EASTERN WASHINGTON UNIVERSITY
Labor Management Committee
Supervisory Unit Management Committee
Thursday, November 18, 1999
2:30 p.m. – 4:30 p.m.
PUB 357

MINUTES

Members Present: Jim Besse, Kandys Dygert, Mike Irish, Rod Nicholls, Joe Schweiger,
Judith Penrod Siminoe, Del Thompson

Resource Persons: Ken Berg, Tom McArthur

Guests: Miriam Berkman, Phil Krahn, Karen Wichman

I. Call to Order

Judith Siminoe called the meeting to order at 2:37 p.m. She asked to revise the agenda order so that
Miriam Berkman could present her item first and then be free to leave. There were no objections to
changing the order of the agenda.

III. New Business:

Alcohol Policy, III.a. — Miriam Berkman

Ms. Berkman gave a summary of how the task force reached this point. She said the old (current) policy is
essentially just a statement of federal, state and local laws and says that the University abides by them. The
university has to have a specific policy, and she said we wanted a universal policy for the entire university
community. The task force consisted of people from across campus: staff, faculty, administrators, students;
and Cheney and Spokane community members.

The purpose of the policy is to create a safe learning environment. The previous guidelines were just to
obtain a banquet permit from dining services. The university needed a more thoughtful policy that fit the
overall mission of the university. Under the new policy, permission to host alcoholic events goes to the
President or his designee.

Steps are outlined in the policy for on and off-campus events. Ms. Siminoe questioned the enforcement
paragraph, asking about professors who provide alcohol in their homes. She noted that the President’s
Cabinet questioned this, and a change is not reflected in this new version. Ms. Berkman felt this was not
intended to be the type of function covered by the policy. It is implied in the policy, but shouldn’t be
construed as being covered by the policy. Mr. Thompson suggested using the wording “sponsored (or
sanctioned) by the University”.

Ms. Dygert asked about enforcement part, specifically concerning employee violations. She wanted
clarification that if employees are excluded in the collective bargaining agreement they are excluded from
discipline by this policy. Mr. Berg said employees are covered by the policy only if they are on duty. Mr.
Irish noted that employees who are on campus, at university-sponsored events but are not on duty are
covered by the policy for alcohol use, but not subject to employment discipline through the policy.
Discipline is through another avenue.

Ms. Siminoe asked about the critical issues to be resolved, noting that some have been resolved. 1) Advertising of alcohol on campus will be silent--not yes or no at this point. 2) Tailgating was being allowed but not under the appropriate procedures. Ms. Siminoe has researched it and decided a banquet
permit was needed to be legal. This is a change to our procedure. 3) Enforcement in residence halls is being addressed by Residential Life and not the alcohol policy task force. Officers make a determination about whether to provide written or verbal warnings, and decide what gets passed along to professional staff. This applies to students. Ms. Siminoe noted the intent is for better communication between the police and student life. 4) Parental notification—due to a change in federal law the university has an option (for students under 21) to contact the parent/guardian if the health or safety of the student or other students are at risk. 5) Points of issuance of permits—President or his designee will resolve this.

Ms. Siminoe said the plan for this policy is to go forward to the BOT on Dec. 3. This replaces the alcohol part of the current drug and alcohol policy.

II. Old Business:

Review and Acceptance of Minutes, II.a – Judith Siminoe

The minutes of October 21, 1999 were corrected to show a question that had been asked but the response was not recorded due to unclear information. The question concerned the percentage of time the maintenance custodians would be reporting to a transportation supervisor. During a meeting of management between the October 21 JLM meeting and today’s meeting, a determination was made that 10-20% of the time the employees would be reporting to transportation, and 80-90% of the time reporting to custodial.

Disposition:
Ms. Gross will make the suggested corrections and they will be signed at a later date.

PUB Security System Follow-up, II.b – Judith Siminoe

Yesterday Ms. Siminoe wrote a memo to Dave McKay and Ken Wright reminding them that the cameras are to be used for security purposes only, and not for surveillance or monitoring of employees by supervisors. The memo will go out tomorrow. She also discussed this issue with Mike Irish. He has looked at the camera with the engineer, who says he can move the camera forward, which will take the workstation and doors off camera. Ms. Dygert suggested taking the monitor out of the supervisor’s area. Then the tapes don’t need to be reviewed unless there is an incident. Labor requests that the monitor be removed from the supervisor’s office. If the camera can be moved, that is also good, but the main issue is who is reviewing the tapes and for what purpose. Mr. Irish agreed it would be easier to remove the monitor.

Disposition:
The camera will be left in its current location, but the monitor in the supervisor’s office will be removed. Labor also suggested posting signs saying that this is a monitored area—so that students are aware and can make wise choices.

PUB Vendors Follow-up, II. c – Judith Siminoe

Ms. Siminoe has the paperwork regarding the PUB vendors, but forgot to bring it today. She will send them to the union leadership. She said the agreements are a liability indemnification statement. The vendors are there on a daily basis because they pay us a daily fee to be there. There is no agreement of any duration.

Mr. McArthur asked who is giving them the extensions—did they write to the County Health Board themselves or did someone from the University write for the extensions? The vendors were supposed to be out of the PUB a year ago. Ms. Siminoe replied that Rick Romero has asked for information regarding this issue but has not received an answer. Mr. McArthur suggested we request an indication from the two vendors, which shows that the Health department approves their operations.

Disposition:
Ms. Siminoe will ask Mr. Romero to pursue this issue.
Meeting Schedule 2000, II.d. — Judith Siminoe
The meeting schedule for 2000 was briefly discussed and approved as distributed.

Disposition:
The meeting schedule for 2000 was approved as distributed.

III. New Business
Description of Team Concept for Custodians, III.b. — Karen Wichman
Ms. Wichman introduced Phil Krahn of Custodial Services, who distributed a handout regarding team cleaning. Ms. Wichman noted that the custodial department has a major funding crisis: minimum wage is continually increasing and student employment is a large piece of their budget. Several years ago they moved the custodial staff to a regular time to save the shift differential expense. However, this campus is opening earlier and earlier each year, and it is difficult for custodians to complete their work in the small space of time when other employees are not present. She asked for an increase in Overtime/Part-time (OTPT) this past summer, but didn’t get the funding. Taking all these facts into consideration, she and Phil are looking into the team-cleaning concept.

Mr. Krahn and Jennifer Van Steenwyk attended a program last summer that gave them good ideas and tips on organizing and streamlining the custodial work. It is vastly different than other concepts they have seen—and they feel it is much better. Gonzaga is using it and Whitworth is implementing it. Gonzaga was forced into it by a reduction in funding. We are not facing cutbacks, so that is more positive for us. They feel if we give our staff the tools, they can complete the work in less time, and then they can perform other tasks that they are interested in.

Mr. Krahn described System Cleaning. The essence is to look at 100,000 to 120,000 square feet with 3-4 people assigned. There are four specialties: vacuum specialist (vacuum, turn out lights and secure doors), restroom specialist (clean restrooms daily), light duty specialist (empty trash and do horizontal surface dusting), and utility specialist. They work in sequence and do their special duties. Each specialist has job cards that define their duties along with approximate time of day and duration of time for the duties. Our people draw up duties and schedules. We would have four core groups of buildings/facilities called quadrants, and each quadrants has routine tasks and detailed tasks. This allows more time through organization and efficiency.

Mr. Thompson asked what the position funding plan is. Ms. Wichman said she has to correct the problem of relying on unreliable student help. She wants to reduce some of the part time funding and move those dollars to cover shift differential pay for classified workers. She will still utilize students, but not as heavily as they are not always dependable. She can’t see the dollar savings at this point, but is looking into running a pilot program in a building (with volunteers) beginning at 5am. They are contracting an audit to set up the pilot program in the Science building. The consultant (Mr. Cummings) uses industry standards and draws up the work schedule. He will be paid a $1500 audit fee to come to campus, and then an additional $7000 to outline the workload and schedule (training the trainer). Ms. Dygert asked about the ages and abilities of the volunteers. Is there a full scope of age, ability and gender that represents the true workforce? She cautioned against setting up false standards. Ms. Wichman said the managers of this department realize they have a wide variety of abilities on their staff, and are aware of how to schedule and work them to the best of their abilities. We cannot set up unattainable goals. Ms. Dygert asked how the pace is set up. Mr. Krahn said the program is used, across the country, to play to the strength and weaknesses of a variety of workers—genders, age groups, etc. It is a broad-based design, and our lead volunteer is skilled in bringing out the best in others. Ms. Wichman said the group also develops their own system of covering the duties in the way that best suits them. Mr. Thompson asked about the shift concern. Ms. Wichman replied that she has held six staff meetings so far—a lot of discussion about shift times has occurred. The volunteer crew has gone to a 2:30 a.m. shift start. With more students and later classes, employees don’t want to lose time with their families. She said they possibly will have three shifts: a day
shift in residence halls, an evening support for activities in PUB and athletic complex, but there is a question of where to put the third shift for the other buildings.

Ms. Dygert asked how vacations are accounted for in a team environment. Ms. Wichman said she doesn’t have a roving staff anymore who can fill in, so that is an ongoing problem. She said that eventually turning around the $125,000 may allow her to hire more full-time custodians. Team members can be moved from team to team to cover absences for sick leave or vacations. She said we still have leads and supervisors to make those decisions. She noted that there is actually more of an opportunity to cover the work with the team concept than the way it is done now. Mr. McArthur asked about faculty feedback. Ms. Wichman said faculty’s biggest concern is daytime service in case of emergencies, but that yes, there will be a day shift which can be available for daytime emergencies.

Mr. Thompson asked if the way we do the work now would be better if we just shifted the shifts and didn’t go to the team concept. Ms. Wichman gave an example of how the team concept covers buildings more efficiently, especially if someone calls in sick

Ms. Dygert asked how team members are chosen. Ms. Wichman replied that input from the custodians will be used, but the supervisors are aware of personality conflicts, strengths and weaknesses for making team choices.

Ms. Siminoe noted that supervisors configure work groups without coming to labor management. Ms. Dygert responded that changing working conditions has to come to Labor Management. Mr. Berg noted that changing buildings, job duties/responsibilities within the class don’t come to Labor Management. Ms. Siminoe asked about shift changes. Mr. Berg replied that a 7-day notice is required for shift changes, but changing the whole concept should come to Labor Management

Ms. Wichman noted that she didn’t realize changing to the team concept was considered a change in working conditions and needed to come to JLM. Once she was aware of this, she brought it to the committee.

Ms. Dygert noted taking care of genders and age is important. She likes the savings in money—especially if it is used for funding new positions. Mr. Nicholls asked for Mr. Irish’s input on the salary/position issue. Mr. Irish said Vice President Voves and he agree that salary savings are negotiated. Ms. Dygert asked about losing the money that is saved, because due to the changes made the work will still get done, so maybe more positions won’t be funded/needed.

Mr. Krahn stated this gives our employees more free-access time to get their work done, and Ms. Wichman said the interaction with building occupants is a tremendous advantage. Ms. Dygert asked if the team members have to be working at the same time. Ms. Wichman replied no—they can make adjustments among themselves.

Mr. McArthur asked for a definition of the problem. Ms. Wichman said the increase in minimum wage is part of the problem, plus how to correct the problem of short money and hard to get reliable student help. They were short $40,000 last year in the ledger 1 custodial budget. This added to a 24% increase in expense in OTPT because of wage increases ($38,000) has them looking for $78,000. She noted that we have been successful in building within the ranks when legislatively possible.

Ms. Dygert said management’s attitude is the issue. Inappropriate discussions with staff members have been reported. She is concerned that management went straight to the employees without coming to Labor Management. Ms. Siminoe responded that she will put things on the JLM agenda when they are required to be on. This is currently a pilot program, and management will make a commitment to bring decisions to JLM prior to any full implementation. There is no intention to get around what the agreement is meant to cover.
Mr. Berg asked how long the pilot program runs. Ms. Wichman said it is open-ended until they are confident that the “bugs” are worked out. They will start once the contract is approved—possibly having the two-day audit at the end of November. It will take 2-3 months to work out the details and train the trainer.

IV. Announcements:

Update on Review for New Civil Service Performance Evaluation, IV.a. — Ken Berg
Mr. Berg said Human Resources has tried to move ahead with the new plan, but there are some problems with changing our rules and the HEPB rules. The HEPB is still working on the concept, so the rules have not been changed to allow Higher Education institutions to adopt this system. Training will be available once higher ed. is approved for it. Some universities do not want to use it, some do. The Board is saying they would like all universities to utilize the new more efficient system. Mr. Berg anticipates it will be resolved, hopefully soon.

Ms. Dygert noted that each agency could have opted in or out, so she is surprised higher ed. has to be all or nothing.

Layoff situation, IV.b. – Judith Siminoe
Ms. Siminoe noted that in her view the contract requires management to provide a 30-day notice for layoff. Customarily this has been done at labor management meetings. We happen to be meeting today, and have a layoff notice to provide. Mike Irish said the lighting retrofit project was started over a year ago. Those employees were hired with the knowledge that layoff would occur when it ended. We extended their positions for several months, but now the layoff notices will go out. This will affect 8 trades helpers. The electrical lead will go back to his former position, and the person filling in for him will be laid off. (He was hired for one year.)

Mr. McArthur noted that it had been hoped one position would be saved and added to the staff. Mr. Irish and Ms. Voves are looking into that possibility, but can make no promises at this time.

The meeting adjourned at 4:35 p.m.

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Chair, Labor Management Committee  Date

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Chair, Bargaining Unit 1  Date

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Chair, Bargaining Unit 2  Date

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Management Representative  Date