Local 1949/Bemidji State University Labor/Management

Meeting Minutes – November 30, 2017

Present: Jesse Grant, Faith Hensrud, Tony Peffer, Deb Peterson, Karen Snorek, Darrin Strosahl, Megan Zothman, Bev Dahlgren, Maria Eastman, Mark Johnson, Hyram Price, Tom Skime, Rosanne Erickson

Absent: Michelle Frenzel, Randy Westhoff, Angela Downey, Mark Geiger

1) Minutes of Previous Meeting:

The minutes of the October 26, 2017 meeting were approved with the addition that Jesse Grant was present at the meeting.

2) Human Resources:

- **Position Updates:** Megan reported. Report was sent out via email. The update report is being sent to all bargaining units. When positions are listed in the upcoming postings, it does not mean that they have been approved by ELT.

- **Overtime/Comp Time Report:** Overtime was attached to the email. Megan distributed a paper copy of the comp time report (this includes back to July 1, 2017 for all areas in AFSCME). Question is this the hours credited, or the hours worked? Megan will confirm with Luke on this.

- **Upcoming Training:** In December, Megan will hold open sessions for any employees to attend to get a brief overview of the new Performance Evaluation form and procedure. Sessions will be held in January also.

- **Step/Salary Increase Procedure:** Sent out as an attachment to an email. Megan would like to run through this with all bargaining units. In the past, what happened was when an employee was eligible for a step increase, a memo would be sent to the employee and the supervisor, and if the supervisor signed off, the step increase was granted. Now, that we have shifted our performance evaluations to be on a fiscal year cycle, what we have is a bigger timeline for supervisors to get notification that they have upcoming step increases that they need to know about. Supervisor will be notified 3 months before the month the step increase is coming due. If supervisor signs off, HR prepares a memo, the supervisor will give the memo to the employee. The approval then goes to HR, and the step increase process continues. This better defines the process. The idea of the step increases has been an ‘automatic’ process. In reality, contractually, it is provided based on satisfactory performance. Megan is talking to the supervisors about the flip side of this, i.e. employee not meeting satisfactory performance, and what steps need to be taken. HR will be doing the due diligence step of this.

3) **NTC:** Darrin Strosahl reported. Strategic Planning process has really gone well. About 60 students involved with staff and faculty. The business and industry community town hall meeting was also well attended. Process is that we are gathering feedback received so far, reviewing feedback, identifying themes. Next step is to continue to gather input online; that will be added to the other info. Next meeting Dec. 4, 2017.
4) **Local 1949:**

- **Marketplace Training:** Procurement is wondering if Dec. 19 or Dec. 20 would work for training(s). Local 1949 will get back to Karen on the date. There will only be one class for 10 people.

- **College Restructuring:** included under Administration – College Restructuring.

- **Position Updates:** Megan plans to begin the position updates on a monthly basis. For all administrator searches, email Maria. AFSCME should be putting names forward for SAC membership. For MUSAFF, haven’t been sending out asking for a rep. Note that Sue Grimm is serving on the Registrar SAC. AFSCME intent is that a representative is included on the SAC’s. Goal for AFSCME is to be welcomed and included at the table. Communication to AFSCME on who is serving on SACs needs to be in place.

5) **Administration:**

- **College Restructuring:** Tony Peffer reported. A column was added to identify where staff would fit with this restructuring model. With spring start up, Tony would like to have a workshop with affected staff. He would like to work out solutions to any issues together. The structure itself, the issues identified in the forum, allowed Tony to look closely at all situations. Balance between faculty, student FTE and how many majors there are in a college should not be incredibly out of balance. The model presented seems to be the best model to use.

- **Internet Guardian:** This is a software that is coming from the system office, the purpose of it is to help people not be affected by phishing emails or malicious web sites. We are currently in the ‘monitoring’ site; no reports of any visits to malicious sites. Hopefully by the end of the week, the system office will receive permission to turn on the ‘protected’ mode for BSU. This blocks the user from going in to a malicious site. We do not want to hurt anyone’s academic freedom. This affects all staff/faculty/students.

6) **Informational:**

- Still plan to have strategic plan out the end of December
- Holiday Social will be next Friday, Dec. 8 at 2 p.m. There will be prizes!

Respectfully submitted,

Karen Snorek

VP Finance and Administration