



MPEA/MUS Labor Management Committee

CHARTER

MISSION

Facilitate open and effective system-wide communication between labor and management in order to promote a collaborative decision-making environment.

GOALS AND OBJECTIVES

- Foster consistency across campuses while recognizing the need for flexibility
- Provide the framework to educate and inform constituents
- Discuss, analyze, and assess system-wide needs and issues

MEMBERSHIP

The committee will be comprised of 16 members, eight representing management and eight representing MPEA. Members will include:

- One human resources representative from each represented campus
- One MPEA bargaining unit member from each campus
- One MPEA staff
- One OCHE staff

There will be no substitute or alternate members.

Content or subject matter experts may be invited by the committee to attend meetings. Their participation shall be limited to their scheduled topic, and they will not participate in the decision-making process.

QUORUM

A quorum is required for each meeting. A quorum will consist of at least four representatives of labor and four representatives of management.

CO-CHAIRS

The OCHE and MPEA staff representatives shall be Co-Chairs. The Co-Chairs will be responsible to:

- Jointly establish and distribute agendas at least seven days prior to meetings. Any member may provide agenda item suggestions to the Co-Chairs.
- Jointly determine and identify the Sphere of Influence (SOI) for each agenda item. Agenda items shall focus on a SOI of “full authority” or “recommend,” whenever possible.
- Prepare and distribute a post-meeting summary of issues discussed and decisions made.
- Facilitate meetings or appoint a facilitator.
- Make assignments.
- May coach, lead participation (e.g., call on members to elicit comments, concerns, interests); may explore, ensure quality or soundness of consensus on a given issue.

MEETING STRUCTURE

- Meetings will be held at least quarterly.
- Meeting dates will be pre-established for a one-year period; dates are subject to change.
- Meeting time will typically be from 10:00 a.m. to 3:00 p.m.
- Meeting locations will rotate between Butte and Helena.
- Paid release time will be granted to committee members, up to a maximum of eight hours per meeting.

DECISION-MAKING PROCESS

- Decisions will be made by consensus, using the interest-based model.
- There will be no proxy votes.
- If consensus cannot be reached on a particular issue, the committee may decide to place the issue in the “Parking Lot” to be reconsidered at a subsequent meeting.

BEHAVIOR NORMS

- Start and end meetings on time
- Place phones and Blackberries on “quiet”
- If it is necessary to take a telephone call, leave the room to do so
- Come to meetings prepared
- Stick to the agenda
- Caucuses, while not envisioned as necessary or encouraged, are not prohibited
- Communicate respectfully; listen to others
- No note-passing or texting
- Discussions will be open and candid; confidentiality will be maintained
- Participate – all members will be engaged in the process and will actively participate

INFORMATION SHARING

- When sharing information with non-committee members, members shall speak on behalf of the committee rather than discussing the opinions or decisions of individual committee members.
- Detailed meeting notes will be recorded for use by committee members.
- The Co-Chairs shall complete and email to other committee members a summary of the meeting within three weeks of the meeting;
- The approved summary will be posted to the MPEA, OCHE and campus HR web sites.