

## Labor Management Meeting

Thursday, April 14, 2011

### Minutes

Present: Hope Lambrecht, Norm Payne, Dale Couse, Tom Rathbone, Don Ackerman, Veronica Diver, Pete Waterhouse, Mary Moubray

Absent: Darlene Duncan, Billy Grimes, Lisa Wenck

Meeting brought to order by Hope Lambrecht at 1:35.

#### **Old Business**

1. Custodial phones in 14 offices (including the original requests for Hunt, Alumni and Bugbee)

- a. Some janitors do not have phone lines making it difficult to communicate

*Follow up on Dale's meeting with Joe Graig-Tiso and the progress towards getting phones.*

*4/14 Hope has talked with Dale and phones are being delivered in a few days to Alumni and Bugbee. Not Hunt yet; however, wire and jacks have been installed for a future time. Cost involved, per Dale. Veronica suggested to negotiate with Robb Thibault on cost. Management stated that it's not critical for Hunt to be provided a phone. Labor team will discuss and follow up.*

2. Custodial health and safety

- a. Some custodial staff work alone in buildings overnight

- b. Buildings are not secure

- i. Students/faculty are allowed to remain in buildings after they're "locked"

1. They let others into the "locked" building

2. Allen wrenches are hidden to unlock locked doors

*Tom indicated he would look into building security and security policies and we would revisit.*

Discussion from 1/13/11 meeting: Tom said it's not as easy to get a policy regarding student access to buildings as he once thought. Norm is swamped with requests for access by students. Every building has a different set up. Task Force was put into place to look at it, per Tom. Norm stated that, although it's not enforced, there is a closing time of 1:00 am when all students must be out of the buildings. He suggested that maybe putting up a sign would be a good idea or change the time to 11 pm for students to be out. Custodians are not expected to police the buildings, per Tom, but both sides agree that there are safety issues for both students and staff. Tom mentioned that SCI I and FA buildings are card accessible – it helps to keep students out, unless they are in the buildings before they're locked. Lisa stated that we will continue to address this as a joint effort.

4/14 No follow up, per Hope. Maybe this is a partnership meeting issue. Veronica asked about whether a task force was formed and question was not directly answered. Tom said Norm is getting more and more requests from students to gain access and then they are able to let their friends in. Hope said maybe we should form a committee to address this – Tom had convened an informal group with other departments. Tom said UPD checks building entries and Don sends staff out to fix any problems they find with doors. (Don gets notices that the doors are ajar or in need of repair.) Mary mentioned team cleaning, which was one suggestion from the past. Dale said he felt the quality of the cleaning may be hurt by doing that, due to the ownership and pride of their own area. Discussion ensued about UPD and what they check. Hope will find out where and how they patrol the buildings. Pete brought up the hidden Allan wrenches and maybe they should be collected. VD expressed concern about the procedure for closing the buildings at night. Norm said that all buildings must be evacuated at 1 am (as per a campus policy endorsed by the College Senate), even with a pass from UPD. Tom requested that Hope's office would convene a group, including himself, Hope, Dale, Don, Bart Ingersoll and Alex Thomas, to enforce the 1 am closing and further define and tighten up the 11 pm to 1 am exceptions. Ingersoll will be invited to a Labor Management meeting about this concern.

- c. Custodians on 3<sup>rd</sup> shift are called out to the dorms to clean biological waste
  - i. Custodians are not properly trained in bio-hazard cleaning or disposal
  - ii. Custodians are given latex gloves from Health Center to clean

**Follow up..bio-hazard "kits"...bedbugs/scabies training/info.**

Discussion from 1/13/11 meeting: Norm stated that custodial staff are trained in protocol for bio-hazard cleaning and disposal. 2 weeks ago he gave training re: bodily fluids. 3 days ago, he conducted a meeting with Dale re: safety issues. All custodial staff have access to Health Center to get bottle of solution to spray on bio-hazardous substances. Bill mentioned there should be a kit with everything in it: instructions, solution, mask, gloves, a red hazardous waste bag. Norm felt this was a good idea, although wearing a mask may cause alarm to students who see it. Tom says we need to revisit issue. Norm stated that bedbugs and scabies were not addressed. There is a word document available, but he feels custodians are not involved with bedbugs and scabies. Darlene stated that she is involved. Mary would like Morris Hall to receive the information on bedbugs and scabies and Tom said he will get information to all places that provide lodging. And RDs should have the information. 4/14 Dale said there's a check list that has to be completed. VD suggested that we table this until Darlene could be involved in discussion. Mary and VD mentioned that there was a garbage can with needles from diabetics. They have their own containers from the health center but don't always use them. Tom suggests having Norm and Dale talk to RD at next meeting, invite Ricky. Tom will initiate this. Dale said one person got stuck twice when taking out the garbage.

4/14 Will table bed bugs until a later date—when Darlene is present . Tom said there will be additional bed-bug training next week which will include supervising janitors (SG11s) – a table top exercise. Putnam Pest Control will do a presentation and Christine will address attendees (sups) on protocol. Dale will do an inventory of the bio-hazard kits which are supposed to be in Janitors' offices.

### 3. Partnership Training

- a. Have Labor's supervisors been notified?

April 27<sup>th</sup> and 28<sup>th</sup> 8-3, Hunt Union – all supervisors notified.

### **New Business**

#### 1. CSEA positions

- a. How many of the 29 positions lost to retirement have been filled to date?

Hope says 24 vacancies due to Early Retirement Incentive and 2 others - 20 filled out of 26. (VD's count—29—includes ALL 2010 retirees. Hope's does not.)

- b. How many funded vacancies are there and which positions/locations?

11 funded vacancies – not yet determined whether they will be filled. The lines have not been eliminated. 2 Posted; some deferred; some not brought yet to be determined. The positions include: 2 KBS IIs (library, admissions), 3 KBS Is (library, career development, 1<sup>st</sup> year experience), Maintenance helper (plumbing), Electrician, PUE I (heating plant), 2 General Mechanic (carpenter shop, C-town), Motor Vehicle Operator (grounds)

- c. How many temporary positions are there? Which positions? Where? Duration?

Hope shows there are 6 filled temporarily now. 1 in mail; Clerk 1 in print shop; 4 KBS Is (hourly positions in library, facilities, registrar (filled by a retired SG13) and res life (filled by a retired SG11)) through to the end of the academic year, then decisions will be made about the positions. Not filled by a list – just look at a good match, per Hope. For hourly positions HR does not post the positions or canvas like they have to for annual positions, according to Hope.

Meeting was adjourned at 2:10.

Respectfully submitted by Margaret Monaco, Secretary