Facilitator Dennis Hayes called the meeting to order at 2:03 p.m.

Approval of minutes
A motion was made by Brad Bauler, seconded by Shelly Hill, to approve the minutes. Motion carried.

Agenda Items:

Temporary Assignment Duties (follow up)
An email was sent to all merit employees on September 30, 2010 notifying them of the opportunity for those interested in picking up temporary assignments. If there is interest, they may add their name to the listing of employees interested in temporary assignments. Response to the email has been low with the result that a few departments are experiencing difficulty finding temporary employees when needed.

It was agreed that a similar email will be sent to merit employees on an annual basis, information about opportunities will be posted on the Human Resource Services website, and temporary assignment opportunities will be included in new hire orientation materials.

This item will be dropped from future agenda items.

Employee training for promotion/transfer opportunities (follow up)
There is no new information regarding training opportunities. More information will be available in the near future as it becomes available.

Safety Issues:
A. Baker Hall lead paint testing is complete and lead paint was found. Employees were tested for lead paint poisoning and their tests results were negative. It was noted that in buildings built before 1978, lead paint was used. There was an inquiry regarding which department is responsible and who determines where lead paint may be located on campus. She suggested that if a process is not currently in place for those involved with lead paint issues, that a process be put in place. Dennis Hayes will follow up.

B. There was a question about the Lockout Tagout and Restricted Access manuals and if they were recently reviewed or revised. Wendel Reece will be invited to the next Labor Management meeting to explain revision and review processes.
C. The practice of issuing departmental locks used for high pressure steam valves will be handled through the grievance channel.

D. Michelle Byers will follow up with Dave Zarifis regarding Public Safety uniform reimbursements.

New Business
The meeting scheduled for November 15, 2010 has been canceled. The next meeting will be held on Monday, December 13, 2010 in Gilchrist 025. Cathy Pearson will facilitate.

Adjournment
Susie Baker made a motion to adjourn the meeting, seconded by Michael Hager. The meeting was adjourned at 2:42 p.m.

Respectfully Submitted,
Sandy Law
Human Resources