MINUTES

Members Present: Laurie Connelly, Kandys Dygert, Shawn King, Michael Nelson, Rick Nesbitt, Nellie Reynolds, Penny Rose, MaryJo VanBemmel

Guests Present: Kathy Fleming, Jolynn Rogers

Recording Secretary Connie Gross

I. Call to Order
Laurie Connelly called the meeting to order at 2:07 p.m.

II. Old Business:

a) Minutes of the February 20, 2003 meeting (3 versions)
   Labor was not prepared to discuss yet.

   Disposition: The minutes of the February 20, 2003 meeting have not been agreed to at this time.

b) Minutes of the March 20, 2003 meeting
   The minutes were approved as presented.

   Disposition: The minutes of the March 20, 2003 meeting were approved as presented in the agenda, and will be distributed according to the contract.

c) Minutes of the April 17, 2003 meeting
   Labor recommended two changes, on lines 51 and 95.

   Disposition: The minutes of the April 17, 2003 meeting will be revised for approval at the next meeting.

d) Update on Parking Checker/Students Hours/Parking Manager
   Mr. Romero reported that the Parking Checker position has been filled, and the new person starts 5/16/03. Student hours will be reduced about 1/3 from the current hours on the enforcement side. The current 6 to 8 students will be scaled back to 4 to 5 students next fall. He said part of this is tied to the contract with the City of Cheney to do the enforcement on the meters. We should see a net gain in efficiency in terms of labor hours. Ms. Rose asked why we are still advertising for non-students if we’re cutting back students. Mr. Romero responded that we’re still hiring students on the other side, on Dawn’s side, because student class schedules historically conflict with the hours needed in the office. Ms. Rose asked why these positions can’t be part-time classified staff. Mr. Romero said he could look at it, and that it might have been like that in the past. Costs affect the rates, as Parking is self-support, so we need to strike a balance. Ms. Dygert said consistency might be nice. Last year we talked about ticket collection and possible increase in return. Have we seen any increase in return yet? Rick said we haven’t seen anything from the City side yet. We’ve paid them their 40% from the meter side, but they haven’t paid us our percentage from the enforcement
side. We will probably net about $15,000 for the year, after costs. The duties of the Parking Manager position are currently being handled by Mr. Romero, but he said they would probably post and fill the position this summer as they’re too busy now to search and interview. He needs to talk with Mary Voves. Ms. Dygert requested if there is any change in plans that Rick please let the Bargaining Unit chairs know. She also asked management to please look at those positions and come back to the table (this summer) with the feasibility of hiring a part-time classified or joint classified appointment. Labor thanked Mr. Romero for supplying this information.

Disposition: If there are any changes in the stated plans for the parking area, Mr. Romero will let the chairs of the bargaining units know of them. He will also look at the feasibility of hiring a part-time or jointly-appointed classified staff instead of student help in the office area, and will bring this information back to the table.

c) Future of Event Planning Position/Interim Plan
Mr. Romero said he has every intention of filling the position. It is being held on mandated advice of upper management pending budget reductions and possible layoffs. This position is not targeted for layoff, but could be impacted by other layoffs/bumping. Ms. Dygert stated that the functions of this position are very important, and asked what the interim plans are for the position. Mr. Romero said it is being filled with a temporary civil service person, and supplemented with a supervisor and student help. Ms. Rose voiced her concern with the ongoing history in this department, since 1998, of hiring non-student people who then move into the classified staff and then leave the university. Then the cycle repeats. She asked what’s happening with these people. Ms. Dygert asked what the barriers are in this position. Mr. Romero responded that this is a very challenging position, and that he is aware of the staffing history. Ms. VanBemmel asked if Mary Voves was aware of the cost of the turnover in this position--if she was aware of the cost maybe she would fill it. Ms. Rose stated this is a vital position, and management responded that they concur.

Disposition: The Event Planning position is being held on mandated advice of upper management pending budget reductions and possible layoffs. Interim staffing is being done with a temporary civil service employee supplemented with a supervisor and student help.

f) Exempt Status of Human Resource Associate Positions
Ms. Rogers reported that three positions in 1999 were exempted. Ms. VanBemmel asked why the positions can’t be classified. Ms. Rogers explained that Human Resources needs professional level employees to handle the duties and projects, and according to WAC 04-040 the positions qualify as exempt. The vacant position has been redefined, and supervision was added to Ms. Lincoln’s position.

Disposition: Labor will review and research the information.

g) University Identification Policy
Laurie Connelly has nothing new to update.

h) Training for Key Shop Employees
Laurie Connelly provided labor with a response from Shawn.
III. New Business:

a) Parking Fee Increase for 2003-04
Rick Romero distributed a handout of the proposed fee structure. The Business and Finance Committee has discussed the proposed increase for next year, and it will go to the Board of Trustees on May 23. He said Parking is trying to encourage higher utilization of under-used lots and take pressure off over-used lots. We are historically below the median rate for the northwest in parking rates. This fee increase will generate additional income, with the key initiative of free bus transportation—parking funds will pay 1/3 of that initiative. The increased revenue could also help fund additional lots in the future. He noted that payroll deduction will be implemented in June, with the cost prorated over 8 months instead of paying up front. Rick Nesbitt requested removing the meter on the PUB side of LA Hall for maintenance access. Mr. Romero will check with the city. Kathy Fleming pointed out the height of the meters which precludes shorter people from reading the information. Nellie Reynolds pointed out that if the city would mark the parking spots along the streets you could get more cars parked.

Disposition: Mr. Romero will check with the city about removing the meter on the PUB side of LA Hall for maintenance access, and will recommend the city mark the parking spaces on the streets for better usage. He will also see about posting meter information where shorter people can read it.

b) Disposition of Earned Compensatory Time
Ms. Rogers said she looked up this discussion in the past minutes, and it didn’t appear to be around this issue. Nothing newer was found in the minutes. In 2000 or 2001 the memo that went out said compensatory time had to be used by the end of May, but people could request to use it later. Based on OFM guidelines, compensatory time can be cashed on an annual basis or biennially. The 2002 memo expanded use to June, July and August. Employees requested to not cash it out but using it over the summer months. Kathy Fleming was concerned that contract said it must be cashed; not even the employees themselves cannot give that away. Labor can’t break the contract any more than the administration. Ms. Rogers said it is not the administration’s intent to force anything on the employees—this was done for their convenience. Ms. Fleming said it is still not legal—still a violation of the contract. Ms. Rogers suggested the resolution of sending out a memo saying compensatory time used from here on out has to be used by the end of the biennium or cashed out. This would pose no negative impact for those who have already made plans this summer. Ms. Dygert asked if this doesn’t set a precedent. She recommended that management rescind the memo and make it clear for the future, and state that those requests approved by the end of business tomorrow be honored so that employees who have already made travel plans do not have a financial impact. Any future requests must follow the contract. She also asked that copies of those kinds of correspondence be sent to the bargaining unit chairs with copies to her office. Labor requested that the new memo be neutral, and that a courtesy copy be given to Kathy Fleming prior to being sent out.

Disposition: Management will draft a new memo to rescind the previous memo and make it clear for the future that compensatory time must be used or cashed out at the end of the fiscal year. Any requests to use compensatory time over the summer months this year must be approved by the Controller by the end of business tomorrow. The memo will be neutral, and a courtesy copy will be given to Kathy Fleming prior to being sent out.
The meeting adjourned at 4:45 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