

MINUTES

Labor Management Committee Meeting

July 28, 2010

Cowan Hall West Conference Room

Present: **(Labor)** Julie Strobel, Jane Stuart & Alternate Claudia Dukart
 (Management) Debbie Ritz, Mike Campbell, Alternate Vicki Gist
 (Standing Chair) Kathy Jaynes

- I. **Call to Order** by Kathy Jaynes at 3:05p.m.
- II. **Approval** of June 30, 2010 minutes as corrected
- III. **Old Business**

a. Contracting out of Services

Sue Ost was unable to attend but sent a memorandum comparing contract labor vs. full time employees and believes MSUN saved almost \$88,000 in FY10 so does not recommend pursue hiring an Electrician, Plumber or Painter.

The union asks that Sue provide the supporting documentation for her figures for the next meeting and be ready to discuss at Labor Management Committee. The union believes hiring professionals would keep the buildings in better shape resulting in less repair and the professionals would be busy full time within their trade. Note: report attached

b. Emergency Protocol Web and Desk Manual Update

Jane pointed out several errors and inconsistent formatting in the Emergency Response Manual posted to the web. The original desk top manual had been prepared in Quark and could only be updated in Quark so a student was hired to retype the entire document in another format but there hasn't been the manpower to review and edit entirely. Kathy Jaynes will find out who is responsible for the manual and report back to LMC the status.

c. Vans & Cargo

Kathy Jaynes brought the Board of Regents May minutes to the meeting but they do not address the issues of "cargo over the windows". Claudia's concern is that she cannot comply with the vehicle use policy because of items she, as custodian, must move with the vehicle. The University System Self Funded Workers

Compensation Committee is meeting at the end of August and Sharon Caven, MSUN committee member, will ask for clarification regarding cargo loads.

IV. New Business:

a. Holiday Closure – comp time for classified employees

The campus will be closed December 24 – January 2nd; December 24 is a holiday, December 27-30 will be holiday closure (32 hours) and December 31 will be a holiday. Debbie Ritz distributed the “Holiday Closure Comp Time for Classified Staff employees” form. Classified employees must work with their supervisor but can receive comp time at the rate of 1 ½ hours for each hour worked. “Work” does not have to be an employee’s assigned duties but can be working on an event or activity that is MSUN related; Festivals Day Float, manning booth at fair or working on the MSUN We Love MSUN Ball are just examples used. Debbie Ritz will be sending notification and the form to supervisors. Note: Form attached.

b. 4 day work week in summer

The concept is good and employees enjoy the three day weekends.

The issues to be addressed are: (1) employee’s shifts result in a difference in employee payroll hours. Example: an employee working M-Thur might get 180 hours whereas an employee who works Thur-Sunday might get 160 hours. Being as the 4/10’s is not a year round practice the inequities don’t level out. Other employees working a different variation than 4-10’s may not get consistent hours. (2) Originally it was said that supervisors would cover the slack shifts instead of making employees take these shifts but that has not happened.

c. Other

1. Jane inquired if minutes were up to date on the Web. Kathy stated that minutes are not posted to the web until after they’ve been approved by the LMC committee.
2. Information sharing per AFSCME union contract:
 - a. policies – written draft showing changes as well as final
 - b. Frank said the union would receive copies of the agenda or meeting notes of the cabinet. Debbie says the supervisor should pass them on but she will check with the Chancellor to clarify if it was the agenda or meeting notes the union was to receive and if she is to send them directly to the union president.

3. Orientation Schedule

Kathy Jaynes announced that she sent out an updated Orientation Schedule.

4. Claudia Dukart asked:

- a. Is the Job Description covered by a Notice of Vacancy available for interested parties to review?
 - b. May the union get a copy of all current job descriptions/role descriptions for each classified employee? Claudia would make the copies if provided the documents.
 - c. Role/Job descriptions don't have every specific duty and may vary to cover the differences in building requirements. Role Descriptions should be reviewed by the supervisor and employee at the time of employee evaluations.
 - d. Kathy advised Claudia to send a written request to change job classification from Custodian I to Custodian II based on the duties performed. Also Dan will be having a department meeting so the employees should ask to add this issue to the agenda.
 - e. Orientation: Jane Stuart requested permission for existing employees to attend the "New" employee orientation section in order to become aware of changes on campus since they themselves began employment at MSUN. This is a good point and extensive discussion was held regarding having Employee Refresher Sessions available. Debbie Ritz and Kathy Jaynes will work on this schedule and presentations. Orientation will include defensive driving and anyone driving on behalf of MSUN must participate in either the 2 hour or 4 hour session.
5. Debbie announced that the summer schedule will be extended thru August 20, 2010, resuming normal work hours on August 23, 2010.

Next Meeting Date:

The next meeting will be Wednesday, September 22 at 3:00 p.m., Cowan Hall Conference Room. There will be no meeting in August, due to conflicts with orientation and beginning of fall semester. An emergency meeting can be called in August if needed.

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ADJOURNMENT

The meeting was adjourned at 4:05 P.M. Debbie moved/Jane seconded

Minutes prepared by Sharon L. Caven

MEMORANDUM

TO: Labor Management Committee

FROM: Sue Ost

RE: Contract Labor vs. Full Time Employees

DATE: July 19, 2010

I have compared the amounts spent for Electrical, Plumbing, and Painting contractors in FY 10 to the cost of hiring full-time employees in Electrician, Plumber, and Painter positions. In addition to the cost of salary and benefits, which I *can* estimate, there would also be costs for overtime, training, equipment, and there would still be some contracting out on certain projects. There is also the question of whether we could keep a full-time person busy within their trade. I'm not convinced we have enough day-to-day plumbing tasks, for example, to utilize a full-time plumber.

Position	Salary	Benefits	Total	Contractor	Savings
Electrician	48,786.12	17,849.12	66,635.24	34,425.00	32,210.24
Plumber	48,694.25	17,830.85	66,525.10	40,018.36	26,506.74
Painter	29,916.86	14,096.97	44,013.83	14,786.00	29,227.83

Based on the salary ranges for these classifications, plus the cost of benefits, and the amounts we paid for contractors, Northern saved almost \$88,000 in FY 10. I do not recommend that MSU-Northern pursue hiring any of these positions.

MSU-NORTHERN
HOLIDAY CLOSURE COMP TIME FORM
For Classified Staff employees
University Department _____

Accumulation and Use of Comp Time

Request to accumulate comp time

Project: _____

Rationale: _____

Date comp time will be earned: _____

Anticipated number of hours to be earned _____

Signature

Date

 Request to use comp time

Date comp time will be used: _____

Number of hours requested: _____

Signature

Date

Approved (Supervisor Signature)

Date

Disapproved (Supervisor Signature)

Date