**Local 1949/Bemidji State University**  
**Labor/Management**  
**Meeting Minutes – April 28, 2016**  

**Present:**  Sandy Beck, Chad Blake, Maria Eastman, Mark Geiger, Bob Griggs, Richard Hanson, Mark Johnson, Hyram Price, Mike Schmitt, Karen Snorek, Randy Westhoff, Megan Zothman

**Absent:**  Angie Downey, Martin Tadlock

1) **Minutes of Previous Meeting:**  The minutes of the March 31, 2016 meeting were approved without changes.

2) **Human Resources: Vacancy Report**

<table>
<thead>
<tr>
<th>VACANCY</th>
<th>Department</th>
<th>Result</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office and Administrative Specialist Intermediate PCN 00139020</td>
<td>BSU Foundation</td>
<td>In Process</td>
<td>4/27/16</td>
<td>Vacancy: Kelly Martinka</td>
</tr>
<tr>
<td>Athletic Equipment Manager PCN 00139530</td>
<td>Rec Center</td>
<td>With SAC</td>
<td>3/31/16</td>
<td>Vacancy: Mel Nygaard</td>
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<tr>
<td>General Repair Worker PCN 01065599</td>
<td>Buildings and Grounds</td>
<td>With SAC</td>
<td>4/26/16</td>
<td>Vacancy: Mitch Bannor</td>
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<tr>
<td>Office and Administrative Specialist Senior PCN 00138760</td>
<td>College of Arts and Sciences</td>
<td>Filled by bid</td>
<td>Start date TBD</td>
<td>Marlene Lindstrom</td>
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<tr>
<td>Customer Service Specialist Intermediate PCN 00138680</td>
<td>Financial Aid</td>
<td>Posted for bids</td>
<td>4/25/16</td>
<td>Vacancy: Lori Petersen</td>
</tr>
</tbody>
</table>

**EMERGENCY/TEMPORARY**

- **General Maintenance Worker PCN 00139250**  
  Rec Center  
  Temporary  
  4/20/16  
  Assignment end 6/30/16 (James Davis)

- **College Lab Assistant 1 PCN 00632760**  
  NTC  
  Temporary  
  8/19/15  
  Assignment end 6/30/16 (Faye Riegert)

- **Athletic Equipment Manager PCN 01095130**  
  Athletics  
  Temporary 1.0 FTE  
  4/15/16  
  Assignment end 4/15/16 (George Taylor)

- **Customer Service Specialist Intermediate PCN 01110650**  
  Records and Registration  
  Temporary 0.75 FTE  
  1/27/16  
  Assignment end 6/1/16 (Mary Jo Wambach)

- **Campus Security Officer PCN 00138970**  
  Public Safety  
  Temporary  
  5/7/16  
  Assignment end 11/1/16 (Ryan Luce)

**REALLOCATIONS**

- **Petersen, Lori PCN 01101999**  
  Admissions  
  OAS Intermediate (from CSS Intermediate)  
  Appealed and restored to CSS Intermediate
Maria Eastman said there were two vacancies announced by fac/staff e-mail, however, neither of them are posted on the BSU HR website. Mike Schmitt added that postings should be placed on the union bulletin boards as well. Megan Zothman will follow-up.

3) **NTC:** VP Griggs gave an update that things looks very positive for NTC’s re-accreditation. The committee will meet on May 16 & 17 and their recommendation will be brought forward for vote.

**NTC Library:** Mike Schmitt inquired if the vacancy in the Library at NTC will be filled. VP Griggs said he plans to fill it on permanent basis. Currently Faye and Ann are covering the schedule and tutors are assisting with testing and proctoring. The latest idea being considered is having the .4 foundation position assist with testing and proctoring. They are also looking at offering more tests through the Pearson Testing Center. The center brings in revenue that could be used to fund extended hours.

4) **Local 1949:**

- **Seasonal Schedules:** AFSCME would like to know how seasonal schedules are determined. Megan will look into this for an answer.

- **BESI Offers:** AFSCME shared with administration that BESI offers often hurt departments as the person who retires is not replaced. VP Snorek said no BESI offers are being considered at this time.

- **Update on Search Committees:** Mike Schmitt asked if there was AFSCME representation on the search advisory committees for Athletic Equipment Manager and General Repair Worker. Megan Zothman will e-mail Mike with the membership of each committee. She will also follow-up with HR about sending notices of search processes to AFSCME leadership when searches are to take place.

- **Contracting Out Maintenance of Fire Extinguishers:** AFSCME would like to be notified regarding reasons and cost savings when contracting out of work takes place. VP Snorek said the main reason for contracting out the extinguishers was for liability reasons – placing the liability on the company rather than BSU. There is still plenty of work for the employee who was servicing the extinguishers. Mike Schmitt said that at one time two positions serviced the fire extinguishers. How does contracting out fit in with budget cuts?

- **Plumbing Fixtures:** Chad Blake reminded administration of the sinks and plumbing fixtures from 2 years ago that need to be installed in Oak Hall. He said the only time opportunity to complete the install is the month of May. After that, the dorm is heavily scheduled for the remainder of the summer. Karen will work with Jeff on the timing of the installation.

AFSCME was interested in more information regarding budgets and the different funding sources and how those sources fund the different areas on campus. Karen will bring this budget information to the next meeting.

The Deputy Hall Mass Communication Renovation is funded by general funds and a donation from the BSU Foundation.

Capital bonding money is received from the legislature for special construction projects. BSU employees cannot be paid from these funds.

Respectfully submitted,

Karen Snorek
VP for Finance & Administration