Facilitator Lisa Frush called the meeting to order at 3:00 p.m.

Approval of October 23, 2013 minutes
Mike moved to approve the minutes, seconded by Shelly. Motion carried.

Agenda Items:

Mobbing/bullying training update
The trainers met in December and participated in the EAP seminar on workplace conflict. Mandatory training will initially be for all clerical; supervisors of clerical staff will also be invited to attend. All union employees will eventually be offered training.

Mobbing/bullying training is being finalized and training sessions will be one hour in length. Each session will accommodate 15-20 participants. Michelle is working on slides for the training and Lisa compiled a list of dates and locations available for training sessions. A meeting will be scheduled for trainers only. Susie stated that the labor group is seeking a male trainer to round out the gender mix. A male trainer is also needed for the management group. Current trainers are Shelly Hill, Angel Stigler, Cathy Pearson, Susie Baker, Lisa Frush and Michelle Byers.

Performance evaluation training update
An email was sent December 2nd to all Merit staff to inform them of resources available to prepare the performance evaluation process. A follow up email was sent December 17th reminding supervisors to complete evaluations and providing discussion guides and resources available for supervisors and those being evaluated. Lisa said that a few comments had been received after the email was sent.

There was discussion regarding concern about mass appraisals and that they are not individualized, making it easy for employees to compare against each other. Additional questions regarding DOR appraisals were brought up. Carol Petersen will follow up with this issue.

Supervisory training will take place in February and March. This training is regularly held each spring semester.

This topic can be dropped from future agenda items.
**Contracted Services (Office Concepts) update**
Susie reported that she followed up with Carol Christopher of Facilities Planning to discuss Office Concepts contracted installation services. It was agreed that separating office furniture and equipment from installation pricing would be difficult to determine. However, Michelle will request a detailed report of Office Concepts expenditures from Kelly Flege in the Office of Business Operations so that usage and pricing can be reviewed.

**Union leave timecard code questions update**
Lisa Frush has been in contact with Linda Gruetzmacher in Business Operations. Linda said that the Union leave unpaid code has been made inactive. The excused duty code should be used to record Union leave. Payroll hopes to work on creating a paid union leave timecard code later this year.

This topic can be dropped from future agenda items.

**Tiny trash discussion**
Mike described the tiny trash program that is currently being piloted in Physical Plant, Facilities Planning and Business Operations. A small trash container is clipped to each trash basket. The small container is used only for items for trash (used tissues, food scraps, etc.) The trash basket is used for all recyclable items (paper, plastic, etc.). The purpose of using tiny trash containers is to increase recycling efforts. Mike shared that there could potentially be large savings as the Transfer Station charges $42 per ton while the Recycle Station charges $12 per ton.

Susie requested that additional information be provided that describes recyclable items. Mike will follow up.

**Other**
Michelle will follow up with Helen Haire to confirm whether all officers on a shift would be required to wear the same uniform when an exception, such as a heat advisory exception, has been communicated by management.

Mike shared about a dynamic stretching program which is being implemented in the Physical Plant. It consists of employees stretching at the beginning of their shift. There have been proven benefits to using the stretching program, particularly for employees whose duties include lifting.

**Adjournment**
Susie moved to adjourn the meeting, seconded by Angel. The meeting adjourned at 4:00 p.m.

Respectfully Submitted,
Sandy Law
Human Resource Services