Local 1949/Bemidji State University  
Labor/Management  
Meeting Minutes – April 27, 2017

Present:  Michael Anderson, Chad Blake, Bev Dahlgren, Angie Downey, Mark Geiger, Faith Hensrud, 
Mark Johnson, Debra Peterson, Mike Schmitt, Karen Snorek, Megan Zothman.

Absent: Jan Doebbert, Maria Eastman, Tom Skime.

1) Minutes of Previous Meeting: The minutes of the March 30, 2017 meeting were approved. Jean 
will accommodate the request to complete and send the meeting minutes by the Monday prior to 
when Labor/Management meets.

2) Human Resources: Vacancy Report: Mike asked if the vacancy report could include names of who 
filled what vacancy. Megan will ask Cheryl to update the report and resend it.

3) NTC:  
   - NTC VPAA Search: President Hensrud said that the search process is in the final 
stages and a decision will be announced soon.

4) Local 1949:  
   - Summer Schedule Updates: Megan met with supervisors last week to discuss options 
for summer schedules. The supervisors are to meet with their employees to discuss and 
work out a schedule that is workable for their areas. All schedules need to be approved 
by the supervisor. May 17th is the anticipated start date for the start of summer hours. 
The 14 day notice of schedule change is normally followed, but employees can agree to 
a less than 14 day notice if they wish. The actual hours of work need to be reflected on 
the timesheet. Marilyn in Payroll is a good resource if there are questions on how to 
complete timecards.

   - Job Postings: This is a return topic of past discussions regarding posting vacancies 
internally prior to externally in order to give current employees an opportunity for 
advancement. Megan has had discussions with Mike and Maria on this topic and she is 
planning to bring it to the next Executive Leadership Team (ELT) meeting. There was 
进一步 discussion on what could be done to prepare internal candidates when applying 
for positions. Other institutions have used Customized Training to provide training, 
assistance with application materials and interview coaching. Career Services and the 
upcoming Frontline Conference may have training opportunities as well. Megan 
recommends that supervisors/employees discuss employee goals and ways to help attain 
them.

   - Anti-bullying Policy Updates Campus/System-Wide: The Minnesota State system 
office is working to develop a system-wide policy but it has been a slow process. Until 
the system-wide plan is in place, we are following MMB’s “Respectful Workplace” 
policy which is for all state employees. To locate the policy on the BSU website, type in 
“Respectful Workplace Policy” in the search box. Reporting can be done through the 
supervisor or Human Resources, whichever the employee is comfortable with.

5) Administration:  
   - Strategic Planning: Two Town Hall Meetings were held on April 6th. Both sessions 
were well attended. There was also an on-line meeting (with the questions) available for 
people who were not able to attend in-person. The Strategic Planning Committee will 
meet tomorrow (4/28) and again mid-May. They are working on an analysis of peer 
institutions to be completed by the end of June.
• **Charting the Future:** The Charting the Future Activity Report is being compiled and will be sent to the system office tomorrow (4/28 due date).

• **Campus Compact Civic Action Plan:** Bemidji State has committed to the Campus Compact Association. The commitment calls for creating a civic action plan of community and campus engagement. The first phase consists of an inventory assessment to help guide the process. Next it will be handed off to the Strategic Planning Committee.

**Stationary Engineer/Plant Maintenance Engineer Voluntary Transfer:** The contract does not address this particular situation. The most senior person was offered the position. AFSCME to respond to whether or not there is there a desire to change our internal process (currently seniority based). AFSCME indicated that these positions need to be posted. Megan will follow-up with process to ensure all steps are included for PME/Stationary Engineer vacancies.

President Hensrud thanked everyone for all that is getting done this busy time of year. It is appreciated.

Respectfully submitted,

Karen Snorek
VP for Finance & Administration