

Labor-Management Committee Meeting Minutes

May 20, 2014

Milne Library room 116

Members Present: Veronica Diver, facilitator
Darlene Duncan
Dale Couse, timer
Mary Moubray
Terry Zimmer, recorder
Hope Lambrecht

Meeting called to order at 1:30 PM

Discussion regarding dorm room entry:

1. Reviewed Protocol for entering student rooms document
2. Focused on MOC trades entering dorm rooms with a concern of a tradesperson being alone in a room with a student
3. RA & RD have right to enter room and should be contacted whenever possible
4. Custodial uses time slips with occupants to enter rooms for scheduled work
5. Dale brought up concern with Custodial opening rooms for tradespersons as this is common practice
6. Discussed that two (2) college employees shall always be present when a student space must be entered
7. *Dale to review this procedure with Christine Edwards- Res. Life

Pesticide Licenses:

1. General discussion of who in MOC trades has a pesticide license
2. Terry stated that three (3) individuals in grounds and one (1) in HVAC currently have pesticide licenses
3. Brief discussion regarding Doug Hurlburt and the fact he is working under the license of our water treatment vendor

Bullying:

1. Several CSEA members recently attended a conference where bullying was discussed
2. *Veronica to contact speaker at this event and determine cost, content of bringing them on campus and possibly conducting training sessions before the end of summer

Confidentiality:

1. Dale and Terry acknowledged discussions with their supervisors regarding the importance of maintaining confidential information.
2. Any confirmed leaks of confidential information should be dealt with swiftly by each supervisor
3. Discussion regarding UUP members not maintaining confidential information. Hope stated that Lisa Wenk has had no recent issues in this area. Discussion continued regarding why CSEA is the only union addressing this concern when it should be proactively discussed with UUP to help prevent future occurrences from happening.

Work Place Violence:

1. Training needs to be conducted, possibly long over due
2. *Hope to follow up with Dave Lincoln regarding training.
3. Question came up if CSEA was invited to last meeting in which WPV was discussed?

Heating Plant:

1. Discussed one man watch, Terry stated the plant is currently down for seasonal maintenance and we are currently on a one man watch.
2. A concern was raised with the safety of individuals working in the heating plant alone in the event of a personal medical situation, etc.
3. *Terry to review with UPD to determine what can be done for dispatch to check in with heating plant on a regular basis. (note: this should apply to all other employees who may be working alone for extended periods of time)
4. The topic of call outs was reviewed Terry stated that the sole operator can leave the plant for up to 90 minutes when we are running boilers #2 and #3 but the sole operator should not leave the plant when other boilers are running.
5. Discussed current staffing levels. Currently have three (3) open PUE I positions. Interviewing potential grade 9 candidate this week. Received approval to maintain grade 6 helper title with long term goal of building our own talent pool. Terry reminded the group that these are tested positions and it will take many years for a grade 6 to progress to a PUE I.
6. Waiting to hear if Mike Martin successfully passed the grade 9 exam he took in March.
7. Need to find at least one (1) PUE I candidate from upcoming list to cover shifts for the upcoming heating season.

Summer Cleaning:

1. Lengthy discussion regarding the possibility of a grade 5 supervising another grade 5 and the semantics of what "supervising" means.
2. Dale stated it was possible this could have occasionally occurred in the past but would not be allowed in the future. Any concerns going forward should be addressed promptly with the supervisor or with Dale directly.
3. Supervisors are to communicate to grade 7 what tasks are to be completed, when, etc. who will in turn relay information to grade 5's.
4. Brief discussion regarding the communication between supervision and custodial staff.

Wrap Up:

1. Mary asked about the potential of a shortened work week for CSEA employees, similar to what UPP just rolled out. Hope stated that something was in the works and that details would be made available shortly.

Meeting adjourned @ 2:30 PM

* = action item