Communication Team Meeting

Date: 03/07/2008

Attendees:
Jim Allers
Pat Terrell
David Sundstrom
Robert Bossard
Gary Pratt
Carol Hawkins
Nellie Reynolds
Cathy Green
Rick Nesbitt
Electra Jubon
Caren Lincoln

Carol had all give brief introductions. Then she gave a brief overview of the reason for the meeting.

Agenda Item 1, Technological upgrades to University e-mail.

Management: Gary Pratt, CIO, Spoke briefly regarding the problems being experienced with e-mail across campus. He explained we are having serious system issues – many are with e-mail. The current system is overwhelmed. We are planning to change our current business method to better meet the University’s needs. This project will include:

1. Develop authentication system – one log in for multiple uses.
2. Replacement for e-mail to Microsoft exchange.
3. Spam filter. System hosted on campus is no longer adequate.
4. Storage area network.
5. Unified messaging collaboration between e-mail and voicemail.

Once the e-mail, authentication and spam filter specs are developed, rfps will be issued and standard purchasing procedures followed.

The new systems will be supported by the EWU staff, which may include adding positions to support the new applications. This will be developed as part of the project plan.

The expected time line is an 18-24 month conversion. Will start early to mid summer – roll out gradually through campus.

The new system makes it easier for people to log in using one username and password.
This is an important project to bring the University up to a minimally acceptable level of technology. We are changing the way we do business to better meet the needs on campus.

**Union:** Cathy Green brought up the Riverpoint phone system which is the WSU phone system rather than EWU’s and the lack of access to computers for custodians.

Jim Allers discussed the expansion of the wireless network on campus and that this may help alleviate some of the access issues.

**Management:** Gary stated he thought Riverpoint had been switched over to the EWU system but would double check. He stated the new e-mail exchange will allow people to check e-mail on their PDA and cell phones in addition to on line.

Gary discussed the three new IT directors – one has been filled, one is currently being recruited and one will be coming on-line in a few months. Once these directors are in place they will assess each area and make recommendations for improvements or changes if needed. Gary expects some employees may be working on different projects. All contractual provisions will be followed. Gary envisions updating the committee as plans are fully developed. Gary handed out a conceptual Venn diagram of the three areas of IT which include Information Systems, Academic Support and Customer Support.

**Union:** Electra Jubon requested information on any proposed changes be forwarded to her as early as possible.

Gary left at this point in the meeting.

**Agenda Item 2, Position Job Descriptions – Their purpose as a stand-alone document and in the performance evaluation process.**

**Union:** Electra Jubon asked if the job description was written by the employee, if not who and how the description was used.

**Management:** Caren Lincoln discussed how the job description and expectations are written and used in recruiting and employee evaluations. The supervisor creates, HR reviews – when finalized used to recruit and in performance evaluations.

**Union:** Enquired on the evaluation process and supervisor training.

**Management:** Caren Lincoln discussed types of training offered. Supervisors are encouraged to participate in trainings. The HR staff also provides training to departments when requested.

**Agenda Item 3, Official University Responses**
Union: Electra asked about the “Official University Response” and what to do when it doesn't fit the “box”.

Management: Send to Carol, she will assist in getting the responses.

Agenda item 3, Suspended operations – Supervisors calling personnel from home per Article 21.6 and compensation of essential personnel per Article 20.15.3.

Union: Electra discussed suspended Operations issue of calling EEs from home. Ask University to remind folks to ask if they want compensation. Do all EEs that showed up get essential pay?

Management: MBU have been asked to provide a list of essential EEs. Only those employees identified as essential will receive premium pay. Essential personnel are identified on an incident by incident basis. Reviewed article 33.8 regarding suspended operations.

Agenda item 5, Temporary pay under Article 20.4 – “15 calendar days” was not intended to be consecutive nor was it intended to prevent payment from the first day if the University intends the assignment to last more than 15 days.

Union: Electra - we will talk about consecutive days in negotiations.