Local 1949/Bemidji State University Labor/Management

Meeting Minutes – June 29, 2017

Present: Bev Dahlgren, Angie Downey, Mark Geiger, Faith Hensrud, Mike Schmitt, Megan Zothman, Angie Downey, Tom Skime, Mark Johnson, Maria Eastman, Deb Peterson, Randy Westhoff, Karen Snorek, Daren Strosahl.

Absent: Chad Blake, Michael Anderson, Megan Zothman, Tom Skime

1) Minutes of Previous Meeting:

The minutes of the June 8, 2017 meeting were approved. Noted is that the Overtime Report was not emailed out after the meeting.

2) Human Resources:

• Vacancy Report: Karen will forward to group. Permanent Hire out at Distance MN OAS, vacancy at Foundation, GMW vacancy (Justin Enfeld), OAS I at NTC, Library Technician PT (going to ELT held for budget purposes, GMW Academics held. OAS I BSU Foundation, Central Services position (interviews scheduled). Temp EH in housing (2), one in academics; Accounting Tech closes on July 4. Get from Karen.

• Overtime Report: will need to be emailed.

3) NTC: Darren Strosahl reported. No updates at this time.

4) Local 1949:

• Revisit about University Heights: Mark Geiger. University Heights is a private facility; it turns out that BSU staff has been doing quite a bit over there. Over Christmas had to clean rooms; and also this summer BSU staff have been spending time over there - well over 120 hours. Also taken over there were University products (cleaning, etc.). Mark has a detailed list of items that must be done over there yet if it is going to be ready for students in August. Cleaning, painting, patching of walls, locksmith, security, wireless access. It is becoming more and more of an issue. Needed is more clarification. Are we thinking of hiring to help with the workload? Karen has the contract. BSU shall operate the property in a similar fashion as its residential hall programs. The students that live there are charged back for damages/cleaning. Some of the communication from the owner and the staff is not pleasant. This almost needs its own cost center for supplies/products.

• Updates on Evaluations/Performance Evaluations: Maria Eastman shared that there are a few more questions. This is a lengthy document. We really want to make sure that the process of goal setting is determined; i.e. term “coaching”. This sends up red flags. For what purpose is goal setting?

Karen shared that she had a push back on the document as far as time to do the new evaluation form. Karen looks at the time that is spent on issues coming to HR, and could possibly be alleviated by supervisors meeting with their staff 4x per year, and goal setting/evaluation. Goals can be adjusted during the year. President Hensrud feels that as we go on, the process will get easier and get better. All levels are using the same tool for evaluations. The process will be evaluated as we go on.

Internal Opportunities. Give the opportunities out on all levels.

Maria Eastman – commented on evaluations for a supervisor that was recently sent out. Concern came recently that the person who is being evaluated sent out the link to staff to a select few people, not
their entire staff. Who should be sending out the link? Supervisor? HR? Noted is that Administrators have an additional step to their evaluations.

- **Job Posting Updates:** We were concerned about the Accounting Tech position, AFSCME did not know this was coming out, and this bypassed the internal bid process without AFSCME knowing about this. Went straight to a public posting. Within the contract, the union does need to be contacted for input. This had happened previously. It still needs to go through the appropriate processes.

Contract is not clear on bidding process, will be working with Megan on this.

- **Aramark – Updates:** Negotiations will be taking place July 10 and July 11. Team has changed, will be new people we have not worked with previously.

President Hensrud shared that she and the ELT are very much aware of all of the concerns with Aramark

5) **Administration:**

- **Strategic Planning Update:** Committee continues to work over the summer. Organized into subgroups. Student/service centered, identity and academic character. Goal statements are being established in each of these areas. Continued refinement will be happening through July 24. Next meetings July 24, August 14. Should have an update on August 15 for the campus community. Goal to have the strategic plan fully developed by Dec. 31. All unions will receive a draft of the plan the end of September.

- **Proposed 2017-2018 Labor/Management Schedule has been sent out.**

- **Parking Committee Recommendation for FY19-FY21:** Karen shared a document regarding parking. Looking at FY19, 20 and 21. In red are the new rates. The 7 day and 14 day rate, saw a jump due to the fact that some people figured out that it could be cheaper if they took a week of vacation off. When you sign up for a parking permit, you can use pretax dollars and it will come out in a number of checks. Deb shared that of concern to her, the NTC permits are only good at NTC; whereas the BSU permits are good at both BSU and NTC. Maria shared the question, issues with students that have disabilities that they can’t park in the lot behind decker in the handicapped spots without a permit. Could a temp pass be handed out to them – yes.


6) **Informational:**

Mike Schmitt shared that an issue at Res Life regarding getting called in overtime for resetting a breaker, security won’t do it, the RA’s won’t do it. A dinner used to be held with the RA’s, during which the RA’s would know what to do about certain things, i.e. electrical/plumbing issues. This is not done anymore. Mike will speak to Randy Ludeman about this. Would it be possible to have Hall Directors/RA’s training/informational get together?

Next meeting, the new Provost will be joining us.

All buildings are locked on July 3 with the exception of Deputy Hall (Admissions is still open).

Respectfully submitted,

Karen Snorek
VP for Finance and Administration