Facilitator Shelly Hill called the meeting to order at 3:30 p.m. Michelle introduced Human Resources Employment Manager Lisa Frush as a new member. Everyone present introduced themselves.

Approval of April 17, 2013 minutes
Michelle moved to approve the minutes, seconded by Susie. Motion carried.

Agenda Items:

Police Officer uniforms
As follow up to this issue, effective June 1, 2013 the police officer bike patrol is allowed to wear shorts for safety reasons. All police officers have expressed interest in being allowed to wear shorts during a heat advisory.

Michelle will follow up with Public Safety Director Helen Haire regarding this issue. It may also become a topic of discussion during the next statewide Labor Management meeting.

Mobbing/bullying training
Susie indicated that there has been discussion at the statewide meeting on this issue and a program has been developed and finalized. Each university was to determine trainers and establish a training plan. Michelle said if the program is finalized, she would obtain the finalized version we could begin in early 2014. Mandatory mobbing/bullying training will be for all clerical and clerical supervisory employees initially and each session would be conducted by at least one AFSCME and one management trainer. All union employees will receive training eventually. Shelly Hill, Angel Stigler, Sue Jordan, Cathy Pearson and Susie Baker were named as the AFSCME trainers.

Michelle will follow up to obtain the final version of the program and will identify the management trainers. The current plan is to schedule a run-through of the training program sometime in November with all identified trainers. Training dates will be determined and scheduled at that time.

Performance evaluation training
It has been reported there have been misconceptions regarding performance evaluations and the lack of feedback and input that concerned employees feel should take place during evaluations.

Lisa explained that performance evaluations should be a summary of what has taken place during the year and ideally supervisors allow time for discussion with staff during their evaluation.

Susie inquired about training sessions, discussion guides, and/or resources available for staff being evaluated. Lisa indicated that there were several resources available to employees on the HRS website, but would develop an email to be sent twice a year to better inform staff about those resources. It was suggested that March/April and September/October would be the best months for these emails to go out.

There was discussion regarding supervisory participation in performance evaluation training. Three to four training sessions per year have been offered during the past three years. It is estimated that less than half of supervisors have participated in training sessions.
**Reclassification justifications**
Cathy reported that there is concern about reclassification procedures. She said that in the past there have been reports of instances when employees have had their positions reclassified before another position in their classification is eliminated in an effort to avoid being bumped.

Michelle explained that there are many reclassification procedures in place. Reclassifications do not take place unless duties have changed over time and/or the majority of duties have changed. These changes would have had to occur over a length time and the employee would have had to perform higher level duties over a period of time. Position description questionnaires (PDQs) may be submitted by employees and supervisors. The Board of Regents office approves all reclassifications and timelines are followed. If approved, the reclassification is retroactive to the PDQ submission date.

This topic can be dropped from future agenda items.

**Cross training for transfers**
Shelly reported that employees transferring into a new position have expressed concerns regarding the lack of opportunity for training with the person who has vacated the position. Michelle explained that there used to be a rule that two employees cannot occupy the same budget line at one time. Although that isn't necessarily the case anymore, some departments may not have budget to allow for this. Several potential solutions were discussed including HRS encouraging departments to work with the other departments involved to allow for some training to occur. Hiring managers are encouraged to update the job description before new employees begin and to create written procedures and/or training manuals.

This topic can be dropped from future agenda items.

**Contracted services** (Office Concepts)
Susie will follow up with Carol Christopher of Facilities Planning to review findings of contracted office installation services and will report the outcome during the next Labor/Management meeting.

**Other**
Susie had a question about ‘union leave’ timecard code. She believes the code is an unpaid code which was how it was done when Oracle was implemented. Asked to either have that code changed to a paid code or have it removed all together. The ‘excused duty’ code is being used in the meantime. Michelle will follow up.

**Adjournment**
Shelly adjourned the meeting at 4:30 p.m.

Respectfully Submitted,
Sandy Law
Human Resource Services