

SLMC Meeting - Minutes
Human Resources Conference Room
February 22, 2018 - 9:00 a.m. – 10:30 a.m.

Attendees:

	Carol Mahan		Kimberly Vallee
x	Dan Bienkowski		Mandy Corbin
x	Debbie Shepherd		Maria Peluso
x	John Laughlin	x	Stacie Post-Sheffer
	Karen Catalano	x	Steve Herrington
x	Chelsea Siegel		

Guests:

Item/Owner	Time (Mins)	Abbreviated Minutes	Next Steps
Greetings – All	5	Once around the table.	N/A
Bookcases in the Staff Lounge (can they be removed to allow for a better view?) Stacie Post Sheffer	5	To clarify, the suggestion is that maybe they could just moved away from the windows to a wall.... ESS agreed to do a work order for this work.	
Use of SCOE Email JL	3	John clarified the Personnel Alert email regarding use of scoe.org email.	
Bathroom Maintenance	5	Debbie said that concerns were brought to her about general maintenance of the main Ladie’s bathroom. SCOE encourages all employees to approach the maintenance department with any work order/request for work in this area.	

		Steve brought up that we have a need for additional custodial service (FTE). It was discussed that we are deciding whether that will happen.	
AESOP Absence Reporting Deadline Stacie Post Sheffer	5	Stacie shared concerns from ESS that the reporting deadline is a 24 hour window. Dan mentioned that AESOP works really well on the phone. John will follow up to extend the window.	HR to extend the window of reporting to the end of the “following day”.
Oversized Parking	5	Steve said that a question came up as to whether we can do “oversized parking” spots. He said that we could not do oversized parking spots because we are obligated to have a certain number of spots (compact, etc.)	
Fire Relief Computer Update		Dan reported we still have a fair number of ChromeBooks and some computers to distribute to fire survivors.	

<i>Next Meeting: March 29th</i>	<i>Future Items for Discussion</i>
	SCOE Family Day presents a time conflict for April’s SLMC meeting. A new date will be decided upon once members are polled.

** All meetings will be held at 9:00 – 10:30 a.m. in the Human Resources Conference Room unless otherwise noted.*