Local 1949/Bemidji State University Labor/Management

Meeting Minutes – September 28, 2017

Present: Bev Dahlgren, Faith Hensrud, Mark Johnson, Maria Eastman, Randy Westhoff, Karen Snorek, Darren Strosahl, Michelle Frenzel, Tony Peffer, Angie Downey,

Absent: Megan Zothman, Mark Gieger, Tom Skime, Hyram Price, Deb Peterson

1) Minutes of Previous Meeting:

   The minutes of the August 31, 2017 meeting were approved.

2) Human Resources:

   - Position Updates: Karen reported for Megan. GMW I reposting thru Oct. 11. In search Support Specialist DM, Interviews scheduled. Career Services, Interviews scheduled, Stationary Engineer offer is out. OSA- I (Sabrina Erickson’s former position), not being filled until college restructure is complete GMW (Susan Strong’s former position) moving forward with posting, note: Strong retired.

   - Overtime Report: Received with the agenda.

3) NTC: Dr. Hensrud reported. Moving on to Strategic Planning for NTC. Over all committee being formed, kicking off process in October. Enrollment at NTC is stable.

4) Local 1949:

   - EMS-Software Training for all employees, (work orders, streamlining schedules, consistent communications): It seems that in some buildings when someone scheduled thru the EMS system, if they need a different chair and table set up that they are required to do a work order. Some buildings do not do this process. Can’t this be taken care of in the EMS system? Clerical staff know of an event, but GMWs don’t know of an event. Confusion! Could this be a more streamlined and consistent process with better communication? Dr. Grant responded to this. In EMS, there is a place for room set up, do all the Administrative Assistants have access to this shell of it? This then could be routed to the necessary people. It could be centralized; or it could be done via the room set up shell. Jesse will speak to Sandy Beck regarding this. Jesse will also speak with Kathy O’Brien on this. Karen shared that all the vehicle scheduling will be going out on EMS.

   - Position Vacancies – WEAR Reports, Weekly Updates: Maria has not yet received the WEAR report; probably since June. The Welcomes are being received via FacStaff.

   - Aramark Updatees: Maria shared that there was a grievance happening, and the grievance has been resolved. Jesse asked that folks go to lunch there on Wednesdays, it is $5 lunch day!

   - Division Meeting: Meetings are popping up on calendars for division meetings, but staff don’t know what they are. Michelle shared that this meeting was shared to staff by their supervisor; these meetings are being held by Michelle and Jesse.

   - New Employees: Past practice has been that we would be informed when new employees were starting and having orientation so that an AFSCME rep could go to those meetings and give the new employees an AFSCME packet. Karen will speak to Megan about the
onboarding process and having AFSCME involved. All new employee forms are online, and the employee is more responsible for getting the forms filled out.

- **Respectful Meeting Conduct**: People paying attention, not being on their phones, all listening to each other.

5) **Administration**:

- **Strategic Planning Update**: President Hensrud updated us. Draft of plan was distributed for review. Looking at how the plan can be funded. Goals will be as measurable as possible. Will be seeking input from campus community. Final product will be rolled out in December 2017. This can be shared with the membership.

- **Chancellor Search**: The Chancellor Search has kicked off for the Minnesota State system. Committee has reps from all the bargaining units, among other various members. President Hensrud was asked to serve on this committee to represent 4-year institutions and Greater Minnesota. Intent is to have someone in place by the end of July 2018.

- **President’s Update**: Leadership Council at system level consists of all university and college presidents and the Chancellor and his cabinet met at a retreat a few weeks ago. Charting the Future is something that has reached its end, and we are now “navigating” the future. An opportunity to meet with the Chair of the Board of Trustees and how we might look at different interactions between the campuses and the board. Pres. Hensrud attending the board of trustees retreat last week. The feedback was taken into consideration and is looking at how to interact more with the campuses; i.e. meeting at a campus. They asked the 4 presidents to present at the innovative and forward-looking things happening at the campus. Examples provided for BSU is the two grants received; Native American Nursing grant, Sustainability grant. Feedback received was that everyone was excited to hear about the things that are happening on these campuses. Feedback on meeting overall was that it was very optimistic and a very positive environment compared to the past retreat, with the board engaging with all in attendance.

  Dept. of Education, policy change related to sexual violence. System office has put out a statement, they are going to maintain a system of preponderance of evidence (51% of evidence). Continue doing things the way we are doing.

- **Reminder**: Provide feedback to Deb Peterson on the Student Campus Climate Survey!

6) **Informational**:

Thank you to President Hensrud for sending out the email informing the campus community about the incident at the Library.

Respectfully submitted,

![Signature]

Karen Snorek

VP Finance and Administration