Labor Management Committee and Supervisory Unit Management Meeting
Thursday, December 17, 1998
2:00 - 4:00 p.m.
PUB 357

MINUTES

Members Present: Jim Besse, Kandys Dygert, Dennis Hays, Rod Nicholls, Joe Schweiger, Judith Siminoe, Del Thompson

Resource Persons: Ken Berg, Alex Cameron, Brian Levin-Stankevich, Carolyn Myall, Tom McArthur

Recording Secretary: Connie Gross

I. Call to Order

Judith Siminoe called the meeting to order at 2:10 p.m. She asked to add two items to the agenda: An overview of the university reorganization and the reallocation of a library position. Labor requested to postpone the library presentation until they can have a resource person present (at the next meeting 1/14/99).

II. New Business:

University Reorganization, II.a. — Alex Cameron
Dr. Cameron gave an overview of the reorganization, which will consist of three Vice Presidents. Formerly these were Jane Johnson (retired from University Advancement), Niel Zimmerman (Academic Affairs and Provost), and Alex Cameron (Interim for Business and Finance). With the reorganization these will be Brian Levin-Stankevich (Student Services), Niel Zimmerman (Academic Affairs and Provost), and Alex Cameron (Interim for Business and Finance). He explained that there will be a reshuffling of existing units to match organizational levels, thereby becoming more efficient and effective. Printing will be under Business and Finance; housing student services and intramurals will be under Student Services; Capital and Operating Budget offices will be combined; the physical plant will include all facilities planning and management, with a new director hired by June. Also in the physical plant, three new supervisor positions were created. Kandys asked if these positions were new or reallocated positions.

Brian Levin-Stankevich addressed the changes in his position and area of supervision. Paula Hall’s office will be under Business and Finance; the Associate position has been searched and is going to the interview stage—primary responsibility being to serve as Registrar, supervise the offices, and lead the quality service initiative. New areas being
moved under the Student Services VP are the Asst. Director of Residential Life, Intramurals, and the Director of Publications. The print shop will be under Business and Finance. Tom asked about ITSC—it is unknown at this time where it will end up.

Judith explained that there are three reorganizations going on: the Vice President level now, later the college and department reorganizations, and the Spokane programs are due to the HECB by April 1, 1999. The Director of Housing position has not been filled. Kandys asked about the funding for that position. Dennis asked about the possibility of trying to combine the project coordinator and maintenance planner positions in the physical plant. Alex said they should be different positions, as they will have significantly different duties.

III. Old Business:

Review and Acceptance of Minutes, III.a. — Judith Siminoe
The minutes for the November 19, 1998 meeting of the Joint Labor Management Committee were approved, with one correction, and accepted into the record.

Disposition:
The minutes for the November 19, 1998 meeting were accepted into the record and will be distributed according to contract.

Bargaining Unit Integrity, III.b. — Del Thompson
Discussion continued from the previous meeting. Labor pointed out the increase in hourly hours paid between 1994/95 and 1996/97. Discussion of in-house classifications of positions—management noted that employees can request an audit if they feel they are not classified properly. Management sees little or no erosion, but labor disagrees overall. Del noted that recently the erosion has been better, but overall there has been erosion. Tom stated that management seems to have a sincere commitment and realization that the university needs more classified staff. We need long-term security. He is concerned with new administrative exempt positions—these people won’t ask for an audit to be moved into classified staff positions. Judith noted that there is a procedure in place. Kandys said labor had hoped for more openness—when positions are designated administrative exempt, can a copy of the job description be sent to labor for their review? A second problem is when a coworker feels someone is not doing the stated duties. Tom asked if Ken could send a list of the titles from the 1509 conversion to Del and Tom (since 1993). Kandys asked what labor’s mechanism or recourse is if it is felt that a position is not correctly classified. She asked that FYI copies be sent to labor when administrative exempt positions are created.

Disposition:
Management agreed to consider whether FYI copies could be sent to labor when administrative exempt positions are created.

University Emergency Closure Policy, III.c. — Judith Siminoe
Judith reported that the Board of Trustees has approved the policy. One board member asked if it had been discussed on campus. She stated that this is one of the few policies that has been discussed and signed off. A new Policy Committee is being formed to set up policy procedures (Del Thompson and Connie Gross are labor representatives on it). Also, there is a memo coming out to the Vice Presidents to designate “essential personnel” who are required to show up at work when the university is officially closed.

Disposition:
The Board of Trustees has approved the University Emergency Closure Policy.

PUB Security System Update, III.d. — Curt Huff
Curt Huff is retiring next month, so will be replaced on this committee.

Disposition:
This item will be held until the next meeting.

VEBA, III.e. — Judith Siminoe
Judith reported that the Board of Trustees has been asked to authorize the university to adopt the procedure. Judith, Del, Dennis and Kandys signed the Memorandum of Understanding to proceed with a vote of all eligible of each respective group (Bargaining Unit #1 and Bargaining Unit #2).

Disposition:
The Board of Trustees has been asked to authorize the university to adopt the VEBA procedure. All parties signed the Memorandum of Understanding.

IV. Announcements:

No announcements—Happy Holidays!

The meeting adjourned at 3:45 p.m.