

Labor Management Committee Meeting Minutes of May 13, 2015

Present: Darlene Duncan (facilitator), Hope Lambrecht, Marilyn Loomis, Jennifer Regg, Joe Roberts, Kelly Spettel, Dale Webster, Terry Zimmer

Darlene Duncan is the facilitator for today's meeting. Kelly Spettel will be recorder. No time keeper was assigned. Darlene began the meeting at 1:34 pm.

Hepatitis B – Labor would like an update on Hepatitis B program

1. Tom Rathbone said that all employees that are at risk of exposure through their positions were notified of the program. As of today, 47 employees have signed up for the program.
2. Next week will be the first round of shots. Second shot is given one month later and third shot is given 5 months after 2nd shot.
3. Employees that have not signed up but change their minds and want to receive the shots should contact facilitates.
4. Hope Lambrecht will work with facilities to identify employees being hired in exposure risk positions.

Workplace Violence – Labor would like an update.

1. Lisa Wenck, Hope Lambrecht, Tom Rathbone and Dan Chambers met regarding workplace violence.
2. Bullying will be removed from workplace violence training. Bullying will be separate category to have training.
3. The question is how to start the committee. The following individuals will be meeting with Josh Kemp on June 16; Hope Lambrecht, Lisa Wenck, Norm Payne, Darlene Duncan, Tom Rathbone, Dave Lincoln and Dan Chambers.

Train the Trainer – Labor would like information on Scissor lift and bucket truck training.

1. Terry Zimmer said we don't have a train the trainer program for the scissor lift. He is not aware of a program that does this type of training.
2. Terry said training doesn't have to be renewed but did suggest refreshing it every 3 years.
3. Labor would like a list of trained employees. Terry will send a list to Darlene Duncan (Action Item).

ID for IT students – Labor would like to know if there is going to be communication with departments and compliance by IT students.

1. The IT students now have IDs that they should be wearing. It is a work in progress trying to get them use to the new system and getting them to remember to wear the IDs.

Time and Attendance- Labor would like update.

1. There is currently 138 people on the system. By next week they hope to have all clerical and the paint shop on the system. There will be continued training available.
2. Supervisors have been trained.
3. The goal is to try and have everyone on in clerical, trades and custodial departments by the end of summer.

Hiring temp positions for custodial – Labor would like update.

1. Three people, mostly retirees, were hired over spring semester. In the past, there hasn't been a willing to work retiree list kept for custodians. Hope will start asking custodians when they retire if they are interested in coming back and working when temporary positions arise.
2. Labor asked if it was possible to go off the cleaner pool list for temporary positions. Discussion held.

Shortage of Summer Help (not on agenda but discussion from temp positions led to this topic)

1. Discussion held about shortage of custodial help in the summer for dorms.
2. Discussion held about a check list of items that need to be taken care of in the dorms.
3. Terry Zimmer will create a check list for dorm cleaning with the help of Darlene Duncan and Joe Roberts. (Action Item)

Custodial Full-time hiring – Labor would like update.

1. Interviews will start next week from the applications received for cleaner pool.
2. It will take 3-4 weeks to set up pool list. List will last 1 year and then new cleaner pool will be created.
3. Labor would like new cleaners to receive exposure to both academic and dorm buildings during their probationary time.

Communication Netzer Break Room – Labor would like to discuss the lack of communication when creating the new break room in Netzer.

1. Labor did not feel like there was adequate communication about when the construction workers were starting work on the break room. We received complaints from our members.
2. Discussion held. Terry Zimmer will try to get posting up 1 week before construction begins. However, he did note that sometime they are not informed that far in advance. If that is the case, he will try his best to get a note up a few days before.

Gloves needed – Labor would like gloves for changing lightbulbs in buildings.

1. This is in regard to the 4 ft light bulbs that custodians have to take out. It would be helpful to have rubber gloves with grip.
2. Terry Zimmer thinks there is some in the warehouse. We can order more as needed.

Emergency Maintenance – regarding afternoon/evening shifts call outs for Emergency maintenance.

1. Labor would like to retrain RAs to know the difference of an actual Emergency call out or a clean-up call out. Discussion held.
2. Custodial should be called for clean-up emergencies and trades should be called for other emergencies i.e. plumbing, electrical, etc. This call first goes to Heating plant to access and then if needed special trades person will be called.
3. The newest employees are usually on the evening shift and don't always know the proper way to clean this particular mess. There are no supervisors on Saturday night between the hours of 10:30 pm and 6:00 am.

Bed Bug Protocol – Labor would like to have a protocol for bed bugs

1. Tom Rathbone gave us a protocol.
2. Labor feels custodial department doesn't have proper training. They would like more details on the procedure for bed bugs.

CSEA Positions – Review of CSEA positions since last meeting

1. Hope reviewed the positions that have been approved since last meeting and the current positions in vacancy review.
2. Hope reviewed current posted position in progress.

Wrap up

1. Kelly reviewed notes taken and action items.
2. Next Labor Management meeting will be held on August 12 at 1:30 pm in Milne Library, conference room 318.

Meeting adjourned at 3:05 pm.

Respectfully submitted by Kelly Spettel – recorder.