Members Present: Laurie Connelly, Shawn King, Carol MacQuarrie, Michael Nelson, Rick Nesbitt, Nellie Reynolds, Ken Guidry, Mary Jo Van Bemmel, Kandys Dygert, Penny Rose, Bill Ponder, Neville Hosking, Gerilyn Hausback

Guests Present: Tom McArthur, Pat Rast, Mike Buck, Rick Romero, Jo Rogers

Recording Secretary: Lynn Harty substituting for Connie Gross

I. Call to Order
Laurie Connelly called the meeting to order at 2:05 p.m. It was announced that the location of the December 4th JLM agenda prep meeting would be moved to Showalter 209.

II. New Business:

a) Contracting Parking/Security for WIAA Event
Rick Romero reported that John and James were the two full-time people. Mr. Romero said he didn’t know who the students were but will get that information. In reference to the $720, Mr. Romero reported that it went to Parking Services and that WIAA was charged for Crowd Management Services’ time. No classified staff complaints were received about parking. Chief of University Police Tom McGill would need to speak to the question of why the police didn't help out.

Disposition: Mr. Romero will provide to Labor the names of students who worked the WIAA event days and hours.

b) Contracting Network Jobs
Carol MacQuarrie said that individuals employed by private companies were performing classified staffs’ work on campus and asked if this situation would continue. Management caucused. Shawn King reported that Management was still in the process of reviewing the contracts and was not prepared to give a response today. The union believes we have discussed this many times, and now they must take action. If unable to resolve today, we will be at impasse and will file a Step 2 grievance.

Disposition: Labor declared an impasse and will file a Step 2 grievance.

c) Contracting Interior of One-Room Schoolhouse
Shawn King reported that the amount of funds for the project that the EWU Foundation has available falls under the $35,000 threshold, so Management would proceed in seeking in-house work. Mr. King said that the project was electrical work, and no other funds were available. Most of the work to be performed will be an electrical plan review and a review of other utilities: in other words, services into the building. Ms. Dygert said the union is in disagreement concerning the $35,000 threshold.
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**Disposition**: The funding for the One-Room Schoolhouse project falls under the $35,000 threshold, so the work will be performed in-house.

d) **Re-appropriation of Capital Funds**
In response to Labor’s question regarding who re-appropriates capital funds, Shawn King reported that re-appropriations were included as part of EWU’s budget. Mr. King said that he had not yet performed a re-appropriation process, so he had no information to present to JLM. A re-appropriation process for the next biennium will begin this fall.

**Disposition**: Mr. King will bring information on the process of re-appropriating capital funds to the next JLM meeting.

e) **Contracting Out Process**
Shawn King said that he submitted a process for contracting out to JLM in 2001 and will forward the process to JLM members as soon as he could locate it. Laurie Connelly said that Connie Gross could do an electronic search of the JLM minutes and, if found, forward the process to the members. Labor previously gave to Management a proposed process of contracting out for review and consideration. Jo Rogers reported that Management was still reviewing the proposal and that legal counsel has received a copy of it to review.

**Disposition**: Management will inform Labor in advance if this item should be placed on the next agenda as a discussion topic.

f) **Discussion of Proposed Form for Union Representation**
Penny Rose asked where management stood on trying to get something like this form. Jo Rogers said that the form would be used in situations where supervisors and employees were discussing performance issues as provided in the contract. Ms. Rose suggested that she, Ms. MacQuarrie and Ms. Rogers work on the language in the form. Ms. Rogers noted the need to be clear about the context in which this form would be used.

**Disposition**: Ms. Rose, Ms. MacQuarrie and Ms. Rogers will meet to work together on the form.

III. **Old Business:**

a) **Minutes of the February 20, 2003 Meeting (3 versions)**
On behalf of Labor, Kandys Dygert said that she would sign off a portion of the 2/20/03 minutes with reasons why Labor was not able to approve the remainder of the 2/20/03 content. Ms. Dygert will e-mail this to the JLM members.

b) **Minutes of the April 17, 2003 Meeting**

**Disposition**: The April 17, 2003 minutes were approved with one spelling change in ‘Policy Update, II.c.iv) University Identification’: ‘solution-matic’ is to be changed to ‘solutionatic’.

c) **Minutes of the May 15, 2003 Meeting**
The May 15, 2003 meeting minutes are still under review.
d) Minutes of the June 19, 2003 Meeting
The June 19, 2003 meeting minutes are still under review.

e) Minutes of the August 21, 2003 Meeting
The August 21, 2003 meeting minutes are still under review.

f) Administrative Exempt Positions in Human Resources
Deferred until the next meeting.

g) Heavy Equipment Clarification
Mike Nelson reported that Jo Rogers would contact DOP. Ms. Rogers said that she had contacted DOP and provided the information to management. Shawn King reported being very close to having something, based on information provided by Tom McArthur, on what qualifies as heavy equipment. Mr. King reported that he is trying to determine what is and isn't heavy equipment. Rick Nesbitt asked whether Jim Allers, the heavy equipment supervisor, has been a part of the review. Mr. King said not at this point.

Disposition: This item will be on the next meeting agenda with a decision from Management. Labor requested to receive information from Management at or before the next agenda prep. Management concurred.

h) Maintenance Mechanic I – Working Out of Class and Safety Issues
This issue was about Maintenance Mechanics I performing functions that could put them in an unsafe environment and working out of class (townhouse air conditioner). Rick Nesbitt requested carrying this item forward. There is nothing to resolve at this time, but the issue will require monitoring.

Disposition: No action required at this time.

i) Classified Staff Working Out of Class
Mike Nelson reported that Bob Hille had been asked to attend today’s meeting but could not attend because of returning students. The issue involves an ITSS III in Mr. Hille’s area performing work (for the AIS Department at Riverpoint, working on scheduling and working with accounting students) previously performed by the career services officer.

Disposition: Labor will provide documentation for this issue; Mr. Hille will be requested to attend the next JLM meeting.

j) Workplace Violence Policy Implementation
Penny Rose reported that the check-off list was still under review. Jo Rogers said that the proposed changes to the procedure had been adopted and the policy approved, including content about going to the campus police after-hours. Having reviewed the policy, Mary Jo Van Bemmel reported that the proposed revisions had been made and that the document, with built-in turn-around times, was considered finished and not required to come back to the table. Ms. Rogers reported that training for managers will be this fall.

Disposition: Labor will compile a list of Labor representatives for the Risk Assessment team and schedule training for those involved. Labor and Management will think about and continue discussing the possibility of doing a ‘mock scenario’ training exercise and de-briefing.
k) **Domestic Violence Policy**

Jo Rogers noted that care must be taken in domestic violence issues; safety cannot be guaranteed but names of resource contacts can be provided, so this procedure would look more like a list, different than what the Workplace Violence Policy looks like. The Domestic Violence Policy could also include guidance for supervisors regarding work schedules and no contact orders.

**Disposition**: Management will draft a procedure for consideration by JLM.

### IV. Other Business/Announcements:

Kandys Dygert reported that Labor had been informed of work conditions being changed for some classified staff employees. She noted that the union should be advised of this situation because, under the law of the contract, the union needs to have notification of these changes and a written plan so that Labor can request a meeting. Jo Rogers said that, because of the budget reduction plan and vacant positions, three employees had received temporary work reassignments to fill the gap in coverage until the final budget decisions were made. She does not expect these temporary reassignments (scheduled to begin on Monday 9/22/03) to be continued for a year. Ms. Rogers reported that a meeting did occur with the three employees; Caren Lincoln attended the meeting, but Ms. Rogers and Dr. Neville Hosking did not. Ms. Dygert stated that the reassignment was a working condition and the Bargaining Unit’s agreement requires notice to the union; Ms. Rogers stated that the reassignment was one unit's helping another out. Ms. Dygert said that Labor wanted to receive a written plan from the dean by Monday, 9/22/03. Management caucused. After the caucus, Bill Ponder said that Management considered the situation to be a temporary work reassignment rather than a working condition. Dr. Hosking said that he didn’t know if a written plan existed. Ms. Rogers reported that Human Resources was invited to attend the meeting that took place because a temporary re-assignment was under discussion. Management agreed to provide a copy of the memo from the Dean about the temporary assignment, but did not agree that notice was required under the contract. Labor does not agree with Ms. Rogers’ description of the temporary change; this action constitutes a change in working conditions and failed to meet good faith requirements per the contract.

**Disposition**: Management will provide a copy of the written plan by Monday, 9/22/03. The plan needs to be sent to Ms. Penny Rose and Ms. Carol MacQuarrie. The union will take all appropriate actions they deem necessary.

The meeting adjourned at 3:43 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