Facilitator Nick Bambach called the meeting to order at 1:32 p.m. Everyone present introduced themselves.

**Approval of May 7, 2009 minutes**
A motion was made by Susie, seconded by Brad, to approve the minutes. Motion carried.

**Agenda items:**

**Severe Weather notice to employees (follow up)**
There was an inquiry concerning when changes to the severe weather policy (4.07 Weather/Working Conditions) took place. Management stated that university policy changes are reviewed by the university policy committee before Cabinet approval.

AFSCME Council 61 was not aware of recent changes to 4.07 and reported that many employees do not have sufficient access to the internet to check policy changes and updated copies of the Merit handbook are no longer available for review.

The recommendation was made that when changes related to contract language have been made, to post changes to UNI Online and notification be sent to AFSCME Council 61 and merit employees.

Nick will follow up with on this matter with University Counsel Tim McKenna and the Board Office.

**Status of Meetings (follow up)**
It was agreed that holding quarterly Labor/Management meetings are not frequent enough for issues to be resolved in a timely manner. It was decided to hold monthly meetings when there are agenda items. If there are no agenda items, the monthly meeting will then be canceled. It was also agreed that if an agenda item has not been resolved after three meetings, the item will be removed from the agenda.
Sandy Law will follow up with scheduling meeting rooms and reserving online calendars (Mondays) from August through December 2009. The labor group will meet from 1:30 – 2:00 p.m. and the labor/management group from 2:00 – 3:00 p.m.

Shutdown notices/work locations
There was discussion regarding procedures to follow when employees work in a building where a shutdown takes place on Fridays. When there are Friday shutdowns, it doesn’t give affected merit employees time to make up hours during their regular work week and buildings where employees may go to work have not been identified. In order to identify all the issues involved and put in place best practices for employees and managers, the L/M committee will work on this issue during a regularly scheduled L/M meeting. Dean Shoars will follow up with gathering more information for discussion at the August L/M meeting.

Other Topics
It was reported that accruals (vacation, comp time, sick leave) are taking longer than two weeks from the previous month to be posted to employees’ balances. Nick will invite Linda Gruetzmacher to attend the next L/M meeting to clarify the process and answer questions regarding the posting of the accruals.

There was a question about when repeat orientations for UNI staff will begin. Nick will follow up and pass along information to the committee members before the next meeting.

There was discussion regarding the emergency notification system. The new procedure will be that when severe weather happens, warning sirens and the emergency notification system will take place simultaneously so that everyone in and out of buildings will be alerted.

The meeting was adjourned at 2:32 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

Agenda for August 3, 2009 meeting – location 007 Gilchrist
Facilitator: Brad Bauler
1:30 – Labor Meeting
2:00 – Labor/Management meeting

1. Severe weather notice to employees (follow up)
2. Shutdown notices/work locations (follow up)
3. Posting of accruals (Linda Gruetzmacher, Payroll Manager)