Local 1949/Bemidji State University
Labor/Management
Meeting Minutes – March 30, 2017

Present: Michael Anderson, Chad Blake, Bev Dahlgren, Angie Downey, Maria Eastman, Faith Hensrud, Mike Schmitt, Tom Skime, Karen Snorek.

Absent: Jan Doebbert, Mark Geiger, Mark Johnson, Debra Peterson, Randy Westhoff, Megan Zothman

1) Minutes of Previous Meeting: The minutes of the February 23, 2017 meeting were approved. No changes.

2) Human Resources: Vacancy Report

3) NTC:
   - President Hensrud announced that interviews and open forums with three finalists for Vice President of Academic Affairs will be held at NTC next week (April 3, 4 & 12).
   - Paula Langeau, Interim Vice President for Academic Affairs (VPAA) at NTC resigned to devote more time to completing her doctoral degree. Jan Dobbert has been appointed interim VPAA. Jan is retired from Alexandria Technical & Community College where he served the college for more than 30 years. He will serve in the interim role at NTC until approximately July 1st when the new VPAA is anticipated to start.

4) Local 1949:
   - Status of Supervisors and Administrative Evaluations: The plan is to evaluate direct supervisors to begin with. The purpose of the evaluation is to give supervisors a 360 degree look. They won’t be able to see any response back to you.

   - Pending updates from February meeting:

      Summer Schedules: Executive Leadership Team (ELT) met today and discussed summer hours. They are opting to stay with the 5 day/8 hour shift for everyone except the boiler operators who will continue their normal shifts. Mike and Chad stated that the 10 hour shift coverage is a better staffing advantage for the University because there are electricians and plumbers on duty for 10 hours per day for 5 days a week – rather than only 8 hours per day for 5 days a week. Electricians are currently working 4 day/10 hour shifts. VP Snorek said some departments felt the option would cause issues because “one size doesn’t fit all”. AFSCME suggested that departments could offer a varied schedule option according to individual/department needs but that not all departments would need to follow the same schedule. Maria referenced the contract to say that the schedule change from the normal 5 day/8 hour shift is an option that can be granted. VP Snorek prefers that the GMW staff do not work a 4/10 schedule. Further discussion is needed on this topic. VP Snorek and Megan will schedule meetings with supervisors for further discussion.

      Student Worker Supervision: AFSCME voiced concern about student workers covering seasonal employees’ positions during the summer and working unsupervised. VP Snorek mentioned that possibly someone else is supervising the student(s) in the absence of the regular employee. Tom Skime also brought up that for weekend and after-hours events, when GMWs would normally be scheduled for 4 hours of overtime, they are now only scheduled for 2 hours overtime with student workers assigned to assist them. It may not be worthwhile for an employee to come in for only two hours of overtime.

      Daytime Supervisors - Supervising Nighttime Employees: There are currently two evening shift GMWs at PE and HMU that report to day shift supervisors. Concerns are that these employees sometimes receive text messages from their supervisor during the day when they are
off-duty regarding work assignments. Could this be viewed as working from home? VP Snorek mentioned there is a shift overlap each day when the employee and supervisor should meet to discuss work. Administration has on-going discussions about having all night time GMWs report to the nighttime GMW supervisor and all daytime GMWs report to the daytime GMW supervisor.

- **ARAMARK Updates:** ARAMARK employees are experiencing issues with management regarding hours and full-time employees being replaced by student workers. There are currently 6 grievances pending. Ron, the food service manager, refuses to speak to union leadership about the issues. VP Snorek asked Maria to meet with Dean Grant to give him an update of what is happening. He is working to resolve issues with ARAMARK.

5) **Administration:**

- **Strategic Planning:** President Hensrud conveyed thanks to AFSCME for having a representative on the strategic planning committee. There have been multiple meetings with multiple groups as part of the planning process. Two Town Hall meetings are scheduled for Thursday, April 6th at 8:00-9:30 and 2:00-3:30 for feedback on the process. Two documents – *the agenda and critical questions* – for the Town Hall meetings were provided. Strategic Planning team members will lead the roundtable discussion on the critical questions. Information regarding strategic planning can be found on the BSU website.

- **Budget Update:** VP Snorek provided the *BSU FY18 Budget Projections* document and gave an update of the budget situation. BSU’s projected budget shortfall for FY18 ranges from $1.8M-$2.5M. It is uncertain yet what will take place with tuition. VP Snorek has been consulting with BSU and NTC student senate leadership regarding tuition. She will prepare an open ended letter just in case tuition can be increased.

VP Snorek and a group of administrators are working together on budget planning. They are looking at ways to generate new revenue, make reductions, and investments. They are expected to finish up in about two weeks.

VP Snorek noticed when the office moves in Deputy Hall took place, there is an over-abundance of office supplies. She has suggested that we combine these supplies into one central location and everyone use them until they are gone. These items were all purchased from the general fund so it will not affect departmental budgets. Tom mentioned there is a mind-set within departments that the money should be spent by the end of the fiscal year otherwise it will be swept away (no carryforward).

Mike would like to see future purchases watched more closely. He is aware of a few large equipment purchases in the past that were not thought out and we were not able to use them. VP Anderson said purchases are being watched closely.

**Hagg-Sauer Project** – This year is not a capital bonding year in the legislature so we will need to resubmit the request for construction funds again next year (2018). To-date, we have received $1M for design. Currently, the construction documents are 75% complete. If the project receives funding, it will take about 6 months to finalize the construction documents and then the project will be advertised for bids.

Chad brought up a critical maintenance issue at Pine hall. A 2.5” pipe was leaking and found to be rusted all the way through. 2.5’ pipe and fittings are no longer manufactured so there is no options for replacement or adapting to a different size pipe. The building has exceeded the maximum life span of 40 years for plumbing.

Respectfully submitted,

Karen Snorek
Bemidji State University
Town Hall Meeting

Agenda

1. President’s Welcome

2. Facilitator Introduction

3. Strategic Planning Committee Introductions

4. Presentation: Strategic Positioning and Planning (Facilitator)

5. The context for planning (President)
   - Bemidji State today and previous planning efforts
   - The Minnesota System: current expectations and realities

6. Campus involvement
   - Engagement with the process
   - Sharing ideas
   - Communicating with the Strategic Planning Committee
   - Website
   - Department meetings

7. Advice to the Strategic Planning Committee
   
   Table discussions
   
   Critical Questions

8. Reporting Out
Critical Questions

1. What are our areas of greatest strength and promise?

2. What currently makes this university truly distinctive in relation to peers and competitors?

3. What are the major forces, trends or issues – in higher education, in our state, our system, and our region - that will affect the future of this university?

4. What are our greatest opportunities to enhance quality; to carve out a place for ourselves that will lead to distinction and serve our constituents?

5. What is holding us back?
### Budget Assumptions for FY2018

#### Flat Enrollment

#### Zero tuition rate

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<th>$45 SENATE</th>
<th>$80 HOUSE</th>
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