I. Call to Order — Laurie Connelly called the meeting to order at 2:05 p.m. It was decided to address several agenda items out of order for the convenience of the guests.

II. Old Business:

Reorganization in Red Barn, II.d.
Ms. Rogers distributed her memo to Ms. Dygert explaining why the parking manager position was determined to be an exempt position. Basically this person will have “substantial responsibility for directing or controlling program operations and accountable for allocation of resources and program results.” Ms. Dygert said she was unclear as to the good faith reorganization process in that it appears that the reporting is the same; she thinks it is an attempt to abolish one position and create another. She believes the change could have been made through a reallocation process, and asked that the incumbent be allowed the promotion instead of being riffed. She is not sure the position should be exempt.

A second concern of Ms. Dygert’s was who would be doing the clerical work previously handled by this person. Chief McGill replied that he and the new lieutenant will share these responsibilities. Chief McGill will do record management and purchase orders for the short-term tasks, and the long-term tasks could be delegated. He noted that commissioned police officers can respond to calls in addition to handling some clerical work—reports and records management are considered to be part of an officer’s job. The new lieutenant will handle the day-to-day operations of the office, which frees Chief McGill to do the purchase orders and supply orders. Ms. Dygert said it appeared that this former position was responsible for a lot of the day-to-day office practices. Mr. McGill replied that when he came to Eastern he saw things being done that needed to be changed to insure accountability. Ms. Dygert said much work was removed from the classified position over a period of time and given to the sergeants, so now the position is being abolished. Labor does not agree with this reorganization, and propose to keep the incumbent in his position and work on some other mechanism to take the clerical work away from the sergeants so they can be out in the field. Management should take some work away from the Office Assistant and give the work back to the classified position. It is inappropriate for the sergeants to spend so much time doing paperwork. It appears that between the commissioned officers and the students there isn’t much room left for regular civil service employees.

A secondary issue involves the student employees. Ms. Dygert said labor hopes they aren’t performing the classified work and taking away classified positions. Labor pointed out that according to the definitions in WAC 172-116-015(6): Parking Supervisor is the same as a director of Parking Services. (Handout attached to the official minutes.)

Disposition: Labor does not agree with the proposed reorganization in the Red Barn. They propose that the incumbent remains in his position and that clerical work be moved from the commissioned officers back to the classified position. Work being performed by students should also be examined.
III. New Business

Working Condition Issues in Custodial Services, III.c.
Mike Nelson asked for information on who was assigned to which buildings since 1993, and the schedule they worked. Karen Wichman reported that no such records are kept—shift records are kept in employee file and purged yearly. She will compile and distribute the current year locations and movement prior to the next meeting. Ms. Dygert voiced her concern that there are no permanent records. Mike Nelson asked about the policy for custodian placements and movement. Ms. Wichman replied that recently five employees were moved based on feedback from the employees because of concerns, limitations, and/or building problems. These custodians worked in Showalter, Martin/Williamson, the Library, and the Science building, and were moved because of workload or behavior problems. Ms. Dygert asked how they are assigned in the first place, and Ms. Wichman replied that shift changes can be requested at any time—to her knowledge there is no official policy, and they are not done by bid. Ms. Dygert noted that there are currently two areas of concern where over the past two years, or maybe longer, there have been many complaints of being pushed to the limit (part of which is the random, arbitrary movement), plus shift changes. Previously people would put in for a transfer and be selected by seniority—considered to be a bid situation. If an employee bids and is then unilaterally transferred out, what good is that seniority? She said there is a lot of hostility in that area. She would like a formalized policy for bidding on shift, location and days off by seniority. We should set this up and do a posting and bidding of all current positions by seniority, and when positions become vacant by bid seniority (voluntarily). Ms. Dygert will survey the custodians to see how they feel about the proposed procedure. Ms. Wichman voiced her concern with time issue/domino effect if a bid process goes into effect. Ms. Rogers asked if there has been any problem with management not giving the required seven-day notice, and labor didn’t know of any such problems. Ms. Dygert also noted that it has been reported that students are given and taken away as a punishment system. Ms. Wichman responded that student assistance is limited by minimum wage increases and assigned to areas based on need.

Disposition: Labor will survey the custodians regarding their thoughts on a bid/seniority procedure for filling vacant positions. Ms. Wichman will provide a current “map” of positions, locations and shifts—including students.

II. Old Business

Minutes of the November 15, 2001 meeting, II.a.
It was noted that the year 2002 was omitted in the paragraph regarding the holiday schedules. The minutes were approved as corrected.

Disposition: The minutes were approved with one correction, and will be distributed according to contract.

Status of IT Conversion, II.b.
Ken Berg reported that the conversion has been completed in most part. Letters have gone out, and opportunities were provided for anyone with concerns about their results. Most employees were happy with the large salary increases. Seven people wanted a review, and he will finish up meeting with the seventh person this afternoon. The process will be finalized, other than specific details, by the first of January. Eastern dealt with 43 positions, and all but 3 or 4 received increases (those were already at the highest level). If anyone appeals, his or her 30-day time frame begins on 1/1/02. No one was y rated. Labor is still working on the issues related around that.

Update on Background Check Recruitment Statement, II.c.
Jo Rogers reported that, because we establish vacancy lists, the statement on every fill change form is “successful candidate must pass a background check”. This includes handling of funds or access to minors, disabled or vulnerable adults. If additional requests for positions come in, the Human Resources office will check on the specific position and determine whether the wording is needed. Labor asked that management confirm the use of the statement on faculty applications also.

Disposition: Management will check with Academic Personnel to see if the background check statement is also included on faculty application materials.
Joint Labor Management Committee—Minutes
December 20, 2001, Page 3 of 4

III. New Business:

EWU Workplace Violence Prevention Policy, III.a.
EWU Domestic Violence in the Workplace Policy, III.b.
Laurie Connelly distributed the Governor’s executive order and the guideline on workplace violence. Information will be distributed in January—via Good Morning Eastern—for input. We will ask supervisors to print copies for employees who do not have Internet access.

Students Performing Work of Classified Staff, III.d.
Kathy Fleming reported that in the Military Science area the classified staff person took another position. The position was going to be rewritten, then was frozen. Senior projects were handed out to students, including: the spring BBQ, pulling and filing medical information of students, support work, sending e-mail including the use of the army secure line. The classified person had previously done all of these duties. Labor has voiced concern over the past 5-6 years around erosion of the bargaining unit by work going to students. Eastern has a policy of hiring students, but not to the detriment of classified employees. Ms. Rogers noted that Management and Labor have reached an agreement on the monitoring of the erosion issue. Ms. Fleming also said there is a university contract with ROTC that says the position will be provided—so freezing the position was a violation of the contract. Ms. Rose asked if they are downgrading the position because some of the duties were given to the students. Ms. Rogers will check on that. She noted that when a department is recruiting, it is appropriate to hire temporarily until the position is filled. If the position is frozen or eliminated, that temporary person needs to be terminated. If the students are being given the work as senior projects, it won’t show up as a temporary person on the payroll. She will check on these students. Labor asked that management also check on the job description because this position was increased by audit several years ago.

A second position of concern was the scheduling position in Event Planning. The previous employee left on 7/13 and was replaced by a temporary person. The position was frozen. It needs to be determined if the position will be filled or not, and then either fill or terminate the temporary person. Ms. Rogers said this is a monitoring project that Human Resources is attempting to set up.

A third position is that of Secretary in the Library. This position was opened for recruitment, they didn’t hire from the list, so re-recruited and are moving forward. Ms. Rogers will check on the “Kelly girl/contracting out” rumor.

Dorothy Burgess brought up a fourth related issue. She was previously laid off because management upgraded her position and she was not chosen to fill it. She had a hearing, and the Personnel Board said she was to be put back to work as a Library Technician I. Her previous work was dispersed to others and she was placed in another area of the library. She said her previous position was never filled, and that students are doing her previous duties. The technical services section of the library now has 9 classified staff, one of whom is half time, and 23 student employees, 12 of whom are work study and the rest are part-time/temporary. In her current area of Technical Services, she said area the bulk of the work is being done by students. Ms. Dygert said it looks like the library may have some students performing classified work, and that erosion of classified staff in the library began in 1993. Management will check into this current concern.

IV. Other Business/Announcements:

Ms. Rose noted that the September minutes say that the flex policy needs to be established with the help of a committee with representatives from all areas. She asked about the status of this project. Jo Rogers said Kandys Dygert is representing labor on the committee, and it will start meeting after the New Year.

Mike Nelson asked about the IT class study meetings, noting that an employee meeting was scheduled at 11:00 a.m., however due to another meeting scheduled at 11:30 this employee’s meeting had to be split into two times in one day. Labor asked that management try to be more accommodating of employees, and management noted that this project is on a tight timeline but they will do their best.
Ms. Connelly distributed the broad highlights of the Governor’s proposed budget.

The meeting adjourned at 3:50 pm.

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Chair, Labor Management Committee Date

_______________________________ Date
Chair, Bargaining Unit 1

_______________________________ Date
Chair, Bargaining Unit 2

_______________________________ Date
Management Representative