Present: Peggy Fecker, (HR Director) Kathy Krause (HR Manager), Tom Wiberg (WSEU President), Kathy O’Flanagan (WSEU Local Vice President), Michael Bodin (Campus Safety), Scott Abrahamson (Buildings & Grounds), Gary Gulbranson (Campus Safety Director), Tom Fennessey (Physical Plant Director), Ryan Kreuser (Residence Life Director)

Absent: Patty Olbert-Guist (WSEU Local Secretary), Jill Laughlin (Controller)

Meeting began at 10:03 PM.

1. Review of June 17, 2010 and July 21, 2010 Minutes:

   Approved for posting.

NEW BUSINESS:

2. Personnel Update

RECRUITMENTS COMPLETED:

Custodian, Hawkes/Ross Hall (100%), Facilities Management (replacing Eric Vance). Dean Janowicz was selected to fill this position effective August 16, 2010.

Custodian, Yellowjacket Union (100%), Facilities Management (replacing Michael Kapalin). Kimberly Constance was selected to fill this position effective August 16, 2010.

Financial Specialist 2 (100%), Business Office (replacing Suzanne Berscheid). Liz Middlemist was selected to fill this position effective September 20, 2010.

RECRUITMENTS IN PROGRESS:

Bookstore/Museum Gift Shop Manager (80%) Jacket Book & Supply (replacing Dianne Schmitt). The deadline to apply is September 10; exams will be scored and a register created.

Office Operations Associate (100%), Parking Services (new). The deadline for mandatory transfer was September 3. No one requested transfer. The supervisor will proceed with interviewing permissive transfer requests.

LTE Hires

Michael White, Office Associate (Cont Ed) 7/20/10
Matthew Lusikka, Custodian (Res Life) 8/16/10

Wiberg commented that LTE’s used to be paid at 75% of the minimum for that classification. What is campus policy now? Fecker said there are no hard and fast rules for paying LTE’s on our campus but they must be paid lower than the minimum for that classification and in line with other LTEs in that classification. We do not lock into a 75% pay policy.

OLD BUSINESS:

3. Letter from Union: Wiberg said the letter wasn’t quite ready and thought this group should have more discussion, i.e. during staff absences it would be desirable to have floaters available to fill in. Fecker: Clarified that while there are faculty recruitments occurring, there is no additional
allocation of FTE. The campus is hiring faculty in replacement of ad hoc teaching staff and we are working with staffing requests within the state FTE allocation. As we progress, the campus will also be looking at other departments with staffing needs outside of faculty administrative support. Wiberg: Concern remains about custodial staff at Swenson Hall. Fennessey is addressing grounds, custodial, and mechanical staffing levels with Jan Hanson using quantifiable numbers, i.e. staff to student ratio. He is looking at all facilities coverage. Wiberg will delay the union letter while Fennessey prioritizes campus needs.

4. Camera Policy Update. Gary Gulbrandson met with Fecker and Mary Schoeler, and the three went over the policy line by line. Gulbrandson was unable to bring the draft policy to today’s meeting due to unanticipated circumstances, but he went over the changes that will be made to the draft policy. He will continue working on redoing it and will bring the policy to a future meeting as soon as possible.

4. By-Laws and Goals. By-Laws were approved by Labor Management Committee.

5. Electon of Co-Chairs. Need one from Labor, one from Management. Wiberg accepted position as co-chair for upcoming year for Labor. Fecker will co-chair for one more year for Management. Wiberg will chair next month, and Fecker will chair in November. Krause will still prepare agenda and minutes. Next Fecker wants to address goals.

NEW BUSINESS:

6. Lead Workers. Fecker read the OSER definition of lead worker. Lead workers cannot supervise or discipline, but they are delegated to give instruction and direction. Fennessey passed out a general guide he received from UW-Green Bay describing lead workers. Wiberg does not want supervisors putting too much onto the lead workers. Everyone needs an understanding what is expected of lead workers. Management will provide to new lead workers the definition.

OTHER BUSINESS:

7. Standard Operating Procedures for Campus Maintenance Activities. Fennessey distributed copies of a draft policy for Standard Operating Procedures for Campus Maintenance Activities and asked that participants review it and provide feedback at the next Labor Management meeting.

Next meeting will be Wednesday, October 20, 2010, 10:00 AM – 11:00 AM, in YU 201.

Items for next meeting:

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

Meeting adjourned at 11:05 AM.