

**Labor Management Committee Meeting
Minutes of November 12, 2015**

Present: Hope Lambrecht, Darlene Duncan, Terry Zimmer, Joe Roberts, Thomas Rathbone, Jenn Regg, Kelly Spettel, Marilyn Loomis, Mary Moubray and Dale Webster

1. Mason Labor position – There seems to be a shortage of man power in the masonry area. Labor would like to see a grade 6 hired to help out the masonry area.

Joe Roberts discussed problems with sidewalks being done and safety issues. Terry Zimmer said a Grade 6 position was open in the carpenter shop and that has recently been filled which should help out in that area. Masonry work falls under the carpenter shop.

2. Residential Life and custodial communication – There's been no improvement with the communication between Res. Life and the custodial department.

Discussion held. Graig Eichler sets up weekly meetings in the spring and summer regarding summer lodging. Management and Labor agree it is important to have someone at those meetings from the Custodial Department. Management will speak with Dale Couse about having someone attend those meetings.

3. Public Health notification – Labor would like the college to inform the campus community when someone on campus has a contagious disease or illness.

The college has no jurisdiction over communicating this type of information. They have to follow the County Public Health and State Department of Health recommendations. Discussion held.

4. Filling Current Clerical positions – Labor has been told there was problems filling some of the current Secretary 1 openings. They would like to know what Human Resources is doing to fill those positions.

Currently there are four Secretary 1 positions that were not filled during the first posting of these positions. Human Resources have exhausted all exam lists. Therefore, these positions will be posted again and a provisional option will also be available. In order for someone to apply for these positions provisionally, they must be qualified to sit for a Secretary 1 exam. They must take the exam at the next date given. They must pass the exam and be in the top 3 from the Oneonta campus list. If an employee takes a provisional position, their title is put on hold until the results of the exam. If they are not reachable on the list, the employee will then have to take whatever open position is available in the title they previously held.

5. New web based work order system – Labor would like to know when the new system is starting and how employees will be trained.

The new work order software is on campus and in the testing phase. They are currently trying to work out the bugs. They will start with a core group of users to test the system, probably one of the shops. The employees submitting the work orders will probably not see any difference according to Terry Zimmer. Most of the changes are behind the scenes and will affect the shops. If there are any changes to the way the work orders have to be submitted, facilities will make sure the campus is informed and trained if needed. Darlene Duncan asked if notes can be seen on the new system and Terry said yes.

6. Work Order copies – Dale Webster would like to keep copies of his work orders

Discussion was held on work order process. If a work order copy needs to be kept, that person should flag it so that the office will know to keep it for that person after inputting details into the computer.

7. Custodial Supervisor training – Labor would like to have an update on training for custodial supervisors and Grade 7 janitors.

Hope Lambrecht is looking at a CSEA & NY State partnership training course program. There are eleven different courses offered. Management would like to review the courses before committing to the program. If management approves the courses, they would like all custodial and maintenance supervisors to take the training. Darlene Duncan inquired about janitors (Grade 7s) training. There is a learning/training opportunity twice a year that the janitors might be able to attend if subject matter applies to them. Darlene would like to see it be done every three months. Another option for the janitors was suggested by Tom Rathbone, that they attend a building coordinator training that is given quarterly. There may not be room at the building coordinator training but a similar one could be offered to the custodial department. Management and Labor agreed that might be the best option. Darlene Duncan has been invited to attend one of the meetings to see if it would work for the janitor training. Management will also talk to Dale Couse about the training.

8. Parking passes for CSEA employees – Labor would like to try and work with UPD to have the parking stickers (one per member) paid for by CSEA instead of the employee.

Most years, CSEA has a limited amount of money they can spend on their employees. This year the CSEA executive committee purchased \$20.00 gas gift cards to give out to their members. The gift card was trying to make up for the \$20.00 they have to pay for parking. Hope Lambrecht spoke with Budget and they don't think it would be a problem. Hope would like to set up a meeting with Chief Chambers from UPD to see if this would be possible. CSEA can also send a representative to this meeting.

9. Asbestos/Work orders – Labor would like asbestos review given with each work order and an asbestos binder in each building.

When a work order comes in that might have asbestos the office flags it and they will do an investigation of the area before the work order goes back out. They will also pull a sample if they think it needs to be tested. Darlene said that custodians will do minor repairs in a building and how to they know if there is asbestos. If there is any question about asbestos, they should send the work order to MOC and they will check it first and then send the work order back to the custodian. Tom Rathbone suggested doing an asbestos awareness training with the custodial department. They usually do a spring training with the painters. Dale Webster would also like the carpentry shop to be included with that asbestos awareness training.

10. Bed Bug Protocol – Protocols have not been distributed

The bed bug protocol hasn't been distributed to janitors and cleaners. Terry Zimmer will check with Dale Couse to see when it will be distributed.

11. CSEA Positions – Labor would like review of CSEA positions since last meeting.

Vacancy review, in progress and temporary positions were reviewed by Hope Lambrecht.

Vacancy review:

Aug – Secretary I – 4 positions: Ed. Psych & Secondary Education, Geography, Career Development, and Continuing Education. Office Assistant II – 1 position: Admissions

Sept – Secretary I – 1 position: Economics and Business. Maintenance – 1 position: HVAC helper

Oct – Custodial – 1 position: cleaner. Telecommunication – 1 position: general mechanic

Nov – Custodial – 1 position: cleaner

In Progress:

Supervising Janitor

Secretary I – 4 positions: Econ/Business, Career Development, Continuing Education and Ed. Psych & Secondary Education

Maintenance Helper – HVAC

General Mechanic – Telecommunications

PUE I – Heating Plant

OA2 – 2 keyboard positions: Admissions, Student Disabilities

OA2 – 1 customer service: Financial aid and Administration

Temporary:

Cleaner

Office assistant 1 – 5 positions (mostly covering the secretary I vacant positions)

12. 2016 meeting dates – Labor would like to set up the dates for next year's labor/management meetings. All meetings will be held from 1:30 – 3:00 pm.

January 27

April 13

July 13

October 12

Respectfully submitted by
Kelly Spettel - recorder