

Labor Management Committee Minutes

February 24, 2016

3-4pm

Library Conference Room

Present: Kathy Jaynes, Lourdes Caven, Kristi Shettel, Belinda Potter, Debra Bradley, Jane Stuart, and Jennifer Anderson

Meeting was called to order by Kathy Jaynes.

Kristi Shettel made the motion to approve the new slate of regular members and alternates. Her motion was seconded by Debra Bradley. Motion carried. (attached: slate of members with their terms)

It was noted that the last LMC meeting was held in 2013.

Discussion ensued regarding the LMC Web Page. Kathy said she would get it updated with the new slate of LMC members and the updated LMC Charter.

Kathy read the LMC mission and encouraged everyone to review the LMC Charter as a reminder of why the group exists. Jane commented that the March 10th and April 2013 updates were not listed in the Charter. Lourdes added that this was done via e-mail. It was agreed that the group should continue to meet quarterly as outlined in the charter. It was further noted that the February 2016 meeting was a special one to get the group together and back on track.

Under New Business, Jane said she would like to see staff evaluate their supervisors on an annual basis. Everyone agreed this was a good idea. Debra Bradley said they were already doing this in Helena and Billings and that she would try to get a copy of the forms they were using. Jane said she wanted the staff to have a greater voice in how their supervisors are performing but that the evaluation should be anonymous and optional. Kathy will take a look at the 360 evaluations used in the past. Kathy also reminded everyone that the regular annual evaluations would be coming up soon.

It was agreed that supervisors should interact with their employees on a more regular basis, checking in with them to see how things are going and not just showing up when something is wrong. It was felt by the group that this would improve morale across campus.

Kathy told the group about the Compliance Hotline and encourage people to use it if needed. The Hotline is used to report issues and concerns that employees (or others) feel need attention and cannot be addressed by any other means.

Also under New Business, Debra said that the Chancellor's office would soon send out an email regarding Summer Hours. The 4-day work week will be allowed again this summer as long as regular office hours are maintained - 8-5, M-F.

Next meeting is scheduled for April 20th, 3-5pm in the Library Conference room.

Adjournment.