Labor Management Committee

Tuesday, October 14, 1997

3:00 - 5:00 p.m.

SHW 309

MINUTES
(Approved at November 18, 1997 Meeting)

Members Present: Kandys Dygert, Kathy Fleming, Curt Huff,
Wayne Praeder, Pat Rast, Lance Walker

Members Not Present: Phyllis Edmundson, Jane Johnson

Resource Persons: Ken Berg, Annie Cole, Caren Lincoln

Guests: Michael Frumkin, Joe Schweiger

Recording Secretary: Connie Gross

I. Call to Order
Wayne Praeder called the meeting to order at 3:05 p.m. No reordering of the agenda was requested.

II. Action Items:

Approval of Minutes, II.a. — Wayne Praeder
The minutes for the September 23, 1997 meeting were approved with a name correction. The minutes for the September 30, 1997 meeting were approved with two time changes.

Disposition:
The minutes for the September 23, 1997 meeting were approved as corrected and the minutes for the September 30, 1997 meeting were approved as corrected. Both will be distributed according to contract.

Report from Task Force on Background Checks, II.b. — Kathy Fleming
Kathy Fleming reported that the first meeting of the task force has been set for tomorrow.

Disposition:
No action at this time.
Employee Surveillance, II.c. — Kathy Fleming
Ms. Fleming proposed that a task force be set up to look into employee surveillance and possibly work with the engineer and outside consultant regarding contract-related issues. Discussion. Kathy will coordinate the task force, and Pat Rast will also represent labor. Curt Huff and Joe Schweiger will represent management. BU2 may assign a representative for input, however if they have further concerns they will need to bring it to their own Supervisory Unit Management Committee. Discussion of setting a time frame for a response from the task force. This was to be deferred until input could be received by Mr. Huff.

Disposition:
Task Force for Employee Surveillance was formed to look at the employee surveillance contract issues and to make appropriate recommendations in regards to contract interpretation as well as how to proceed in regards to that. It was agreed that a timeline would be set, however no timeline was determined at this meeting. The task force members will be Kathy Fleming, Pat Rast, Curt Huff, Joe Schweiger, and a representative from BU2 if agreeable.

Approval of Procedural Agreements, II.d. — Wayne Praeder
Mr. Praeder asked if the draft set of procedural agreements which have been worked out in working groups could be implemented in a tentative manner to help better define some of the committee’s operational procedures until we have the completed set. Ms. Fleming asked to look at the procedural agreements section by section and suggested changes were presented. Mr. Praeder asked the committee if they wished to approve some of the subsections now, or hold the entire document until after the proposed changes are discussed and bring the whole document forward at the next meeting. Labor requested to caucus. Labor returned and Kathy Fleming asked to approve the parts of the document that were agreed to with no changes. Mr. Praeder said it was management’s wish to wait until the parts in question are revisited and discussed further. This was agreed to by labor.

Disposition:
The tentative approval of procedural agreements was deferred until there is a chance for further discussion.

III. Information Items:

Interpretation of Article X, Section 4, III.a. — Kathy Fleming
Labor is concerned about erosion of the bargaining unit, specifically the disagreement about what the definition of erosion is. Kathy Fleming asked for a written interpretation from management’s side as to what they believe it actually says. Management responded that they will commit to work on this item for the next meeting. Labor requested that this item be an information item on the next agenda prep.

Update on Layoffs, III.b. — Caren Lincoln
Caren Lincoln reported that the three rounds of layoffs have been completed. Human Resources met with all but one of the first-round people on September 22. (Claire Farmer was moved into a vacant position so did not meet with HR). The other seven BU1 people being laid off have chosen their options. The changes will go into effect at the end of their shift on October
15 unless a different date has been agreed to. The second and third-round bumping has also been completed.

**Reasonable Accommodations, III.c. — Annie Cole**
Ms. Cole reported that the subcommittee met and agreed to submit their proposed changes to each other by September 27. Karen Raver sent management’s draft to labor in the mail on September 24. Still waiting for the draft from labor. Kandys Dygert said labor has made changes and thought they had been transmitted. Labor will check into it and send the proposed changes. Once both drafts are available, the subcommittee will put the changes together and bring a final draft to the labor management committee.

**Job Reclassification Mechanics—1509, III.d. — Ken Berg**
Ken Berg said he assumes labor is referring to the systems analyst programmers. On July 21, 1997 his office sent out letters with position questionnaires to people in these positions. They were asked to fill out the questionnaires and have their supervisors sign them. Then HR will meet with the incumbent and their supervisor to discuss the position. To Ken’s knowledge, four people are in the process of filling out the paperwork. Kandys Dygert requested a timeframe be set up with clear, concise goals; to include what Human Resources will do if the timeframe is not met. Discussion. Wayne Praeder will get together with Ken Berg and the appointing authority to discuss the request. He will let labor know as soon as this is determined, and prior to the next meeting.

**Sutton Hall Safety, III.e. — Kathy Fleming**
Kathy Fleming handed out documentation regarding the wiring in Sutton Hall. Labor is concerned that the wiring in Sutton Hall is inappropriate—it can emit toxic gases if on fire, the fumes can spread through the ventilation system, and the dark smoke that would be emitted if on fire would make it difficult to evacuate the building. Ms. Fleming is writing a letter to the City of Cheney regarding this matter. Pat Rast asked if the committee could get more information on this topic by the next meeting. Wayne Praeder recommended making this a discussion topic for the next agenda prep.

**Police Policy Manual, III.f. — Curt Huff**
Copies of the Police Policy Manual were distributed. Kathy Fleming stated that this is possibly the third policy manual labor has discovered which concerns policies and working conditions which affect classified staff. Discussion. Wayne Praeder suggested that the problem itself is a broader issue concerning contract definitions regarding working conditions. Kandys replied that if a violation of a policy in the manual is grounds for disciplinary action, then it is a working condition. Curt Huff said he will take labor’s comments under advisement. Kathy Fleming will contact employees and tell them that they are able to file against the document. She said if it is not pulled off the table, then the 30 days starts from today. Wayne Praeder recommended that the management team review the policy manual issue while labor reads through and identifies areas of concern with the manual.

**Department Manuals, III.g. — Kathy Fleming**
Ms. Fleming requested that President Drummond sign a memo to be mailed to all departments requesting that copies of any policy manuals in use be sent to the President’s office, the Chair of the Labor Management Committee, and whomever else might be deemed appropriate. Wayne Praeder will pass along this request through the minutes. Lance Walker requested that we find out what the policy blessing is for this institution, and what the mechanism is—or come up with one if there isn’t one in place.

Reports, IV.

BU I — Kathy Fleming
Ms. Fleming reported that the training sessions were going very well. Participants are receiving a lot of information and tactical use for the future. She also extended a welcome to the two new members of the management team: Mike Frumkin and Joe Schweiger, and welcomed returning member Curt Huff.

The meeting adjourned at 4:30 p.m.