Call to Order, I.
Laurie Connelly called the meeting to order at 2:10 p.m. It was agreed to take the agenda items out of order for the convenience of the resource people.

Dining Services Supervisor Scheduling, II.f.
Penny Rose asked Dave McKay about site and flex supervisors. Mr. McKay said he wasn’t aware of those assignments—he has Supervisor I and Supervisor II positions and they perform the job duties assigned within that classification. The supervisors have work locations and a staff they are directly responsible for supervising. Ms. Rose asked for the job descriptions, duties and performance expectations for each supervisor, and asked how assignments to locations are determined. She also asked who does the scheduling. Some of the supervisors report directly to Dave McKay, and some to Ken Wright. The two prepare a draft schedule between the two of them. Mr. Wright is manager of food services. Ms. Rose asked for an organization chart. Ms. Dygert explained labor has concerns about the mechanisms for assigning the work. They don’t know if it’s a group or individual issue. All information requested should be provided to Ms. Rose by December 12.

Disposition: Mr. McKay will provide job descriptions, duties, and performance expectations for his supervisors, as well as an organization chart, to Ms. Rose by December 12.

Labor asked about management’s response to Desiree Desselle’s proposed agreement regarding an assessment tool. Ms. Connelly said a response is coming from Mary Voves. It will say management does not intend to enter into such an agreement at this time. Labor would like to receive the response by December 12 for discussion at the December 18 meeting.
Police Memo re: no breaks or lunches in Cheney, II.g.
Ms. Connelly reported our police force, under statute, has authority to police the campus (territorial jurisdiction), and Cheney has authority to police Cheney and our campus. Eastern’s police have operated under a series of agreements with Cheney. Beginning last May, Cheney notified us they no longer wanted the arrangement whereby our officers exercise their authority in Cheney. A series of drafts, negotiations and meetings resulted in the current configuration of our officers policing the campus and the streets adjacent to campus. Our officers do not leave campus for lunch or on shorter breaks. They work 8 hour shifts and are on call during lunch. Ms. Rose asked how much we now help Cheney police on backup. Chief McGill replied that we’ve probably assisted the Cheney Police 15 or 20 times since this agreement went into effect (which is as much or more than before). There is no extra pay for this activity; it is part of a mutual aid agreement. The new agreement was approved by the Board of Trustees at the end of August; informal agreements were used from May to August.

Disposition: No action required.

Security Cameras, III.d.
A handout was provided of Chief McGill’s email showing the current locations of cameras on campus. Previously we agreed to the posting of signs indicating the presence of the cameras. JFK and Sutton have external signage. Management will check to make sure signs are posted. All cameras are permanent; there are no temporary installations. Ms. Dygert asked about who views the videos, per our previous discussions. Mr. McGill said we are moving slowly but surely in that direction. He can see certain camera shots from his office, and is working on bringing the others on board. Ms. Rose asked for a list of who has access/is monitoring these cameras. Mr. McGill said he checks them once a week. The Bookstore camera tapes are changed by staff; however they cannot be viewed on their equipment.

Disposition: Management will provide a list of camera locations and operators and will make sure the signs are posted in areas using cameras.

Classified Staff Working Out of Class, III.a.
Mike Nelson asked Bob Hille what the Career Services Specialist (Office Assistant III) duties and responsibilities are. Mr. Hille said the career services specialist (in house title), provides support services to the various units under the Career Services umbrella. The Office Assistant III position was filled in June. She assists in recruiting by recording and documenting inquiries. She is the primary intake person in the office, referring customers to the proper unit. She also assists in setting up the interview schedule with potential employers and departments. Her direct supervisor is Virginia Hench. Mr. Nelson read the job duties for an Office Assistant III and said that there was nothing in the description that indicated recruiting or scheduling.

Disposition: Mr. Hille will provide the OAIII local job duties, as well as the ITAS III information and an organization chart, to Ms. Connelly and Mr. Nelson.
Proposed 2004 Meeting Schedule, II.d.
Next year we will have contract bargaining meetings, but no set JLM meetings. We will meet on an as needed basis only.

Disposition: We will discuss this further at the December meeting.

Minutes, II.a, b, c
In December Ms. Dygert will go through the outstanding minutes to determine which issues haven’t been resolved.

Announcements, IV.
Ms. Connelly noted the Medals and Awards policy needs to be formalized. A copy of the current policy and procedures was provided to labor. She also announced that, due to Woodward Field renovation, we are planning to have commencement at the Spokane Arena this year.