Labor Management  
Supervisory Unit Management Committee  

Thursday, May 8, 1997  

3:00 p.m.  

Showalter Hall, Room 107  

MINUTES  
(approved at the August 21, 1997 Meeting)  

Members Present:  
Ken Dolan (chair), Jim Besse, Jean DeNio, Kandys Dygert, Phyllis Edmundson, Kathy Fleming, Jane Johnson, Sue Potter, Pat Rast,  
Michael Tokarsyck  

Members Not Present:  
Curt Huff  

Resource Persons:  
Ken Berg  

Resource Persons Not Present:  
Annie Cole  

Ex-Officio:  
Tom McArthur  

Guests:  
Tom McGill, Rick Romero, Mike Stewart  

Recording Secretary:  
Angie O’Neill  

I. Call to Order and Quorum.  

Ken Dolan called the meeting to order at 3:05 p.m.  

II. Action Item:  

Approval of Minutes, II.a. — Mr. Dolan  
The minutes for the March 20 and April 17 meeting were presented for approval.  

Disposition:  
The minutes for the March 20 and April 17 meeting were approved and will be distributed according to contract.  

III. Information Items:
Reasonable Accommodation Policy Proposal UGS-92-001, III.a. — Annie Cole
Item delayed until next meeting.

Nepotism Form for ALL Employees, III.b. — Kathy Fleming
Ms. Fleming stated that the Nepotism forms have been reviewed and accepted in form by the Union. She raised the following questions: 1) Are these forms utilized by current employees? 2) If so, how is the utilization going to take place? 3) Where will administrative nepotism forms be kept? Mr. Berg answered that all current and new administrative employees will be given the form to fill out. The forms will be kept in the office of Human Resources. Mr. Berg can not speak for Academic Personnel. It was his understanding that the forms would be handled in cooperation with the Dean’s offices.

The Union requested to know if current faculty are required to fill out the form and where the files will be maintained. Caren Lincoln reported at the April meeting that files are maintained at the office of Academic Personnel. (See April minutes.)

Background Check Policy, III.c. — Ken Dolan
Mr. Dolan stated that he will forward Maureen McGuire’s memorandum, dated February 15, 1996, re: Employee Background Checks, to the President’s Cabinet with a reminder that we have been advised by the Assistant to the Attorney General that background checks may be conducted on all employees who may fall under the provision of the state law that is “existing employees who may come into contact with children under 16 years of age or developmentally disabled persons or vulnerable adults during the course of their employment.”

Ms. Dygert stated that the Union is in disagreement on this issue. She proposed 1) nothing be done; and 2) to request a true AG Opinion because Maureen’s memo has “no legal standing.” The Union requested that Mr. Dolan let the Cabinet know about the Union’s request for an official AG opinion on this matter. Mr. Dolan agreed to let the Cabinet know about the request, but did not agree to seek an AG’s Opinion on the same matter.

The Union asked what process the administration will use to conduct background checks and what timeline would apply. Mr. Dolan said he can not answer that question at this time.

The cost for conducting a background check is $10 per employee. Employees who qualify under the law will be required to submit to the background check.

The Union asked about the procedure for 1) the positions that it would apply to and 2) the procedure of the forms. The Union also stated their request to be involved in the development of the procedure.

The Union declared impasse on the issue of “Are background checks required by the law on current employees not new employees.” The Union may also have disagreements on which
positions may have background checks once procedures have been communicated by the administration.

Mr. Dolan explained that the President’s Cabinet (PC) decision will most likely go to the President’s Policy Council after the PC.

The Union requested a response by the next meeting relating the Cabinet’s decision and the background information on the decision and whether or not the issue will go forward to the PPC.

Update on Review of Policy & Procedure Manual for Custodial Services, III.d. — Ken Berg
Mr. Berg stated that Ms. Stambaugh has questions concerning the Manual and will contact Karen Wichman. Ms. Dygert noted that she will contact Ms. Stambaugh regarding this matter.

Item carried forward.

Employee Surveillance, III.e. — Annie Cole
Mr. Dolan stated that Annie Cole had contact with the Attorney General’s Office. The Union requested to receive a copy of the AAG’s memo before the next meeting. Mr. Dolan stated that he will pass on the request.

Item carried forward.

Custodial Safety, III.f. - Curt Huff
Item carried forward.

Flex Time Form, III.g. - Kathy Fleming/Curt Huff
In Curt’s absence, Kathy stated that the new “Flex Time” form, distributed by Custodial Services and presented at JLM meeting, is still inappropriately worded because it confuses request for flex time with request for change in working schedule. The department needs to be advised of the difference in meaning and appropriate application. Ken Berg said that Karen Wichman met with Caren Lincoln and discussed the issue and the terms involved. The title should be changed to “Request for Schedule Change.” The Union noted for the record that there is a contractual provision for requesting flex time and it is not “before all work has been completed.” Ken Berg said that Human Resources will make sure that the title of the form will be changed.

Item carried forward.

“Children at Work” Policy, III.h. - Curt Huff
The Union requested a copy of the University Health and Safety Manual to be sent to Kandys Dygert. Angie agreed to check on it.
Item carried forward.

**OneCard System, III.i. - Rick Romero**

Rick Romero’s reply to the Union’s questions from the April 18 meeting:
1. Card not mandatory for staff.
2. Electronic monitoring: Through building entry not at this time but may be later.
3. Initial cost - none; replacement charge $10.
4. Misuse of lost card: No protection of lost card. 24 hour report line for lost cards.
5. Coding the card by building: No information in initial phase.
6. Individual risk and liability: 1) magnetic stripes--none; 2) computer chip-- ability for lost cash value (user’s choice).
7. Total $ spent: a) 1 X budget of $170,000, spent $110,000 (majority on ID production equipment); b) SMART card (purchased 15,000 @ $2/ex.); c) reader devices @ $20,000.
8. Ongoing budget for project: Folded into the housing and dining budget. A 5-year contract with AT&T will fund the project. Other budgets will also be utilized.
9. Faculty & Staff purchase card: Answer is above.
10. Information sold to various organizations: No plans to sell.

Security of dormitory access, out-dated phone lines to the PEHR buildings and other issues were discussed.

Rick Romero offered to provide a summary of dollars spent and what the funding sources are. The Union accepted the offer. Future expenditure will come only out of Dining Services. A business account within the Housing and Dining fund that the salary and equipment cost will be rolled into. Expected date of set-up account will be July 1.

One position in Dining Services will be reallocated to handle card access functions for the dining fees. This is still under discussion. Some student staff will be involved.

**Budget Review, III.j. - Mike Stewart**

Mr. Stewart presented highlights of the legislative budget and explained the philosophies that entered into the decisions effecting the budget, including current enrollment trends and future enrollment projections. Vice President Stewart announced that there will be meetings with the VPs and the deans to review and discuss proposals for budget reductions.

The Union requested that all action be coordinated to avoid problems of the past.

A special meeting for Joint Labor Management will be called on May 22, from 1:30pm to 3:30pm, to discuss the impact of the budget reduction on the work force.

**Apprenticeship Program, III.k. - Pat Rast**

Mr. Rast has not been able to make contact and schedule a time. He is working on it.
A subcommittee consisting of Pat Rast, Dennis Hays and Caren Lincoln was assigned to meet with another Union representative (chair of the committee) and explore the possibilities to revive the apprenticeship program on campus.

A discussion ensued about the issue.

Mr. Dolan asked that Pat get together with Caren Lincoln and work up a proposal for the next step.

JLM Info on WWW, III.l. - Kathy Fleming
Ms. Fleming has arranged for placement of the JLM minutes onto Eastern’s Web site. Angie will forward the minutes, meeting schedule and membership roster to Michelle Kozlowski per request.

Reports, IV.

BU I - Kathy Fleming
Ms. Fleming reported that many people had been exposed to asbestos by two temporary employees working with asbestos ceiling tiles on the first floor of Tawanka. They had been told not to disturb the asbestos, but had broken pieces on the floor that people were walking through. Temporary employees should receive the same safety training as permanent employees. This was not the first such incident for these two employees.

BU II - Jean DeNio
No report.

The meeting adjourned at 5:00 p.m.