I. Call to Order — Laurie Connelly called the meeting to order at 2:10 p.m. Del Thompson introduced guest Michael Nelson, who will be the vice president of Bargaining Unit 1 and will represent that unit at future Joint Labor Management committee meetings. Ms. Dygert is ill today and cannot attend.

II. Old Business:

Minutes of the October 24, 2001 meeting, II.a.
The minutes of the October 24, 2001 meeting were approved and will be distributed according to the contract.

III. New Business:

Holiday Schedules, III.a.
Ms. Rogers explained that the holiday schedules for 2002, 2003, 2004 and 2005 have been coordinated with Academic Affairs and Student Affairs. She noted that there are no days scheduled to be taken off “in lieu of” a holiday. There were no objections or concerns with the schedules as presented.

Disposition: The holiday schedules for 2002, 2003, 2004 and 2005 were accepted, and will be presented to the Board of Trustees for their approval at the December 7 meeting.

Request for Non-Scheduled Workweek Designation, III.b.
Mr. Thompson noted that the work seems to be based on overtime, but is paid for through recharges, so he asked if these areas would not be directly affected by the reductions. Mr. Irish explained that no, there are no charge backs for events such as commencement and homecoming. Labor asked what the overtime related to these situations and events has been over the past year. Management will provide that information at the next meeting. It was asked if this was to be a permanent switch because of the freeze, and Mr. Irish said yes. Mr. Nicholls noted that the budget reductions will be re-addressed at Cabinet prior to the next JLM meeting.

Disposition: At the next meeting, management will provide labor with the overtime information from this past year regarding major events.

Clarification of Reorganization in Red Barn, III.c.
Rick Romero provided a corrected handout of the proposed organizational chart. He noted that the proposed changes are complicated because the position covers two areas. Currently the position is an office supervisor support for parking and university police. He needs a fully functional manager position (40% time) responsible for the full scope of services in the parking area: human resources, financial management and physical resources. Parking is in a transition from an enforcement model to a business model, so this requires someone with skills in marketing, customer service, communications, the management of finances, long-term planning, and supervision of the ongoing parking advisory committee. Right now many of the management functions fall on Mr. Romero. This change would make this department fall into line with his other departments, which all have a fully functional manager. The other 60% would be working for Tom McGill in university police. Chief McGill distributed handouts of the current and proposed organization of his area. He noted that he desperately needs the lieutenant position for the running of the department. Ms. Rogers noted that the 60 days for labor’s response began from when they received the information. This position has been released from the hiring freeze, and was designated exempt according to the state criteria.
IV. Other Business/Announcements:

Bargaining Unit FTE Report, IV.a.
Ms. Rogers explained that the hours have increased this past year. Labor agrees it is within the parameters. Mr. Thompson said it is not a good idea to keep moving people/funds from ledger 1 to 3 or 4 because you may never get it back. Ms. Rogers reminded everyone that we agreed to compare the numbers with the 1994-95 numbers.

Status on Security Camera Plan & Bookstore Question, IV.b.
Chief McGill has categorized four levels of security systems which will be unique to each building, based on the people working there, the information kept there, threat assessment, etc. The system ranges from a 1-4 designation, with a category 1 building requiring cameras, alarms, motion detectors and card access. He said that eventually every building will have a door alarm. Residence halls will be category 2 or 3. Parking lots will be category 2, with camera systems. The campus has been divided into four zones, and the buildings in each zone are being categorized, so he will have a grid plan for the committee in the future. He is trying to move to one system rather than utilizing several. Regarding our current systems of cameras and monitors, the supervisors in those areas are willing to move the monitors or turn them off. He can see these areas from his office via the Internet. The Bookstore and Sutton systems need the monitors on to determine whether the cameras are working. Paula Hall will turn the monitor away, and the monitor in the Bookstore customer service area was turned off and now won’t turn on. Rather than spend $800 to fix it, we will use the money to upgrade the system. The JFK Library will be set up the same way as the PUB. He said we will work our way out of using monitors as soon as possible. The loading dock and warehouse cameras for food services goes onto a disk, and is not viewed by anyone unless a problem is suspected. Vice President Voves will put out a directive to stop the purchase of any security systems until they can be coordinated under Chief McGill. He noted that the intent of the systems is to protect our employees and protect our assets, and it will take a lot of work.

Update on Identification Badges, IV.c.
Laurie Connelly reported that this item was discussed at a President’s Staff meeting. Some areas prefer the red badges because of the customer service aspect, so it was decided to use a 2-sided holder with the customer service badge on one side and the new ID badge on the other side. This topic will also go to the UFE labor management for their discussion. The cost of the cards is minimal—we already have pictures on file. The cost is the holders. Rod Nicholls mentioned that we also need to think about the cost of losing ID cards.

Update on IT Conversion, IV.d.
Ken Berg reported that Human Resources is moving ahead with this project. 46 people are affected on our campus. He has made the final determination on 22 so far, and they are in the process of getting the letters out so there is time for discussion prior to implementation on January 1, 2002. As far as the Department of Personnel knows, the funding is already in the budget so should not be affected by the state budget cuts.

Update on the Budget Process, IV.e.
Ms. Rogers reported that, based on President’s memo, she met with each vice president and the president to go over current position requests and discuss exceptions to the freeze. They also discussed the management audits being processed. Regarding new hires—temporary hiring in ledger 1 must be frozen and approved by the unit vice president or their designee. Overtime focused on ledger 1, however ledgers 1 and 2 were discussed in the student services area. Overtime must be approved by exception. Overtime reports will be run at the end of each pay period and given to Mary Voves for the President’s Staff to review. A list was sent to all MBU heads confirming the status of all positions so they could discuss with their vice presidents if there were any questions. Each request coming in to Human Resources will be denoted Frozen or Cleared to Fill. Mr. Nicholls suggested that since comp time can be carried until June 2003, that could be a way to cover unforeseen event needs. This would be a good conversation to have, since we can’t require employees to use comp time leave rather than cashing it out.
Background Check Policy, IV.f.
Rod Nicholls and Laurie Connelly have each done some research on this policy, and it appears that Wayne Praeder turned it over to a task force in Oct. 1997 and it never went beyond that. It was suggested that the background check language on our current job applications be clarified so that applicants are sure to know whether or not the position they are applying for will require a background check. Chief McGill noted that this is an employee safety issue also.

The meeting adjourned at 3:10 p.m.

Chair, Labor Management Committee

Date

Chair, Bargaining Unit 1

Date

Chair, Bargaining Unit 2

Date

Management Representative

Date