Facilitator Cathy Pearson called the meeting to order at 2:01 p.m.

**Approval of minutes**

A motion was made by Susie Baker, seconded by Brad Bauler, to approve the minutes. Motion carried.

**Agenda Items:**

**Public Safety Reimbursement (follow up)**

Michelle clarified with Dave Zarifis Public Safety’s policy of requiring departing employees, (when leaving university employment before four years of service), to reimburse for clothing items purchased by the university. When a Public Safety employee leaves employment within the first four years, the total cost of items that have been purchased by the university (items that cannot be reused) are prorated and charged back to the employee. If the departing employee has been employed at UNI longer than four years, there is no charge back.

This item will be dropped from future agenda items.

**Safety Issues follow up:**

There was discussion concerning the use of the current buddy system in the steam tunnels. The original policy stated that work in steam tunnels requires the use of the buddy system. The change to the policy by management states that employees are not required to use the buddy system while inspecting steam tunnels. The current practice is that employees make a phone call before going into a steam tunnel and include the amount of time they expect the inspection to take. Employees then call when they leave a steam tunnel. Labor has a concern about the non use of the buddy system when steam tunnels are being inspected and wish to be part of the discussion when changes in policy occur. This is based on language in Article Xii, Section 2.C and Appendix M, Item 12 of the 2009-2011 collective bargaining agreement. The outstanding questions relate to “working” in steam tunnels vs. “inspecting” and policies being “developed” or “established” vs. “updated”.
Michelle Byers, Dean Shoars, Wendel Reece, Susan Baker and a steamfitter will meet to discuss the issue before the next Labor/Management meeting. If necessary, the issue will be discussed at the next statewide Labor/Management meeting.

**Lead paint process (follow up)**
Written guidelines are now in place for employees who are involved with lead paint issues. Training has taken place for Physical Plant employees and guidelines state that painters are not to disturb paint by scraping or sanding but only to paint over the top of areas that need repainting. Michael Hager will follow up with DOR employees to ensure that they have received the same training. It was noted that peeling paint in Baker Hall has been tested and is free of lead.

This item will be dropped from future agenda items.

**Training for promotion/transfer opportunity**
Training and Development Coordinator Lori Hoffmann has suggested focused training sessions offered to employees on the process of applying for positions, resume and cover letter tips and interview techniques for employees interested in promotion and transfer opportunities. Labor agreed with this area of focus. Michelle Byers will ask Lori to proceed with scheduling these sessions.

**November unauthorized access incident**
There was discussion concerning eighteen current and past employees whose data was accessed by an unauthorized user working online on an unrelated project. The employee who discovered the information reported it immediately to ITS and the program was disabled. The concern is that several of the employees are spending time on their own reviewing their credit reports, changing banking information, etc. and feel they should be compensated for this time. There will be follow up discussion on this issue at the next Labor/Management meeting.

**New Business**
The next meeting is scheduled for Monday, January 24, 2011 in Gilchrist 025.
1:30 – 2:00 Labor Meeting
2:00 – 3:00 Labor/Management meeting

Facilitator: Susan Basye

Adjournment
Cathy Pearson adjourned the meeting at 3:00 p.m.

Respectfully Submitted,
Sandy Law
Human Resources