Labor (WSEU) Management Meeting Minutes
RSC 111
Wednesday, September 16, 2009

Present: Peggy Fecker (HR Director), Kathy Krause (HR Manager), Tom Wiberg (WSEU President), Suzie Bednar-Munsell (WSEU Local Vice President), Patty Olbert (WSEU Local Secretary), Frank Andrews (Custodial Services Supervisor), Tom Fennessey (Physical Plant Director), Steve Kirk (Wessman Arena Manager), Gary Gulbrandson (Campus Safety Director), Christal Xiong (student assistant in HR office, invited to observe)

Absent: Patty Olbert (WSEU Local Secretary), Carolyn Kaiser (WSEU Field Rep), Ryan Kreuser (Residence Life Director)

Meeting began at 10:10 AM.


2. Personnel Update

POSITION SEARCHES COMPLETED:

HVAC/Refrigeration Specialist (100%), Facilities Management (replacing Richard Ramel). Jerry Noonan was selected to fill this position effective 8/30/09.

Custodian, Hawkes Hall (100%), Facilities Management (replacing Jerry Sapik). Eric Vance transferred into this position effective 8/17/09.

Custodian, Ross/Hawkes Hall (100%), Facilities Management (replacing Eric Vance). Christopher Severin will transfer into this position, effective date to be determined.

POSITION SEARCHES IN PROCESS:

Custodian, Barstow (100%), Facilities Management (replacing Doug Martineau). A custodial register has been created. Eligible applicants have been contacted for their interest in interviewing. Interviews scheduled for Sept 22.

Library Services Assistant Sr (50%), Library (replacing partial FTE of Eileen Wasliszyn). The Civil Service Exam was given Sept 12. After exams are scored and register created, interviews will be conducted.

University Services Assistant 2 (100%), Student Center (replacing project appt/FTE of Jan Kappes). No one transferred; Debbie Seguin will exercise her restoration rights back into the USA 2 classification and move into this position.

Communications Specialist (75%) project appointment, Academic Affairs and Outreach. Application deadline September 11. Interviews will take place Friday, Sept 18.

Facilities Maintenance Specialist-Adv (100%), Facilities Management (replacing Jerry Noonan). Position was just announced for union transfer which will expire September 22.

LTE Hires

Dean Janowicz, Facilities Management, effective 7/21/09 (already as of today’s date)
David Major, LSRI, effective 8/04/09
Matthew Weberg, LSRI, effective 8/18/09
Christina Garvey, Intramurals, effective 9/1/09

Wiberg asked for the record if hours for the Barstow custodian shift will change. Fennessey replied for the record that any shift hours are open to change. Wiberg added that a shift assignment shall not be arbitrary and capricious.

Wiberg: Will the new Communications Director position be part of the Advancement office, and would there be any new support positions as a result. Fecker: A current academic staff member in Advancement will temporarily be assigned these duties, and we will use existing administrative support staff during this time.

Wiberg: Any update on Groundskeeper position and/or Buildings and Grounds Supervisor? Fennessey: He believes they were both approved by Cabinet yesterday. Krause: Jan Hanson has signed her approval, and the Request to Fill Position forms are now being routed through the last of the signature/approval process.

3. **Campus Contingency Plan regarding flu pandemic.** Wiberg: Do we have a campus plan in place? Fecker: Campus has a committee to review and get information out to campus community. Current information from the Center for Disease Control is that greatest risk is to those under 24 and at risk groups (such as pregnant women and those with autoimmune diseases). There are awareness posters in bathrooms (with proper way to cleanse). Fennessey: Hand sanitizers for classrooms have been ordered. Also has a good supply of respirators (dust masks) on hand. Virus is active for 2-8 hours. Fecker: CDC advising people not to return to work for 24 hours past fever of 100 degrees or more. No longer recommending 5-7 days away from work. Clinics no longer testing for H1N1. Wiberg: How would a pandemic affect the 24-7 operations. Fecker: Last year, through the COOP committee, the areas of critical operation drew up plans for cross training where possible. Wiberg: Will Carol Lindberg do any additional training? Fennessey: Custodial staff have been trained periodically to use gloves and sanitizer. Bednar: Will more flu information be coming from the campus committee. Fecker: Yes, but not sure when. There is a lot of good information in the student plan on the main website. Hopefully, flu season will be over by Christmas. For now, stay home when sick, and have hand sanitizer available. For this year, the State is considering waiving the mandatory provision for employees to get a doctor's release after a 5-day absence. Bednar: If an employee wants the department to provide hand sanitizer, but department won't buy it, what should they do. Fecker: Employee should contact the campus committee or cabinet officer. Number of students out with flu symptoms is being tracked by Vicki Hajewski, and HR is monitoring employee absences.

4. **Key Policy Update.** Has gone to Cabinet for approval and has been implemented. Gulbrandson: Administrative departments have been completed. Currently working on academic departments. Very few complaints, that he knows of, for higher level keys.

5. **Camera Policy Update.** Fecker distributed a draft of the policy. Gulbrandson noted that there is a more recent version dated 5/12/09 that Mike Wallin had done, and he hopes to have a final draft at next meeting. There are unresolved issues including 1) IT did not feel that some of the items should be their responsibility; 2) Ryan Kreuser had recommended a revision (Gary will talk to Ryan for his input); and 3) a Committee will be formed to address any issues that are raised by individuals because of the camera policy, but that had not been included in the policy draft. The camera policy will be revisited at next meeting.

Other Business. Wiberg noticed that length of service awards were given at the Fall Orientation which is a departure from the normal spring recognition program. Are they going to be given in Fall now? Krause: Yes. Chancellor made that change because there is better attendance and participation in Fall than in Spring.

Next meeting will be **Wednesday, October 21, 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)
2) By-Laws and Goals

Meeting adjourned at 10:55 AM.