Call to Order, I.
Laurie Connelly called the meeting to order at 2:10 p.m. Agenda items were taken out of order for the convenience of the resource people.

Old Business, III.

Classified Staff Working Out of Class, III.g.
Michael Nelson said the requested information has been provided to labor. Penny Rose asked how the resume workshops have been going. Mr. Hille said they have been in place for some time, and that student or alums can make an appointment to attend. (He will provide the information and dates.) One-on-one counseling by appointment is available, as well as scheduled workshops. They also have tech resources in the Career Services lab, and have drop in hours. Ms. Dygert asked who does the one-on-one counseling, and Mr. Hille replied that Kay Kurath is the career counselor, but other employees play a part in the other activities. Mr. Nelson asked if Jackie Early does any of this type of work, and Mr. Hille responded no, other than intake and guiding students to the appropriate resource; she provides no direct assistance. Mr. Nelson asked if LouAnn Homel is doing any of this kind of resume work, and Mr. Hille said no, other than the technical support end that she provides for Career Services.

Disposition: Labor had no further questions. Mr. Hille will provide resume workshop information and dates to labor.

Campus Police Officers’ Lunches and Breaks, III.j.
Ms. Rose asked Chief McGill how he is accommodating lunch breaks on the swing and graveyard shifts. He said if there are no campus facilities open, the officers are encouraged to bring their lunch. The day shift can bring their lunch and eat at the Red Barn or eat at the PUB. Ms. Rose asked why the officers don’t leave campus. Chief McGill said a directive came from Mary Voves instructing him on certain parameters regarding patrolling and leaving campus during work hours. Ms. Rose asked who was involved in the draft negotiations with the City. Chief McGill said he was not involved in the lunch/leaving campus issue and that no direct explanation has been given to him. Officer John Murphy expressed the concerns of the officers no longer being able to get away from the workplace at lunch, plus they miss the
chance to promote camaraderie with Cheney’s officers. He said there is an issue of fairness involved—
our officers write the tickets and back up the Cheney Police, but the Cheney Police don’t allow our
officers to take a break in the city. Ms. Dygert asked if the officers receive a paid lunch break with call
out, and if so what is the difference between where they eat lunch? Ms. Connelly explained that when
they’re on lunch they’re on duty, and Cheney does not want our officers policing in the city. Chief McGill
said circumstances changed—in the view of the City, when they see a university police car off campus
they assume we’re patrolling their streets. We did not generate this agreement. Officer Murphy voiced
his opinion, saying the Cheney officers took a vote and voted not to have our officers present in Cheney.
Their discussion also included hiring more officers for Cheney.

Disposition: Labor had no further questions.

Security Camera Signage Update, III.i.
Chief McGill provided a list of the buildings on campus where cameras have been placed, as well as the
names of people who change the tapes. He said no monitoring takes place. The food services areas of
the PUB are not listed because those cameras are not being used. No temporary cameras are being used.
The Eagle Shop camera is not being taped, but needs to be implemented again because of thefts. The Red
Barn has a closed system with a tape. Information going onto hard drives are dumped to a disk and
destroyed after 60 days. Ms. Rose asked Mr. King if the signs have been placed. He said the shop is
making them but temporary signs are being placed.

Disposition: Temporary signs will be placed, and permanent signs will be made and installed.

New Business, II.

Clarification on Policy: EWU employees with moving violations in state vehicles, II.g.
Rick Nesbitt asked management to provide a listing of the types of ticket and employee names. Ms.
Connelly explained that management can’t do that; labor would have to contact the court for release of
that information. Ms. Dygert asked if something has changed in the manner of ticketing employees.
Chief McGill said recently at least one ticket was issued to an employee in the course of doing their job—but
this was an unusual event. Nothing has changed in enforcement. He noted the majority of accident
enforcement has been done by the Cheney police, however recently they were too busy and asked our
officers to handle a couple of accidents. Labor caucused. Ms. Dygert expressed concern about ticketing in
general—specifically concerns around conditions that an employee could be compelled to work under
conditions that could cause a ticket. She said the committee will need to discuss dangerous conditions and
the possibility of liability release so that employees’ licenses aren’t jeopardized. Mr. King said he has had
that conversation with his supervisors and managers. There could possibly be conflicts between
employees refusing to participate in a foreseen unsafe condition, and a supervisor/manager ordering them
to do so. Management has and will continue to take employees’ concerns into consideration.

Disposition: Labor had no further questions at this time. Management will provide labor with a list of
accidents involving state employees in state vehicles in the past five years, beginning with 1999.

Old Business, III.

Report on Key/Access Policy, III.f.
Ms. Connelly reported that the Key/Access policy was sent to deans and chairs for their review and comments.
New Business, II.

Minutes of the November 20, 2003 meeting, II.d.
Several changes were requested by labor. Ms. Gross will make the changes and print the minutes for signature.

Disposition: The minutes of the November 20, 2003 meeting were approved with several changes.

Proposed 2004 meeting schedule, II.e.
Ms. Dygert suggested the committee hold the proposed meeting dates for possible bargaining meetings. She requested that the committee meet in January to finish up the remaining old business.

Disposition: The proposed 2004 meeting schedule was approved to hold dates for possible bargaining meetings. The January meeting will be held to finish remaining business from 2003.

Old Business, III.

Representational Form, III.b.
Discussion of the conceptualization of the form. Ms. Rogers said she is trying to bring clarity so supervisors are held accountable—if they are meeting with an employee on a performance concern (other than a performance evaluation), they need to ensure that they give the employee his/her representation rights. If they are meeting for other discussions, the form is not needed. Discussion of cases where supervisors and employees don’t speak/communicate at all—it is important that they work together. Management will make changes and distribute to supervisors for feedback. The union offers changes consistent with the language of the contract.

Disposition: Management will make changes to the form and distribute it to the supervisors for feedback.

Update on the Use of Social Security Numbers and Forms, III.d.
Ms. Rogers noted that payroll information is exempt from the new law. She distributed a handout listing the forms and reports that have been modified and those that are still using SS numbers. Bill Ponder will draft a letter to the University of Washington regarding their use of student social security numbers on the math placement test database.

Disposition: Labor had no further questions or concerns at this time regarding the use of social security numbers at Eastern.

Workplace Violence Policy Followup, III.g.
Management is waiting for the list from Labor. Ms. Rose has her list ready, but is waiting for Carol MacQuarrie’s. She will email it to Jo Rogers. Ms. Rogers said she is waiting for a room assignment for training winter quarter. Nellie Reynolds expressed a continued concern regarding computer access to getting to forms and policies. Ms. Rogers stated that forms and information are also available in hard copy. Shawn King will check into the Facilities computer access.

Disposition: Ms. Rose will email her list to Ms. Rogers. Ms. McQuarrie also needs to provide a list to Ms. Rogers.
Domestic Violence Procedure Update, III.h.
Ms. Rogers provided a handout concerning the role of the supervisor and manager. The committee will review and discuss in January.

Disposition: The domestic violence procedure handout will be discussed at the January meeting.

Telework/Flex Hours, III.k.
A handout was distributed for discussion in January.

Disposition: This item will be on the January meeting agenda.

New Business, II.

Medals and Awards Policy and Procedures, II.f.
This topic will be discussed in January.

Disposition: This topic will be moved to the January agenda.

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Chair, Labor Management Committee  Date

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Chair, Bargaining Unit 1  Date

_______________________________  _____________________  
Chair, Bargaining Unit 2  Date

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Management Representative  Date