Present: Peggy Fecker (HR Director), Kathy Krause (HR Manager), Tom Wiberg (WSEU President), Kathy O’Flanagan (WSEU Local Vice President), Patty Olbert-Guist (WSEU Local Secretary), Frank Andrews (Custodial Services Supervisor), Gary Gulbrandson (Campus Safety Director)

Absent: Tom Fennessey (Physical Plant Director), Steve Kirk (Wessman Arena Manager), Ryan Kreuser (Residence Life Director), Carolyn Kaiser (WSEU Field Rep)

Meeting began at 10:05 AM.

1. Approval of Minutes of September 16, 2009. Wiberg requested a correction to item #2. He made the reference to "arbitrary and capricious" rather than Tom Fennessey. Krause will correct and resubmit at December’s meeting.

2. Personnel Update

POSITION SEARCHES COMPLETED:

Custodian, Barstow (100%), Facilities Management (replacing Doug Martineau). Amanda Palmer was selected to fill this position effective 10/12/09.

University Services Associate 2 (100%), Student Center (replacing project appt/FTE of Jan Kappes). Debra Seguin exercised her restoration rights back into the University Services Assistant 2 classification and filled this position effective 10/25/09.

Communications Specialist (75%) 6-month project appointment, Academic Affairs and Outreach. John Bass was selected to fill this position effective 10/5/09.

Library Services Assistant Sr (50%), Library (replacing partial FTE of Eileen Wasliszyn). Colleen Knettel was selected to fill this position effective 11/2/09.

Facilities Maintenance Specialist-Advanced (100%), Facilities Management (replacing Jerry Noonan). Ray Chaffey was selected to fill this position effective 10/25/09.

Groundskeeper (100%), Facilities Management (replacing Don Walberg). David Johnstone was selected to fill this position effective 11/8/09.

POSITION SEARCHES IN PROCESS:

Buildings & Grounds Superintendent (100%), Facilities Management (replacing the position held by Terry Wasti). A candidate from Stevens Point met with Tom Fennessey last week.

LTE Hires

Michael Kapalin – RSC, effective 10/13/09
Terry Wasti – Facilities Management, effective 10/14/09
Dean Janowicz – Residence Life, effective 10/19/09
Diana Severin – International Programs, effective 10/23/09
Nicholas Hudacek – Facilities Management, effective 11/2/09
Labor asked about the timeline for filling David Johnstone’s former custodian position. Andrews is delaying recruitment in order to have a start date after January 1st to avoid the need to schedule Personal Holiday time off that new employees are entitled to use before year’s end. The custodian at RSC is on hold until the Yellowjacket Union move is complete.

3. Appointment of Classified Staff to University Committees. Andrews: Would like to establish a way for supervisors to be notified when one of their staff is appointed to a committee. Shifts must be altered to accommodate staff that are done at 2 PM and have a meeting after their shift is scheduled to end. It would be nice to know in advance which staff might be affected. Fecker clarified that time in this situation should be treated hour for hour, not as overtime. The way classified staff are appointed is currently handled this way – Mary Noyes sends a list to Tom Wiberg of committees that need representation and he gets it out to the WSEU membership. There is no maximum number of committees that an individual can serve on but Union would recommend only one person per committee. If they volunteer for more than one, Union has no control over that. Most employees tell their supervisors that they have volunteered to serve on a committee, but no formal notification to supervisors is currently in place. The group suggested that if Mary Noyes sends a confirmation email to the chair of the committee, that the supervisor could be cc’d at that time. Krause will check with Noyes as to how the committee chairs are notified and ask if she would cc supervisor at the same time.

4. Camera Policy Update. Gulbrandson met with Mary Schoeler about who is in charge of what – they will be meeting again on that. As far as the physical location of cameras, Gulbrandson thinks that will not change. The policy is moving forward, but he cannot guarantee he will have anything further for the next meeting.

5. Flu Update. Fecker: Student absences were averaging 30 per week, which rose to 100 per week recently. Staff were averaging 3 – 5 absences per week. Those numbers recently increased. Symptoms seem more severe than earlier this fall. Campus reports their numbers every Tuesday morning to System Administration. There is some future concern with students going home for holidays and into their communities and bringing virus back to campus. Fecker asked if there were any concerns with information that campus is putting out. Wiberg said no issues -- information has been shared well. Fecker: State has waived the need for a doctor’s slip for flu related absences of up to 5-days.

6. By-Laws and Goals. Fecker will email them around to committee and establish one or two goals for the year. Wiberg will ask his membership for ideas that they would like brought before Labor Management. Fecker asked Wiberg if he’s filled the 5 seats for Labor representation on the committee. Wiberg: Still working on it – thinks in January he will have full representation. Fecker: At December’s meeting we will go over By-Laws and talk about goals.

7. Budget Situation. Wiberg: All have seen news about Wisconsin’s fiscal rating and predicted budget shortfall of 1.5 to 2 billion dollars. Has administration heard anything about how this may impact the second year of the biennium? Fecker: No, have not heard anything from state at this point. If either Labor or Management hears anything, they will share information.

8. Key Implementation Update. Fecker: goal is to have policy fully implemented by end of semester and asked if anyone has heard anything negative. Gulbrandson/Olbert-Guist: overall, it’s gone more smoothly than expected but some individuals dismayed that they couldn’t get a master key.

Next meeting will be Wednesday, December 16, 2009, 10:00 AM – 11:00 AM, in RSC 112.

Items for next meeting:
1) Camera Policy Update
2) Flu Update (ongoing agenda item as long as necessary)
3) By-Laws and Goals
4) Supervisor Notification of committee membership (update)

Meeting adjourned at 10:55 AM.