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), Michael Bodin (Campus Safety), Gary Gulbrandson (Campus Safety Director), Tom Fennessey (Physical Plant Director), Ryan Kreuser (Residence Life Director), Jill Laughlin (Controller)

Others Present: Ed McCauley (Facilities)

Absent: Scott Abrahamson (Buildings & Grounds)

Meeting began at 10:02 AM.

1. Review of September 15, 2010 minutes:

Approved for posting.

2. Personnel Update

RECRUITMENTS COMPLETED:

Office Operations Associate (100%), Parking Services (new). Patricia Hegstrom-Olson was selected via permissive transfer to fill this position effective October 3, 2010.

RECRUITMENTS IN PROGRESS:


Human Resources Assistant-Advanced (100%), Human Resources (replacing Betty Peltonen). An exam will be created and will proceed to open recruitment.

Academic Department Associate (74%), Health & Human Performance Dept (replacing Char Matheson). Deadline for mandatory transfer was October 14.

University Services Associate 2 (50%), Registrar’s Office (replacing Trish Hegstrom-Olson). Deadline for mandatory transfer was October 15.

Facilities Repair Worker (100%), Facilities Management (replacing Ron Ward). Deadline for mandatory transfer is October 20.

LTE Hires

Sara White, Office Associate (Cont Ed) 8/30/10

OLD BUSINESS:

3. Guidelines for Lead Workers: A draft of UW-Superior’s General Guidelines Lead Worker was provided to the committee. Fecker explained that the intent is to post the guidelines on the HR website so it is clear to everyone what is expected of a lead worker. Wiberg requested that this discussion be put on the agenda for next month.
4. **Camera Policy Update.** Gary Gulbrandson has sent a draft of the policy to Fecker and Mary Schoeler. Fecker has not had an opportunity to review it, and he has not heard from Schoeler. Gulbrandson will bring the draft to the next meeting. It may need to be put into a policy format. Then it will go to Cabinet for adoption.

5. **Standard Operating Procedures for Campus Maintenance Activities.** Olbert Guist was not at the last meeting and did not get a copy of the draft that had been distributed in September. This item will be tabled for discussion at the next meeting.

6. **Goals of Labor Management.** Fecker gave WSEU their copy of the signed By-Laws. Management’s copy will be retained in Human Resources Office. Fecker suggested some topics for goals: 1) Classified Staff Development Program. Need to get a clear understanding of policy and development activity guidelines. 2) Fecker read from a Classified Staff Advisory Council newsletter from Oshkosh about a money collection to plant a tree and that $461 was raised from classified staff. Thoughts? The group is in favor of this concept and other commemoratives were suggested, i.e. plaque or bench. Fennessey said the idea is fine as long as the item chosen will not be removed for future construction. Fecker will call Oshkosh and see how they did this (i.e. promotion and marketing, stimulating people to contribute). Olbert Guist is willing to help. Wiberg suggested this be moved to next month’s meeting to allow time to think about other ideas. 3) New orientation program. HR is working on this. Olbert Guist mentioned a mentoring program that used to be in existence. Terry Wasti would give new classified employees Patty’s name and number. She is willing to continue in this capacity. Wiberg said that goals should be ongoing – start with something we can accomplish and grow from there. The topic of goals will be tabled until next month and will be made an ongoing agenda item.

NEW BUSINESS:

7. **Office Support Staff Coverage.** Wiberg explained that this is an administrative support issue in offices with single person coverage where the supervisor tells the support staff they should find their own coverage for vacations etc. Labor thinks it should be a Management problem and not up to the staff member. Fecker asked for specifics. Wiberg said it had recently been brought up but he is not aware of any specifics where someone was denied vacation. Fecker will talk to Wiberg about this after the meeting.

8. **HRS Project Update.** Fecker updated the group on recent HRS project activities, i.e. data correction and security issues. Our Payroll and Benefits staff are working on all components of the new system. Fecker introduced the concept of HRS self-service, where staff will control their own personal information, benefits administration, and time reporting. Campus training will be conducted introducing staff to the new system. If you have any questions, bring them forward to Fecker.

OTHER BUSINESS:

9. **LTE Compensation.** Fecker distributed an LTE spreadsheet showing current LTE salaries, the minimum salary for permanent staff in that classification, and the percentage of salary being paid compared to the minimum. Going forward, HR will implement paying at least 75% of the minimum and possibly more to address things like longevity, but cannot make adjustments to current employees because of the freeze in pay plan. O’Flanagan brought up student wages. Some students are paid more than LTEs, and even some permanent staff. Fecker cannot speak to that since she is not familiar with the student pay scale.

10. **Bargaining Update.** Wiberg expects that in the next couple of weeks WSEU may have a signed agreement.

Next meeting is scheduled for Monday, November 15, 2010, 10:00 AM – 11:00 AM, in YU 201.
Items for next meeting:

Old Business:
Guidelines for Lead Workers
Camera Policy
Standard Operating Procedures for Campus Maintenance Activities policy
Goals of the Labor Management Committee.

Meeting adjourned at 10:55 AM.