

Collaborative Labor Management Committee (CLMC) Charter

Mission:

Resolve campus community concerns through open communication, collaboration, and consensus.

Goals and Objectives:

1. Analyze and assess needs within campus work environment to identify and resolve issues while honoring diverse perspectives.
2. Encourage employee ownership in decision making processes.

Committee Membership:

The committee membership will consist of five labor members and four management members. This number will include co-chairs. The committee will maintain a list of trained alternates with full authority to represent an absent member. It is the responsibility of the absent members to inform the co-chairs of their absences and to find and brief their substitutes.

New Membership:

New members shall be provided with adequate interest-based training as needed.

Guest Participation Guidelines:

Guests will be invited by consensus of the committee. Subject experts may be invited to address the committee. These requests must be made no less than three days prior to the meeting. Participation of the subject experts will be limited to their topics only. An alternate not representing a member may attend any meeting as an observer.

Co-Chairs:

One co-chair will represent management and one co-chair will represent labor. Co-chairs will serve two-year terms. Initially, upon formation of the committee, one co-chair will serve a 2-year term and the other co-chair will serve a one-year term. The term year will begin on Dec. 4, the date of the first meeting.

The co-chairs will take turns facilitating the meetings. Each co-chair will facilitate every other meeting. Co-chairs will be responsible for collecting and distributing agenda items and for distributing the minutes within ten days of a meeting.

Information Sharing:

Members must adhere to strict confidentiality. When sharing information with any non-committee member, members must speak on behalf of the committee rather than discussing the opinions or decisions of individual committee members.

Decision Making:

Decisions will be made by consensus, defined as a unanimous “thumbs up.” Ample discussion will take place prior to any request for consensus. Discussion will continue until consensus is reached on the item or until consensus is reached to table the item. When the co-chairs determine that a consensus is not possible, the committee will discuss and determine alternate avenues of reaching resolution.

Sphere of Influence:

Prior to committee meetings, the co-chairs will review submitted agenda items and will select the items that can be resolved by the authority of the committee. Dependent upon the item, the committee will hold either full authority or authority to make recommendations to the person or entity that does hold full authority on the item.

Quorum:

In order for a meeting to proceed, there must be at least three labor members and two management members. Two co-chairs or their identified replacements will attend every meeting.

Behavior Norms:

Attendance is required. Committee members who miss two consecutive meetings may have their membership re-evaluated by the co-chairs, and may be replaced. Members will arrive on time and will remain in attendance until the meeting concludes. All cell phones will be put in vibrate mode.

Meeting Guidelines:

- Enter into the discussion enthusiastically.
- Give freely of your experience, but don't dominate the discussion.
- Confine your discussion to the issue at hand.
- Say what you think.
- Only one person should talk at a time. Avoid private conversations while someone else is speaking.
- Alertly listen to the discussion.
- Be patient with other members
- Appreciate the other person's point of view
- No caucusing is allowed.

Release Time:

There will be release time for committee members.

Communications:

A summary of the actions of the committee will be recorded as minutes and available to campus upon approval of the committee. Minutes will be recorded on a rotating basis by committee members, excluding co-chairs.

Meeting Frequency:

The committee will meet the third Thursday of every block from 9:30 a.m. – 11 a.m. in the STC Board Room. If there are no agenda items or if a quorum is not achieved, meetings will be cancelled.