Present: Peggy Fecker, (HR Director) Kathy Krause (HR Manager), Tom Wiberg (WSEU President and Chair of this month’s meeting), Kathy O’Flanagan (WSEU Local Vice President), Patty Olbert-Guist (WSEU Local Secretary), Scott Abrahamson (Buildings & Grounds), Gary Gulbrandson (Campus Safety Director), Jill Laughlin (Controller)

Others Present: None

Absent: Ryan Kreuser (Residence Life Director), Tom Fennessey (Physical Plant Director), Michael Bodin (Campus Safety)

Meeting began at 10:00 AM.

1. Review of December 15, 2010 minutes:

Approved for posting.

2. Personnel Update

RECRUITMENTS COMPLETED:

Human Resources Assistant-Advanced (100%), Human Resources (replacing Betty Peltonen). Nina Kangas was selected to fill this position effective 12/20/10.

RECRUITMENTS IN PROGRESS:

Custodian, Sundquist (100%), Facilities Management (replacing Murray Brown). Internal transfer opportunity through 1/13/11. No internal interest. A new custodial register will be created to fill this position.

Custodian, Ostrander Hall (100%), Facilities Management (replacing Bonnie Carpenter). Posted for internal transfer through 1/25/11.

LTE Hires

Thomas Eastman, Painter – Facilities Management (1/3/11)

OLD BUSINESS:

3. Guidelines for Lead Workers: Guidelines have been posted on the HR website at the Policies and Procedures link. Wiberg will post copies on bulletin boards and asked that when Facilities Management has their next staff meeting (with Custodians/Grounds) to pass these Guidelines on for discussion. Any problems can be addressed then.

4. Camera Policy Update. Gulbrandson has sent it to Jan Hanson to bring to Cabinet for adoption.

5. Standard Operating Procedures for Campus Maintenance Activities. Fennessey and Kreuser have not yet met regarding the Maintenance Activity Guidelines. This item will be moved to the February meeting.

6. HRS Project. Wiberg asked if training has been prepared. Fecker said that System Service Center is working on it. Test run may be occurring at Madison and Milwaukee. Training will be a
composite of on-campus training and D2L. Further clarification will be coming in March. Jill Laughlin’s staff has a meeting in a couple of weeks for financial users (SFS – shared financials). The HRS project involves IT, Budget, Financial Aid, and HR. The administrative piece will go live in mid April involving budget and HR employee entry. Each campus will be a little different depending on specific needs.

7. Goals of Labor Management. Wiberg passed out the language from the WSEU bargaining agreement that addresses things that can be discussed at Labor Management meetings. Focus/goals should be policies/concerns from Management that can be discussed. In his opinion, tree planting should not be focus of this committee. Wants to be open at table regarding upcoming budget cuts and how they will be handled. Governor Walker’s proposal to pass on more authority to Universities from State may bring new challenges we will need to face in coming years. This committee should work together to work any problems out. Strongly encourages Management to bring things forward.

Fecker emphasized the recent accomplishments of the Labor Management Committee such as finalizing By-Laws, finalizing Camera Policy, standardizing LTE pay scale, completing Guidelines for Lead Workers, and progressing toward re-defining the Classified Staff Development Grant Program. Olbert-Guist added, too, that there is now a policy in place for bad checks since the last meeting.

Fecker: We will go forward with work on the classified staff development grant program. Olbert-Guist hoping to have something drafted for next meeting.

Krause gave update to the committee about funding from University Advancement for a classified staff reception. She spoke to Joe Youngberg, accountant in University Advancement, who confirmed that there still exists an account called CSAC Fund which has a balance of $1,230. At the next meeting, Labor will report on how classified staff reception was done in the past.

NEW BUSINESS:

8. Academic Staff Vote. Fecker: Academic Staff has shown an interest in unionizing and she is currently working with system legal to make preparations for a vote similar to what faculty did last year.

9. Academic Department Presence. Laughlin: Noticed that there is no academic unit presence on this committee. How is their voice (Academic Department Associates) heard and how do they contribute to this group? Wiberg: At their union meetings he asks if anyone has anything they would like to bring forward and if he needs to bring any concerns to Labor Management. Before Fecker was here, HR scheduled listening sessions/open forums. They held 3 different sessions at different times to allow the greatest participation. Some things that came out were that many were bringing work home and working with outdated equipment. The HR Director told those employees that they had to ask their supervisor to prioritize their work load. The general consensus is that it would be beneficial to schedule these open forums again.

OTHER BUSINESS:

None.

The next meeting scheduled for Wednesday, February 16, 2011, 10:00 AM – 11:00 AM, in YU 202, will be chaired by Peggy Fecker and notes will be taken by Patty Olbert-Guist.

Items for next meeting:

Old Business:
Classified Staff Development Grant Program Update
HRS Project Update
Goals of the Labor Management Committee.

Meeting adjourned at 10:47 AM.