Local 1949/Bemidji State University Labor/Management

Meeting Minutes – October 26, 2017

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

Absent: Megan Zothman, Hyram Price, Darren Strosahl, Angie Downey, Tony Peffer

1) Minutes of Previous Meeting:

The minutes of the September 28, 2017 meeting were approved.

2) Human Resources:

- **Position Updates**: Karen reported for Megan. Included with agenda email.

- **Overtime Report**: Received with the agenda. Not reflecting Comp Time. Report should include overtime and comp time.

- **Draft Seniority Roster**: Received with the agenda. BSU, NTC and Distance MN rosters. If anything is incorrect, let Megan know.

3) NTC: Faith Hensrud reported for Darren. Update on Strategic Planning at NTC. Started the process with a steering committee meeting on Oct. 11. Timeline has been developed. Kick off meeting on Nov. 1, 2017; Nov. 20, 2017, will be having 2 townhall meetings, 11:30-1 faculty, staff and students, 4-5:30 business and community members, foundation board and members of advisory boards and others who have been recommended to attend. Similar format to BSU Strategic Planning process. Anticipate Feb. 14 the committee will be presenting priorities and goals in draft format, allow for comment period, finalize the documentation May 8 and begin implementation on July 1, 2018.

4) Local 1949:

- **Strategic Plan**: About 50 people attended session. Session was video recorded. People can view that and provide feedback in a survey that was developed. Already received are 70 responses. Committee will review feedback. Finalizing of plan by December 2017.

- **Job Postings & Vacancies**: Megan and Maria had a conversation about a change put in place regarding the bid and application process. Recently some of the postings that had become out AFSCME was not aware they were coming out; bid process is happening the same time as the external process. AFSCME was not aware of the change in process. AFSCME wants to make sure the bid process is not skipped. Maria had asked that there were clear date deadlines, and clear classification. Open date/bid closing date/closing date for public.

- **Flex Scheduling Guidelines**: Megan is working on putting some things together regarding this. Document not ready yet.

- **Parking for Overnight Boiler Operators**: No need to discuss; item has been resolved.
5) **Administration:**

- **Marketplace:** Anyone that uses POs in PCS, will now need to do POs in Marketplace. If people have not had training, suggest that they work with Sandy and Rebecca to receive training. There will be training in December. BSU is lagging in the number of purchase orders in Marketplace as compared to other institutions. Could a training be held after finals in December? PCS will be shut off June 30, 2018.

- **P-Card Users & Supervisors:** If you are a P-Card holder, you must attend one of the trainings. An email was sent out with dates of the trainings being offered. Training will be done by November 17, 2017. If you have not done the training by November 17, your card will be deactivated on November 18, 2017. Supervisors must have the P-card training also! This is a directive that Karen has received from General Counsel. There was a general concern that if employees are doing their due diligence, it would seem that the employees would be held accountable for their supervisor’s action or non-action.

- **Emergency Planning:** A number of individuals will be involved with Emergency Planning on Nov. 13, 2017. The participants need to complete NIMS training, and should use link that they received in their email. This is any type of emergency that can happen.

- **IT Strategic Planning:** IT Department is going through Strategic Planning right now. Linda Holiday is the consultant working with the IT Department. On Dec. 6, 2017, people will be invited to attend a larger group meeting to gather input. Whole purpose of this is to create goals for the IT department to understand what is needed from the IT department to server both BSU and NTC.

- **President’s Update:** Covered under the NTC update.

- **College Reorganization Draft:** An email was sent out from Dr. Peffer to faculty and staff constituents asking for input. What is the means of feedback? Send feedback to Dr. Peffer either yourself, or through your bargaining unit. Members will have questions about relocations of departments; does not reflect that staff members that are overseen by the colleges. (missing from table provided) Supporting of multiple colleges/departments. Could the staff FTEs be looked at and information provided as to what colleges they would be under?

6) **Informational:**

- **Diversity Certificate:** Diversity and Inclusion workplan is in its 2nd year. Two things are now being implemented; Diversity Certificate. People’s participation in diversity trainings and events is highly encouraged. At the end of 15 hours of training, a certificate of completion will be provided to the employee. When this is developed further, could various events be identified that they would count towards this certificate.
• Employee Resource Groups: Whole purpose of the development of these groups is to provide welcoming inclusive environments for people. We would be looking to create one or more of these groups yet this fall. Open to all employees.

Respectfully submitted,

Karen Snorek

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VP Finance and Administration