 in family housing. Why isn't it the same? Jane felt the language in the Student Handbook (p.134) is confusing. There was an agreement that more security cameras would be helpful in the common areas as well as the hallways. Jane said that the red bricks area extremely hard to clean because they are porous. She suggested that they be painted with maroon enamel to cover up

the damage and would thereafter be easier to clean. For the dorm renovations this summer, why not spread the \$ out more rather than target specific area? Pick out the grossest things first. Make the students aware and accountable to follow the rules. You can't just tell them the rules are in the handbook. Prepare a list of rules and have the student sign them. Have an approved list of fines as well and then provide follow-up training to students. The suggestion was made to have a pizza party or some kind of reward for the best floor. It was further suggested that the student senate get involved in the "best floor" designation and prize. Perhaps the Residence Hall Council or Association would be involved (p 131 in Student Handbook). Another idea was to create a little competition between the floors. RAs should do a walk-thru in bathrooms in evenings to see if toilet paper and paper towels are needed. They should have access to a small supply of such items. There were questions about the work order system. Sue explained that they use an automated system for work orders. It was noted that Bill L has the RAs take First Aid and CPR training at the beginning of the semester and that all RAs alternate working in the office. Jane asked about special orders such as "Caution" when floors are wet. It was suggested that Safety Smart funds could be used for this. Jane suggested buying items to be used for multi-purposes rather than a special job. For example, the cleaning rags. Jane discussed promoting Custodian I's to II's. She said she will find out who is interested. This would help to eliminate some of the small work orders that Custodian I's can't do because it is not in their Job Descriptions. Also discussed were temps. Jane said they couldn't be re-hired (or someone new hired as a temp) in the same position. She said it's the "position" and not the "person." Becky added that training of new employees is a big issue that takes a lot of time and is a real loss when they leave. Regarding Custodian II's, is there a list of what "light maintenance" duties might be?

#### New Business

Pam said that Food Services employees would like to work for the Physical Plant in the summers so they are not laid-off from work and on unemployment. In general, the committee felt this was a good idea as long as the over-time issued was watched carefully.

Next meeting is scheduled for May 30<sup>th</sup>, 2012 3-5 pm in the Library Conference Room.