Local 1949/Bemidji State University Labor/Management

Meeting Minutes – August 31, 2017

Present: Bev Dahlgren, Faith Hensrud, Tom Skime, Mark Johnson, Maria Eastman, Deb Peterson, Randy Westhoff, Karen Snorek, Daren Strosahl, Hyram Price, Michelle Frenzel

Absent: Megan Zothman, Tony Peffer, Mark Geiger, Angie Downey

1) Minutes of Previous Meeting:

The minutes of the June 29, 2017 meeting were approved.

2) Human Resources:

- **Vacancy Report/Temporary Employment Listing:** Upcoming: GMW position go to ELT for approval (Res Life area); OAS-I (CAS) working with Academic Affairs to structure position. In Search: OAS-I Distance MN; CSS (Career Services), GMW Intermittent. In Committee: Stationary Engineer. Closed: OASI – Intermittent, DM, canceled due to lack of candidate. OAS-I Distance Cancelled due to budget hold. Accounting Technician, technically search was cancelled, employee is currently doing work out of class; Unsure what is happening with the Hubs; so the Accounting Technician is cancelled. OAS-Sr (Foundation) was filled. OAS-I (Prof Ed) was filled.

- **WEAR Report email list updated?** Rosanne has sent an email to Megan regarding the updating of who should receive the report.

- **Overtime Report:** No overtime report available at this time for what has been worked. Karen will confirm on whether any overtime has been worked.

3) **NTC:** Darren Strosahl reported. Classes have started. Welcome Day was extremely well done, was outstanding. Well attended and well received. First week of school got off to a great start. Enrollment to start was up just slightly, drop/add period has come and gone, basically flat now. Dental Assisting is full. HVAC/Plumbing has added an additional lab, as it has had more students than anticipated.

4) **Local 1949:**

- **Position Descriptions, vacancies, workload expectations/added responsibilities:** People are often curious as to what position description they are working under. What is the process when it is adjusted – initiated by supervisor, initiated by employer, when it is considered final? Karen’s rule of thumb, what you are doing should be accurately reflected in your position description. Normally on the performance evaluation, there are checkboxes for updating of position descriptions. Should be working with supervisor to change the position description; should always be reviewed. Depends on how much of your position has really changed, before an audit is being done on the position description. An employee can ask their supervisor to see what position description is currently being used for them. Added responsibilities, some people are feeling rather overwhelmed with duties. Concern, with what takes priority when items don’t get done because something new has to be done. Work with supervisor on this. I.E. University Heights. Time studies can be done/looked at, i.e. for Custodial Work.
• **Evaluations:** Megan will be working with each ELT member and all their supervisors in their category. Working on how to do the quarterly reviews with the employees. If you haven’t had a performance review done this year, let your ELT member know. Employees should be meeting with their supervisor quarterly to review goals and what has been worked on, completed, etc. Quarterly meetings with your supervisor should be relatively short. Each goal should have measurements and a timeline. HR is not sending out Position Descriptions with the evaluation. Is there a flow chart on how auditing works with position descriptions? Certain positions could have a flow chart for goals. If quarterly goals are made and aren’t met, are there retributions happening? If job is not being done, performance is not there, no showing up to work; then that could lead to discipline.

• **Facilities Director position search:** Search Committee. AFSCME was disappointed that there was not an AFSCME member on the committee. There has been more than a year of conversations of having AFSCME members representation on search committees. Each candidate was supposed to have had time for AFSCME members to meet; what happened is that AFSCME members started inviting people to attend the meeting; so, an Open Forum was held. When list was originally put together, there was an AFSCME person on there, and somehow this person was removed.

• **Aramark grievance update:** No agreement has been met yet. Discussion on how to move forward on how to change hours of employees is being held. Contract violation from last fiscal year. Arbitration date is in October. Aramark is now willing to have a meet and confer with their AFSCME people similar to our AFSCME met and confer.

• **Campus background checks for campus contracted vendors like Aramark that interact with and supervise students:** Maria was made recently aware that one of the people on management was convicted sex offender and was on trial for a second offense. This employee was dismissed. State contract requires them to do background checks on employees. This will be checked in to. If something with Aramark; send to Jesse Grant and CC Deb Peterson; if Follet, send to Karen Snorek, and CC Deb Peterson. If a BSU person, send to Deb Peterson.

• **President’s cabinet meetings, minutes.** At the President’s Cabinet, AFSCME wondered if their president would be invited to participate in Cabinet? None of the other bargaining units are represented on this, just the Faculty units. Everyone is welcome to attend the meeting.

5) **Administration:**

• **Strategic Planning Update:** President Hensrud updated us with Strategic Planning. Over summer, developed goals that we are intending to move forward with as part of Strategic Planning process. The SP committee is working to refine the goals, and then refining the strategies under each goal. At September M&C entire plan will be brought forward for review, and allow time for feedback, also thru open forums. Plan will be finalized by end of December 2017. This is a 5-year plan, very specific for the first 2 years. Tom Skime is the AFSCME rep.
• **NTC and BSU Diversity and Inclusion Plan implementation updates.** Deb Peterson gave an update. In year 2 of implementing the work plan. Document was emailed out to Meet & Confer members. Deb would also would like to see Departmental Diversity Plans.

• **NTC and BSU Campus Climate Survey updates:** Copies were sent out. On BSU Campus, 360 Plus students responded. What Deb would like from AFSCME is a response on what do we see as strengths that come out of the survey, suggestions, etc.

• **Respectful Workplace Procedure update:** 1C.0.2 (Minnesota State has a procedure now).

• **Performance Evaluation Tool/Procedure Update + Implementation:** Covered in earlier discussion in meeting. First group meeting September 7, 2017. By end of October, people should have met with their supervisors.

• **AFSCME Representative for the Information Technology Strategic Planning Committee:** Tom Skime will serve on the IT Strategic Planning Committee.

• **AFSCME Representative for the Business Manager Search Advisory Committee:** Tammy Rogers will serve on this committee.

8) **Informational:**

BSU students will be doing hockey production at the Sanford Center this season -- Great opportunities! Community Appreciation Day today from 4:30 to 6:30 p.m. President Hensrud would like to express her thank you to all who assisted with setups/tear downs, for start up week. Campus looks good!

Respectfully submitted,

Karen Snorek

VP Finance and Administration