

## **Summary of Meeting Minutes**

Collaborative Labor Management Committee (CLMC)

7/29/2010, 9:40 a.m. – 11:00 a.m.

Present: Sue Brammer, Susan Briggs, Kathy Crego (MPEA representative), Bill Dwyer (co-chair), Brenda Hawk, Nicole Hazelbaker (substituting for Ilene Cohen, co-chair), Margo Heberling (regular member and substitute for Anne Kish, secretary), Cheri McCarthy

The meeting was called to order at 9:40 a.m.

The minutes of the 6/24/2010 meeting were approved.

### **Agenda Item #1: Information Card review, discussion**

Information cards have been reviewed and will be printed on card stock. They will be distributed at the staff meeting that is scheduled for August 12.

### **Agenda Item #2: Quality of Work Life Report Discussion**

The committee reviewed the “Quality of Work Life study” that was conducted on the Missoula campus. Implementing the suggestions that resulted from this report are beyond the scope of influence of this committee. The committee decided to focus on tasks that are feasible for this committee to complete.

The committee will generate a campus-wide newsletter including elements such as motivational statements, tips for communication, supervisory tips, employee recognition, welcome/intro of new employees, links to minutes of campus meetings, union information, CLMC committee information, schedule of campus meetings, construction updates, and department highlights. The first newsletter will be distributed at the August 12 staff meeting.

### **Agenda Item #3: New items?**

“Ask Me” buttons will be purchased and distributed at the August 12 staff meeting.

A campus-wide email will be sent to encourage all departments to purchase name tags for all employees. The email will include specific instructions for how to order the name tags.

**The meeting was adjourned at 11:00 a.m.**

### **Next Meeting**

September 8, 2010 in the STC Board Room at 9:30 a.m.