

FACILITIES MEET & CONFER
August 18, 2009, 10:00 a.m., WC 221

Minutes

PRESENT: Bob Arndt, Mike Cofield, Paul Corcoran, Karen Foreman, Jerry Harty, Donna Hensel, Sean McGoldrick, Jason McCue, Pat Pearce

1. **Boiler Room Work-out-of-Class Position** – This position was not filled this year as there were no qualified applicants. Work will continue on this over the winter; need to get minimum qualifications established and proper classification determined so we can fill this position next year.
2. **PME Position to Refrigeration Mechanic** – After Dick Kunst's retirement, a PME position was open. A few years back when another PME position was available, we received a very small pool of applicants to select from due to the requirement of needing a boiler plant operator license. Since refrigeration mechanics are being licensed at vocational schools, the goal was to get HVAC techs to apply giving us a larger pool of applicants. This license would not be able to back up a vacancy at the Utility Plant, but in the past several years we may have only done this once or twice. Now that Mike Orcutt is working intermittently at the plant, we would be able to use Mike for back up.

Karen stated that the Union appreciates the opportunity for retired employees to fill in when a regular employee may be on an extended leave. This would be a great opportunity to look at with other retired crafts/repairmen as well.

3. **Upcoming Fall Shift** – Jason reported that all third-shift GMW's will be going back to the 10:30 p.m. – 7:00 a.m. shift, five 8-hour days starting August 23, 2009.
4. **Snow Removal Training** – Paul distributed a draft Snow Removal Plan. Any feedback would be appreciated. Tom Nelson had training yesterday. If anyone needs additional training, contact Paul.

Jerry Harty stated that the snow equipment should be operated by AFSCME personnel. Sean stated that we would prefer to have AFSCME personnel run the equipment as there are limited MMA supervisors on at night, but will sort it out with Human Resources to make sure we are following the contract. **UPDATE: 8/20/09 – Jerry Harty called Sean and informed him that there is no contract language precluding MMA personnel from operating heavy equipment. 2nd UPDATE – Sean's 8/20/09 e-mail attached.**

Vacation On-Call Responsibilities – Paul stated that the on-call has started again for the new school year. A question that came up, if you ask for vacation does that eliminate the on-call. Paul stated that currently we allow a lot of flexibility to switch on-call shifts or give shifts away. Likewise, if a person requests vacation, even on short notice, they usually get it. In order to keep the current flexibility we need the help of the staff to take care of their on-call replacement when they make a vacation request.

5. Other

Safety Director Vacancy – With Rob McGinn leaving, how will safety issues be addressed during the time lapse (could be about 6 weeks) before we hire a replacement? For any safety issues that come up, call Paul, Jason or contact the Facilities Management Office. Depending on the issue—asbestos, mercury, labs, ergonomics, fire drills—we may be able to wait, we can contact Rob, we can contact Don Beckering (MnSCU), or other staff may fill in. Paul Wetzel will be the AFSCME rep on the interview panel for the position. Karen Foreman was thankful that the position is being filled quickly as it plays a key role for the University.

Pat Pearce wondered if there would be a big snowstorm on a weekend is there any way to bring additional staff into help clear the doorway areas so the GMW's wouldn't get behind in their work. The problem for Tom is to get staff here. That is the reason there is a volunteer call list for weekends. Karen added that there could be some staff who may want to come in to help clear entryways who don't/can't run heavy equipment, but could use the overtime.

Bob Arndt asked where MSU's property line is on Stadium Road. Even though the property line is only about half way down the hill, MSU does snow plow the sidewalks down to the apartments since most of the residents are MSU students. We do not snow plow Val Imm.

Meeting concluded at 10:35 a.m.