

MSU-Northern Labor Management Committee
Minutes of July 28, 2004

Present:	<u>Labor</u>	<u>Management</u>
	Sandi Copenhaver	Rob Harrison
	Tom Kase	Chuck Jensen
	Leah Noel	Will Rawn
	Patsy Shelden	Debbie Ritz
	Lil Lipp (Substitute for Julie Strobel)	Jackie Salveson

The minutes of the May 26, 2004 meeting were approved with no changes.

Contract Administration Training

Ted Handel, Federal Mediation and Conciliation Service will be coming to campus this fall to do training. The training consists of four components: History of the labor acts that govern labor relations. Contract administration, including grievance handling and resolving grievances at the lowest level. Ways to utilize conflict management on a day-to-day basis. Everyday applications of just cause and progressive discipline in the workplace. Those attending the training will be supervisors and shop stewards. A large number of attendees would allow the program to bring in a second individual to assist with the training.

Further research was requested of Jackie Salveson concerning the length of each component as the committee had concerns about the overall length of the training. The Great Falls campus will be having the training on September 9 and 10, so that will be an example for the committee to review.

MAP Pay Options

Jackie Salveson presented information from the MAP Compensation Guide, including an overview of the compensation component and then some specific details on the strategic pay, progression plan, and lump sum options. The information presented is available on the MAP website at: www.montana.edu/map.

There were many good suggestions from the committee about ways to clarify the program, such as a Frequently Asked Questions page or additional training for supervisors and staff.

The committee also determined to research methods of non-cash compensation. Leah Noel and Jackie Salveson will work with their university system colleagues to research what other programs are in place and what might work well for the Northern campus. This information will be brought back to the committee for further discussion.

Goal Writer's Companion

Brief discussion of the Goal Writer's Companion that was developed by the University of Montana Labor Management Committee. The UM LMC has sent it out to the interested campuses for use as a template or to adopt. The Committee determined that there is great

interest in this type of publication and that we should work toward finalizing for MSU-Northern.

Employee Survey

The Committee will be conducting a survey in October 2004 of classified staff and their supervisors to determine where we are at on MAP. An emphasis will be placed on this survey by the committee in order to have many responses and good information to review. It is the Committee's intention that the results will be utilized in order to determine what would make MAP work better for our campus and what areas of training need to be done. Debbie Ritz and Jackie Salvesson will work on finalizing the survey prior to the next LMC meeting. With Committee approval, the final draft will be distributed in October.

AFLAC

A written proposal that will be submitted to the Montana University System Inter Unit Benefits Committee requesting that the AFLAC Supplemental Insurance policy be added as a payroll deduction option for university employees. Discussion was held about how to notify campus of the draft proposal and to identify other employees who may be interested. Prior to approval from the IUBC, the campus, especially the benefits office, cannot distribute advertising materials, so the employees will need to conduct the information distribution through methods available to them.

MSU-N LMC Website

The MSU-N LMC extends a great big THANK YOU to Marianne Hoppe of Information Technology Services for establishing our website. Jackie Salvesson will maintain the information that is available on the site. The committee will review the information that is there and provide ongoing feedback about it. The web address is:
www.msun.edu/admin/councils/lmc/index.htm.

Next meeting will be September 29, 2004, from 3-5, in the Library Conference Room.

Meeting adjourned.