Facilitator Bill McKinley called the meeting to order at 2:03 p.m. Everyone present introduced themselves.

Approval of December 12, 2011 minutes
The minutes were approved with one revision.

**Agenda Items:**

**Contracted services (electricians) follow up**

Susie distributed a report provided by the Office of Business Operations detailing the history of contracted electrical services usage from July 2010 – January 2012.

Bill said that the decision to use contracted electrical services is made if the scope of the project requires 3-4 electricians, if the timetable to complete is tight, if the Plant has already committed to other projects within the same time frame and similar scheduling issues. If the project total is over $25,000, it must go out for bids.

He noted that the number of Physical Plant employees have declined from 211 to 168 prior to and including the early retirement incentive program.

Bill has resubmitted information on the number of staff in each craft and the square footage they are responsible for. He is also reviewing the third edition of the APPA staffing guidelines and noting discrepancies. His priorities, should funding become available, are to add another electrician and an environmental system mechanic.

Based on the high dollar amount for outsourcing of electrical contracting services, it is recommended that a further review be made with the goal being the hiring of additional employees, the cost of which would be offset by reduced outsourcing. This recommendation will be forwarded to Dean Shoars and Morris Mikkelsen.

The next contracted service report will focus on painting vendors used in the past 18 months. Bill and Michelle will follow up on providing this information. Michelle will also follow up with providing information about contractors who employ minority and female staff.
Tunnel entry/restricted access follow up
Susie has contacted the University of Iowa and ISU regarding their policy of tunnel entry/restricted access. ISU reported that they currently have five employees who work tunnels. The University of Iowa has not yet responded. Dean Shoars is also contacting his counterparts at both institutions.

This agenda item will be tabled until all information has been received.

Veterans Day holiday for Regents employees
Michelle reported that information was sent by email to Deans, Directors and Department heads regarding staff who are veterans taking Veterans Day (November 11th) off. The information was posted to current events on the Human Resources website as well.

This agenda item will be tabled until the issue can be further researched.

Old Business – none

Upcoming meeting
The next Labor Management meeting will be held on Monday, March 26th at 2:00 p.m. in Gilchrist 025.

Adjournment
Bill adjourned the meeting at 2:55 p.m.

Respectfully Submitted,
Sandy Law
Human Resources