

# Labor Management Committee

Meeting Minutes

April 10, 2013

3pm - 5pm, CH Conference Room

Present: LABOR: Becky Nicholson, Sharon Keeley, Jane Stuart; MANAGEMENT: Tracey Jette, Becky Toth, Stuart Sparvier, Vickie Gist (alternate), and Ex-Officio Kathy Jaynes

Kathy Jaynes called the meeting to order at approximately 3:15 p.m. There was no Old Business to discuss, so the committee moved on to New Business. There was discussion regarding summer hours and a proposal for flexibility of work schedules. Jane explained that the concept of summer flexibility of hours is practiced on other MUS campuses. The goal is to ensure that the regular office hours of 8am-5pm, Monday through Friday are covered. Employees (with supervisory approval) could stagger work shifts. For example, one dept. employee could work 4- 10's Monday through Thursday while another worked 4- 10's Tuesday through Friday.

[\(Labor Proposal for Chancellor Limbaugh attached\)](#)

There was also discussion about which offices were considered "public" and which were not. MCA 2-16-17 implies that all offices are public:

"2-16-117. Office hours. Unless otherwise provided by law, state executive branch offices must be open for the transaction of business continuously from 8 a.m. until 5 p.m. each day except on Saturdays, Sundays, and holidays. Each office must also be open at other times as the accommodation of the public or the proper transaction of business requires."

Also, on the topic of BOR and sole governance, Jane found the following statement in the state constitution:

"(2) (a) The government and control of the Montana university system is vested in a board of regents of higher education which shall have full power, responsibility, and authority to supervise, coordinate, manage and control the Montana university system and shall supervise and coordinate other public educational institutions assigned by law."

There was also discussion regarding the week between Christmas and New Year's. While some offices are very busy during this week, others are not. The committee discussion was mixed on whether MSUN should be open or closed during that week. Also, there were concerns of fairness since contract employees are not required to use annual leave but classified employees are. Also, even though classified employees were given the opportunity to build up comp time for that week, it was still considered unfair to this group of employees.

Jane had one new item to add to the agenda: Chancellor's forum. She asked how classified employees should mark their timecards if they attend the forums. Kathy said if it was required, classified staff still had the lunch hour available to them and should get to take it or mark their timesheet accordingly since it would be considered hours worked. If classified employees attended the forum by their own choice, they should just mark regular hours for that day.

The "lunch provided forum" was out of the ordinary as many of the forums are usually scheduled later in the work day. Tracey said there were comments on the Chancellor's recent evaluation about scheduling more forums outside the noon hour so more employees could attend.

Tracey made a motion to adjourn the meeting, Jane seconded. Meeting adjourned at 4:00 p.m.

Kathy Jaynes, Chair  
Labor Management Committee