

Labor-Management Committee Meeting  
Minutes of November 18, 2014

**Members Present:** Darlene Duncan (Facilitator), Hope Lambrecht, Marilyn Loomis, Mary Moubray, Kelly Spettel (recorder), Terry Zimmer (time keeper)

**Guest:** Dale Webster

Meeting started at 1:34 pm

Ground Rules – Hope went over the ground rules for the meeting

#### Bullying Workshop

1. Discussed setting up a bullying workshop on Thursday, January 8. There will be one session in the morning and one session in the afternoon. CSEA will have their membership meeting/lunch between the two sessions.
2. Management said power point presentation for the workshop is alright as long as it is neutral and not union specific.
3. Darlene will contact presenter and find out if date will work for him. She will also find out length of workshop and type of room needed for presentation. (Action Item)
4. Kelly will book rooms once we know what type and will also take care of scheduling luncheon. (Action Item)

#### Workplace Violence

1. Hope is checking on the history of this committee. She is trying to find out who was on the last committee and where they left off.
2. Hope will try to set up a subcommittee to get information and move forward to create a new college wide committee. Darlene Duncan will represent CSEA on the subcommittee. (Action Item)
3. Dave Lincoln is the current trainer on campus

#### Working Alone Draft

1. Draft was handed out at our last labor-management meeting (Aug 12)
2. Terry Zimmer is still working on the details regarding some of the procedures. He hopes those details will be worked out by the end of the year. He will keep us informed when final policy complete.

#### Summer AWS

1. Veronica submitted a report on the overview of Summer AWS (2014) for CSEA employees. The report was distributed. Discussion was held.
2. Hope and Lisa Wenck will be in discussion in the spring to see what can be done (if anything) for release in summer 2015. She will try to inform labor of the outcome before their April executive committee meeting (held on April 7, 2015). (Action Item)

#### Custodial Overtime

1. Labor has asked for transparency for custodial overtime.
2. According to management there are 5 or 6 rosters of overtime posted in Dale Couse's office. Those rosters can be reviewed at any time by labor.
3. Darlene mentioned she has been told there are still problems with names being put on the overtime rosters. Hope asked Darlene to let herself and Terry know when those problems arise. They will then look into it on a case by case basis.

#### Lift Training

1. Dave Bennett from Thompson & Johnson Equipment Co. will be coming on Thursday, November 20 to conduct a train the trainer course.
2. Terry has selected a small group of employees on campus to be trained as trainers. Those individuals will then be able to train others on campus as needed.
3. Employees handling lift equipment must be retrained every 3 years. Kelly asked how often the trainers need to be renewed. Terry didn't have that information available at the meeting but would find out during Thursday's training.

#### Janitors – Tools to do job

1. Darlene explained that sometimes janitors do not have the proper tools to do their day to day work; i.e. screwdrivers, wrenches, etc.
2. Labor would like to see some proper tools available to them. We understand some logistics would have to be worked out on who would be responsible for the tools and where they would be located. Discussion held.
3. Terry asked Darlene to provide him with a list of items they would need. (Action Item)

#### IDs for IT student workers

1. Student workers in IT are asked to come to offices and take computers from time to time for repair. Currently there is no identification for these students.
2. We would like to see some type of ID badge worn by students entering offices and dorms to get computers and fix phones.
3. Hope contacted Leslie Bidwell and Deb McClennon to discuss situation. Both thought it was a good idea. They will present it to Karlis Kaugars, Chief Information Officer and get back to Hope.

#### Time and Attendance

1. There was a demonstration held on campus for the time and attendance pilot program which Hope and Darlene attended.
2. Hope explained the time and attendance pilot program. Discussion held
3. The campus will start with a targeted pilot group to start using the program. As time goes on, other groups will be added to the pilot program.

#### 2015 Labor-Management Meeting schedule

1. Management and Labor set up the schedule for meetings during the 2015 calendar year. Dates are February 11, May 13, August 12, and November 11.
2. Kelly will set up locations for meetings and inform every one of the schedule. (Action Item)

#### CSEA Positions

1. Overview of current temp positions on campus.
2. Overview of positions submitted and approved through vacancy review.
3. Overview of positions in progress

#### Wrap up

1. Review of topics and action items
2. Next labor management meeting will be February 11, 2015 location TBD.

Meeting adjourned at 2:55 pm.

Respectfully submitted by Kelly Spettel, recorder.