

## **Labor Management Committee Meeting Minutes of February 10, 2015**

Present: Hope Lambrecht (facilitator), Darlene Duncan, Terry Zimmer (time keeper), Marilyn Loomis, Kelly Spettel (recorder), Mary Moubray, Dale Webster

Absent: Jennifer Regg

Meeting started at 1:29 pm.

Hepatitis B – Hope reported on the Hepatitis B vaccination program

1. The college health center will administer the Hepatitis B vaccinations to those specific groups on campus working with hazardous waste. There will be no charge to employees.
2. For CSEA employees, this will include all custodial and plumbing staff. This group of employees will receive a letter explaining the program. The program is optional.
3. There will also be training for blood borne pathogens for those same groups.

Workplace Violence

1. Darlene, Hope and Lisa Wenck met to discuss workplace violence committee.
2. Lisa will be meeting with Dr. Kleniewski and the college cabinet regarding the committee. There will also be future meeting with Tom Rathbone and Norm Payne in facilities.
3. Lisa will create a workplace violence committee to oversee policy. They will try to get a representative from each union on the committee.
4. In the future, we will have an on-line training for all employees.

Working Alone Protocol

1. The protocol has been finalized and reviewed with all shop supervisors. Implementation has been started.
2. Labor asked Terry Zimmer to send a copy of the finalized protocol to Darlene Duncan.

**Action Item**

Summer 2015 Work schedule

1. There is no information at this time. Hope will try to get any information to the executive officers before their April 7 meeting.

Train the Trainer for power industrial trucks

1. Five employees have been trained to train other employees on campus. There was one training in January for 3-4 people.
2. Darlene inquired about aerial lift training. There are several people that would like this training before summer work.
3. Terry will review list of who has training on aerial lifts. **Action item**

#### IDs for IT Students

1. IT services ordered ID badges for their IT student workers to use while working. Marilyn had a sample to show us.
2. We suggested there should be a tag that says IT Services that can stay in the badge showing on one side and the student college ID for the other side. Marilyn will check with IT about the tag. **Action Item**

#### Time and Attendance

1. Hope demonstrated the on-line Time and Attendance program.
2. A pilot program is currently on-going. Darlene and Kelly will be added to pilot program.
3. There is no target date at this time for full implementation of CSEA employees to start using the program.

#### Hiring Temp positions for Custodial Department

1. There are currently 2 temp positions in the custodial department.
2. A posting today went up for temp maintenance helper in HVAC.

#### Current Lines not filled

1. Hope explained what happens to unfilled CSEA lines not currently being posted. Discussion held.

#### CSEA Positions

1. Hope presented list of positions that went to vacancy review since last LMC meeting  
December – none  
January – 6 positions, all approved  
February – 3 positions, still pending

#### Wrap up

1. Kelly reviewed notes taken and action items
2. Next Labor Management meeting will be held on May 13 at 1:30 pm in Milne Library, Conference room 318

Meeting adjourned at 2:31 pm.

Respectfully submitted by Kelly Spettel – recorder.