Present: Kathy Krause (HR Manager), Tom Wiberg (WSEU President), Kathy O’Flanagan (WSEU Local Vice President), Michael Bodin (Campus Safety), Frank Andrews (Custodial Services Supervisor), Gary Gulbranson (Campus Safety Director), Tom Fennessey (Physical Plant Director), Steve Kirk (Wessman Arena Manager), Ryan Kreuser (Residence Life Director), Jill Laughlin (Controller)

Absent: Peggy Fecker (HR Director), Patty Olbert-Guist (WSEU Local Secretary),

Meeting began at 10:03 AM.


2. Personnel Update

RECRUITMENTS COMPLETED:

University Services Associate 2 (50%), Admissions (new). Brenda Engstrom was selected to fill this position effective 2/15/10.

University Services Associate 2 (50%), Registrar’s (Student Veteran’s Benefits) (new). Patricia Hegstrom-Olson was selected to fill this position effective 2/15/10.

Facilities Maintenance Specialist (100%), Facilities Management (replacing Ray Chaffey). Scott Seaquist was selected to fill this position effective 2/28/10.

Custodian, Yellowjacket Union (100%), Facilities Management (replacing Chris Severin). Michael Kapalin was selected to fill this position effective 2/14/10.

Purchasing Agent Sr (100%), Business Office (replacing Joan Altman). Robert Waksdahl exercised reinstatement rights into this position effective 2/1/10.

Custodian, Library (100%), Facilities Management (replacing Lisa Bouchard). Glenn Khalar mandatory transferred effective 2/14/10.

Custodian, HFAC (100%), Facilities Management (replacing David Johnstone). Steve Fanning mandatory transferred into this position effective 3/14/10.

Custodian, Sundquist (100%), Facilities Management (replacing Glenn Khalar). Murray Brown mandatory transferred into this position effective 3/28/10.

Custodian, H&WC (100%), Facilities Management (replacing Scott Seaquist). Terri Mehtala mandatory transferred into this shift effective 3/28/10.

RECRUITMENTS IN PROGRESS:

Buildings & Grounds Superintendent (100%), Facilities Management (replacing the position held by Terry Wasti). Interviews are taking place this week and next.

Custodian, Afternoon Roamer (100%), Facilities Management (replacing Steve Fanning). Internal transfer deadline is 3/18/10.
Custodian, Afternoon Roamer (100%), Facilities Management (replacing Murray Brown). Internal transfer deadline is 3/18/10.

Custodian, HWC (100%), Facilities Management (replacing Terri Mehtala). Request to fill position will be submitted for approval by Cabinet.

LTE Hires

No new hires

3. Acting Assignments. Wiberg: Facilities used to provide opportunity for blue collar staff to temporarily try out other jobs by opening positions for coverage during vacations and other time away via acting assignments -- if someone possessed the necessary skills, they could accept an acting assignment. Fennessey: One reason this has not been happening recently is because of a shortage of custodians. Another is that they now need a physical assessment to work in a different position such as Facilities Repair Worker or Facilities Maintenance Specialist, which is added cost. Andrews: Facilities Maintenance requirements are different than custodian or Facility Repair Worker (lifting, grasping, bending, stooping, etc). Maintenance might top off at 75 lbs rather than 35 lbs. Wiberg: Can HR waive the physical assessment requirement for acting assignments? We will look at this further with Peggy Fecker. This item will be put back on next month’s agenda.

4. Communication between staffing levels. Wiberg presented an example where classified staff are doing their jobs and performing their duties within regulations and how they have been instructed to do so, and another employee (mostly faculty) doesn't like it and starts getting abusive either verbally or by email. He is aware of instances where this has happened with custodians, FRW’s, and probably others. This issue has been taken to the provost/vice chancellor before – Wiberg doesn't expect a magic fix but this is still occurring. Laughlin added that her employees have had the same experience and dealt with it by reminding them of state regulations. Fennessey: These incidents should be brought to supervisors’ attention and file a grievance if necessary. Wiberg wants it brought to Management’s attention for discussion. Fecker should be brought into this for some guidance. Wiberg mentioned that a campus climate survey will be coming from UW System. Some topics that will be covered are the amount of unreported sexual assaults and how faculty interact with and treat classified staff. Fennessey: we will be participating in this survey in Fall. O’Flanagan: some will not bring these issues up for fear of retaliation. This item will be put back on next month’s agenda.

5. Camera Policy Update. Gulbrandson explained for the benefit of the new committee members that Mary Schoeler has issues with IT being involved. Mary was to go through policy draft and meet with Gary but that has not happened. Privacy issue is Gary’s biggest concern. Wiberg explained that this topic began when he was told by Campus Safety that no policy existed to regulate camera placement, etc. Fennessey: other campuses use a server. Gulbrandson: server can be housed in Campus Safety but if there is a technical problem, he needs IT to help. Wiberg’s concern is that there should be some kind of notification that you are on camera. Campus Safety has such notices to post appropriately. Suggestion made to invite Mary Schoeler to next meeting.

6. Flu Update. Wiberg doesn't think the contingency plan for heating plant will work. Fennessey: Carol Lindberg is still working on this but if Tom Wiberg or Oscar Smith has ideas, please bring them forward.

7. By-Laws and Goals. Updated By-Laws were distributed and will remain on the agenda as we continue to work on them.

Next meeting will be Wednesday, April 21, 2010, 10:00 AM – 11:00 AM, in YU 201.
Items for next meeting:
1) Acting Assignments
2) Communication between staffing levels
3) Camera Policy Update
2) Flu Update (ongoing agenda item as long as necessary)
3) By-Laws and Goals

Meeting adjourned at 10:47 AM.