

SLMC Meeting - Minutes
Human Resources Conference Room
November 19, 2015, 9:00 - 10:30 a.m.

Attendees:

	Mary Downey	X	Mandy Hoffman
X	Yolanda Galvez		Carol Mahan
X	Michael Juric	X	Karen McGahey
X	Steve Herrington	X	Debbie Sheppard

Guests:

Item/Owner	Time	Abbreviated Minutes	Next Steps	Date Completed
Welcome & Introductions – MJ	5 min	Once around the table	N/A	
Improving notification to Union when new employees are hired - MP	2 min	SEIU would like to improve notification of new employees when hired to union.	MJ will follow up and be sure a courtesy notice to SEIU President(Yolanda) when it goes to Jamie.	√ 11/25/15
Why were TAs pulled from online directory - YG	5 min	The directory is a phone directory and is linked to the teacher name. If they can't be found on the employee list, they can be found via email. Yolanda will let folks know how to find colleagues.	Yolanda to let her represented folks know.	√
Job Postings – reopenings, updates, etc. - YG	5 min	Actual hard copy postings when extended are not being updated.	MJ will check to make sure the system is consistent.	√
RESIG/SISC update. All is well? - MJ	5 min	Just checking that all is settling down.	No concerns noted.	√ 11/19/15
Maintainence of Building - DS	5 min	Ladies restrooms are running out of towels, etc. Carpets are to be vacuumed weekly. FYI – Carpets to be shampooed in the main hallway	MJ will check with John S on schedules	√ Bathrooms checked twice daily

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		areas during the holiday break. Business and Alt Ed. Lots of concerns regarding lack of heat in the building. Looking for solutions.	and get an update out either to members or The Porfolio as appropriate.	
Holiday Celebration - DS	5 min	Concern regarding scaling down of full on Holdiay Celebration. A social reception is scheduled. Trying to contain costs and we're not charging people anymore. Management is supportive of individual departments having their own events.	To each department for their direction. MJ to check on Portfolio announceme nt.	√
Proposing a Workout Room - DS	5 min	Interest in having an area for employees.	MJ will contact the local Airport Club and our insurance carrier on a discount / waiving of fees to join.	√
Wellness Program - DS	5 min	Looking to make this more active. Can we use RESIG funds	MJ to work with Health and Safety to expand to include Wellness. When we work with the architect to add bike racks and later check	√

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			additional shading for the outside area.	
Supervisor speaking to staff member who took a nap in his car - YG	5 Min	Employee shared a concern to SEIU regarding the manner in which they were spoken to.	MJ will meet with the supervisor.	√

Future Meetings*	Future Items for Discussion
December 17, 2015	Please note: This meeting will be one hour in length due to another meeting at 10:00. Thank you.
January 28, 2016	
February 25, 2016	
March 31, 2016	
April 28, 2016	
May 26, 2016	
June 30, 2016	

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