

Summary of Meeting Minutes

Collaborative Labor Management Committee (CLMC)

6/3/2010, 9:30 a.m. – 10:50 a.m.

Present: Sue Brammer, Susan Briggs, Bob Campbell (substituting for Kathy Hupp), Ilene Cohen (co-chair), Bill Dwyer (co-chair), Brenda Hawk, Margo Heberling, Anne Kish (secretary)

The meeting was called to order at 9:30 a.m.

The minutes of the 4/29/2010 meeting were approved.

Agenda Item #1: “Quality of Work Life Study”

The 1996 Missoula campus study was received yesterday. Copies were distributed to all committee members and all members will read the study prior to the next meeting. This study was a driving factor in the creation of MAP. MAP is the Montana University System Achievement Program.

Agenda Item #2: Training Needs

This committee has made a request to Human Resources to bring in a specific trainer to educate the campus about the existing staff compensation plan.

The committee reviewed the current employee handbook. Each committee member will review the handbook further and will come to the next meeting with ideas about what information should be added to the handbook to make it an even more useful resource. The handbook is updated annually and the committee will work to get updates and additions submitted in a timely fashion.

The committee plans to develop an informational packet to pass out to all employees before the start of the fall term. The committee will continue to determine what types of information will be appropriate for this packet, but did decide to include buttons that encourage people to ask for help. In order to help employees to know where to refer questions, that packets will also contain colorful charts that specify the major responsibilities of the various employees.

The meeting was adjourned at 10:50 a.m.

Next Meeting

June 24, 2010 in the STC Board Room at 9:30 a.m.