Local 1949/Bemidji State University
Labor/Management
Meeting Minutes – July 21, 2016

Present: Chad Blake, Angie Downey, Maria Eastman, Faith Hensrud, Mark Johnson, Tom Skime, Karen Snorek and Randy Westhoff. Debra Peterson (guest).

Absent: Michael Anderson, Sandy Beck, Mark Geiger, Bob Griggs, Hyram Price, Mike Schmitt, Megan Zothman

1) Minutes of Previous Meeting: The minutes of the May 31, 2016 meeting were approved. No changes.

2) Human Resources: Vacancy Report

3) NTC:
   - Bob Griggs will be departing NTC/BSU mid-August to begin his new position as president at Southeast Tech in Sioux Falls. A search for an interim will be conducted. AFSCME reminded that they would like to have representation on search committees.

   - NTC Diversity and Inclusion Work Plan: A draft of this plan can be found at the BSU/Office of Equal Opportunity & Affirmative Action website at: http://www.bemidjistate.edu/offices/affirmative-action/diversity-and-inclusion/ Leadership is requesting feedback from all bargaining units regarding this draft plan. AFSCME – please review and bring comments or suggested changes to the next meeting.

4) Local 1949:

   - Access to Computers: This is a follow-up item from the May meeting. Some GMW staff members are still without computer/internet access. It is important that everyone have access to campus e-mail, timecard reporting and training. Karen will follow-up with IT on this matter.

   - Update on Disabling of E-Mail: This summer when seasonal employees went on lay-off, their e-mail accounts were disabled. AFSCME would like for seasonal employees to retain active e-mail accounts while they are on leave so they can receive campus e-mail notifications and view their payroll information. Karen will check with IT to see if this is a BSU policy or an M-State policy to know whether or not we can make policy changes to provide this access.

   - Students in Charge at Public Safety: AFSCME brought up concerns regarding student employees at Public Safety working without supervision during certain hours of the day. VP Snorek said that Director Casey McCarthy is always on call 24/7 for the students should an emergency arise. They also have the option of calling 911. Casey is working out an 11.5 hour rotating shift for regular staff in that department. This shift is very similar to that of law enforcement and it will help to cover hours that are currently unsupervised. Tom Skime asked what the policy for student employee supervision was. Maria said she had been told the policy is that no student employees should work unsupervised at anytime. The policy should be consistent for all departments. Chad mentioned that in the past, Public Safety has always staffed the office with regular staff member(s) for 24/7 coverage.

   - Vendor Selection: AFSCME brought up that there are inconsistencies in vendor selection and what they are being told regarding vendor selection. VP Snorek asked for examples that she can follow-up on. Paint vendors are one example. The painters were told Sherwin Williams is the exclusive vendor because they are under state contract. They question this as they do not find Sherwin Williams listed as a state contract vendor and the supervisor has a personal relationship with them. AFSCME feels that with paint quality and prices being nearly the same between vendors, the purchases should be spread more fairly between vendors. (Update: Sherwin Williams is not on the MMB state contract list, however, they are a contracted vendor under E & I Cooperative Services. E & I contracts are negotiated, system-wide contracts that we may purchase from.)
5) Administration:

- Proposed schedule of 2016-2017 AFSCME Labor/Management Meetings: The meeting schedule is approved. Administration asked if AFSCME would review and discuss the holiday schedule with their members and let them know if they have any requests for changes. The President’s holiday can be exchanged for another day. The Christmas holiday is Monday the 26th.

- BSU Diversity and Inclusion Work Plan: A draft of this plan can be found at the BSU/Office of Equal Opportunity & Affirmative Action website at: http://www.bemidjistate.edu/offices/affirmative-action/diversity-and-inclusion/ Leadership is requesting feedback from all bargaining units regarding this draft plan. AFSCME – please review and bring comments or suggested changes to the next meeting.

- Respectful Work Place Procedure: Deb Peterson provided copies (from HR in Megan’s absence) of Procedure Discussion Document, 4/11/2016, Proposed New Procedure IC.0.2 Respectful Work Place. This draft was developed by the System Office HR and is being shared through the meet and confer process. AFSCME is asked to review the procedure and bring feedback to the next meeting. Until the new procedure is finalized, MMB’s statewide policy shall be in effect.

President Hensrud expressed her appreciation of being part of the meet & confer process and she looks forward to working the AFSCME.

She also shared that dates are being considered for an inauguration event for new president installation. The event will be a celebration of the institution and students. Possible dates being considered are in October to coincide with Homecoming. **Update: The inauguration will be held October 14th at 1:00 p.m.**

Respectfully submitted,

Karen Snorek

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