I. Call to Order
Wayne Praeder called the meeting to order at 3:15 p.m. Information Item III.f. was moved to Action Item II.b. with the concurrence of the members.

II. Action Items:

Approval of Minutes, II.a. — Wayne Praeder
The minutes for the July 17, 1997 meeting were approved with a minor correction. The minutes for the August 21, 1997 meeting were approved.

Disposition:
The minutes for the July 17, 1997 meeting were approved as corrected and the minutes for the August 21, 1997 meeting were approved as submitted. Both will be distributed according to contract.

Background Check Policy, II.b. — Wayne Praeder
Mr. Praeder reported that this item has not come to the President’s Cabinet yet. It has been put back to labor management for their consideration to provide a recommendation to the President’s Cabinet on how we should proceed. Mr. Praeder suggested forming a subcommittee to come up with a recommendation no later than the November meeting, then send the recommendation to the President’s Cabinet. Discussion.
Disposition:
It was decided that the composition of the subcommittee should be Kathy Fleming (chairperson), Phyllis Edmundson (vice chairperson), and Jean DeNio. The charge for this subcommittee is to develop a recommendation regarding the Background Check implementation, bring this recommendation to labor management no later than the November meeting, and if approved by labor management, forward the recommendation to the President’s Cabinet.

III. Information Items:

Eagle Card for Employees, III.a. — Curt Huff for Rick Romero
Mr. Romero reported that approximately 6500 photos have been taken, with few problems. The card provides access to dining, computers, the rec center, library, and health providers. The cash chip feature should be implemented tomorrow (Wednesday) which will provide access to vending machines, library copiers, and the PUB espresso stand. Toni Taylor is coordinating this program. He stated that they are staying within the budget, which consists of $100,000 initial allocation; $75,000 capital funds of which approximately $35,000 has been spent. The second step will have an on-going cost but contracts with AT&T should produce $50,000-$60,000 per year. The cards are not mandatory for employees, but they are free and will provide services that the employees may want to utilize in the future. The cards do not operate door locks at this time — that is out in the future. The first application of door locks would be the outside doors to the dorms. Rick does not see a need for more money to maintain what is currently in place, however if we wish to expand the services it may cost more.

Five Year Dining Plan—Staffing/Food Services Update, III.b. — Curt Huff
Mr. Huff asked to take this item off of the agenda until there is something to report. He then addressed the staffing in Dining Services. He anticipates extending the contracts of several dining workers from 8 month to 9 month appointments. Two vacant lead positions are being filled, with a third one possible by the end of the quarter. Nothing will affect employees negatively.

Report on PPC Meeting re: Layoffs, III.c. — Bill Shaw
Mr. Shaw reported that the original list was reduced to 6.3 or less affected staff (D. Burgess is retiring). Bargaining Unit I has 9 positions affected, and Bargaining Unit II has 2 positions affected. Labor responded that they were disappointed in the overall process. They feel they’ve lost a lot of positions and people are working harder for the same amount of money.

Reasonable Accommodation Policy Proposal, III.e. — Kathy Fleming
Ms. Fleming reported that she met with Karen Raver. Karen has put together the changes she would like to see, and Kandys Dygert will put hers together. They will combine these changes, bring the document to this committee for approval, and then forward for the appropriate signatures.

Employee Surveillance, III.f.
Mr. Huff talked to Dick Clark regarding the priority of this item, and was told it won’t happen soon. Mr. Shaw said Steve Bloom has been put on overtime to get it done. Discussion
regarding the university audits and the norm for surveillance in the banking industry. Mr. Shaw said the intent is to safeguard the resources of the state and the employees. Mr. Praeder said he understood the RFP was to be shared with the group. Mr. Rast suggested forming a subcommittee, and making this an action item at the next meeting. Ms. Dygert said to make sure the RFP is given to Mr. Huff in a timely manner so that the rest of the parties concerned receive their copy.

Erosion of BU I Contract Issues, Article X, Section 4, III.g. — Caren Lincoln
Ms. Lincoln explained the administrative exempt numbers—the requested budget column versus the projected 96-97 column. She said they took into consideration the proposed reductions. Ms. Fleming asked why classified are lessened by 13 and exempt are increased by 13.
Ms. Lincoln replied that the two columns cannot be compared, and that the numbers have already changed since the document was prepared. Ms. Dygert requested that all employees in the Computer Services area be converted from exempt to classified — only those who appealed were reverted to classified. She would like management to return all these people to classified. Discussion. Mr. Praeder said the erosion question is a contractual issue regarding the interpretation of Article X, Section 4. He suggested making this an action item at the next meeting. Ms. Dygert requested information on personnel’s plans regarding 1509 conversions from a recent Personnel Board decision from Ken Berg by October 3, 1997. Ms. Fleming requested that Mr. Praeder ask Human Resources to put together a list of people/positions affected by 1509.

Meeting Times and Agenda Prep, III.h. — Kathy Fleming
Ms. Fleming said that having agenda prep meetings at a separate time but on the same day as BUII is acceptable, however BUII would like to reschedule their meetings for October, November, and December, 1997, on different days than BUII. She requested a special meeting be set up on rescheduling the meetings. Mr. Praeder will forward to management this request regarding meeting times and will set up a special meeting to discuss possible dates for the next three months.

Reports, IV.

BU I — Kathy Fleming
Ms. Fleming gave compliments to the Human Resources office for their handling of the layoff procedure this time. One-half hour meetings were set up in their office with the affected staff person, along with a union representative. She feels this was a much more humanistic approach than in the past. The entire group concurred, and wished to send this message to Dr. Drummond and the Cabinet.

The meeting adjourned at 4:35 p.m.
Chair, Bargaining Unit I  

Management Representative  

Date  

Date