Local 1949 Labor Management  
Meeting Minutes – December 15, 2016

Present:  Michael Anderson, Jim Dillemuth, Angie Downey, Maria Eastman, Mark Geiger, Faith Hensrud, Mark Johnson, Debra Peterson, Mike Schmitt, Tom Skime, Karen Snorek, Megan Zothman

Absent:  Chad Blake, Paula Langteau, Randy Westhoff

1) Minutes of Previous Meeting: Minutes were reviewed and approved.

2) Human Resources: A question was raised regarding the GMW situation in Hagg-Sauer. There is a possibility that a temp hire will be made, but we are still waiting on the determination regarding the building and whether or not it will be torn down.

<table>
<thead>
<tr>
<th>VACANCY</th>
<th>Department</th>
<th>Result</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Laboratory Assistant 2</td>
<td>NTC</td>
<td>Hire made</td>
<td>12/19/16</td>
<td>Nathan Bates</td>
</tr>
<tr>
<td>PCN 01116993</td>
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<tr>
<td>Office and Administrative Specialist</td>
<td>Professional Development /</td>
<td>Closed - with SAC</td>
<td>11/2/16</td>
<td>Vacancy: Kari Caughey</td>
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<tr>
<td>(Seasonal) PCN 00275730</td>
<td>Women's Studies</td>
<td></td>
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<td>Grounds and Maintenance Coordinator</td>
<td>Buildings and Grounds</td>
<td>Closed - with SAC</td>
<td></td>
<td>Vacancy: Jon Utley</td>
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<tr>
<td>PCN 00139120</td>
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<tr>
<td>General Maintenance Worker</td>
<td>Academic Buildings</td>
<td></td>
<td></td>
<td>Vacancy: Michael Hellmann</td>
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<tr>
<td>PCN 00139260</td>
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<tr>
<td>General Maintenance Worker</td>
<td>NTC</td>
<td>Posted</td>
<td>Closes 11/29/16</td>
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<tr>
<td>PCN 01089635</td>
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<tr>
<td>Central Services Administrative</td>
<td>Procurement and</td>
<td>Temp hire (below)</td>
<td>9/20/16</td>
<td>Vacancy: Janis Marshall</td>
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<td>Specialist PCN 00139550</td>
<td>Logistics</td>
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| EMERGENCY/TEMPORARY                  |                                |                |            |                               |
| General Maintenance Worker           | Housing and Residence Life     | Temporary      | 11/7/16    | Assignment end 11/6/17 (Jesse Farris) |
| PCN 00893640                         |                                |                |            |                               |
| General Maintenance Worker           | Housing and Residence Life     | Temporary      | 11/7/16    | Assignment end 11/6/17 (David Strandlien) |
| PCN 00893640                         |                                |                |            |                               |
| Central Services Administrative      | Procurement and Logistics      | Temporary      | 10/5/16    | Assignment end 4/5/17 (Michael Weeks) |
| Specialist                            |                                |                |            |                               |
| Customer Service Specialist, Senior  | Admissions                     | Emergency      | 10/5/16    | Assignment end 11/10/16 (Janelle Lundeen) |
| PCN 00191070                         |                                |                |            |                               |

3) NTC: n/a

4) Local 1949:
   - Update on hiring with regard to NTC College Lab Assistant position:
     AFSCME reported that an internal applicant who had been serving in a temp position as College Lab Assistant had concerns about the hire. Those have been addressed with HR. A Library Technician at BSU has been asked to travel to NTC to help train in the College Lab Assistant, who is also responsible for some library work and AFSCME voiced concerns. VP Snorek stated that our alignment allows us to have subject matter experts from either institution train the others. Sharing expertise is for the good of the student population and can also be seen as a professional development opportunity. AFSCME also expressed concern over the separation of work areas, and that the line becomes blurry when employees are serving both institutions. Megan Zothman stated that there is a built-in support system that we can utilize, and the intent would be that most AFSCME positions would not float between institutions.

   - Other hiring issues:
     Communication to internal applicants is still not occurring in a timely manner. AFSCME expressed unease about the recent Facilities Services Supervisor position, and applicants who were interviewed were not called before an
announcement was made. AFSCME feels strongly that communication to internal applicants needs to occur in a much timelier manner.

- Administrator Evaluation Process:
  MAPE and IFO brought forward questions about using a 360-type survey for administrator evaluations. The survey will be ready to go at the beginning of January for deans and Academic Affairs. The same type of survey will eventually be used for all administrators. AFSCME would like to have the same opportunity to provide feedback regarding administrators. Administration would like AFSCME and all staff to feel comfortable providing feedback either directly to their supervisor or to their supervisor’s supervisor.

- Continuation of Aramark maintenance issues:
  There are still a lot of issues regarding the care of expensive equipment in the kitchen in Aramark. VP Snorek will speak with the manager and also suggested that Chad Blake meet with Travis Barnes regarding the concerns.

- AFSCME executive board (eboard) changes:
  Sandy Beck is off eboard due to her recent promotion to MMA. Mark Johnson will serve as Vice President. Maria Eastman will serve as Chief Steward.

5) Administration:
- Organizational Structure:
  President Hensrud shared organizational structure documents that will also be posted on the website.

- Charting the Future:
  The report was submitted in October, and President Hensrud thanks everyone who contributed. The committee will continue to meet again in February and April to note progress of the implementation.

- OCR Audit Results:
  Megan Zothman discussed the recent OCR audit of NTC and facilities at BSU. Compliance in 29 areas is required. Faculty, staff, and students were interviewed. Preliminary findings showed five action item areas:
  - Policy dissemination: this action item will be addressed by the posting of the annual notice.
  - Specific employee designations: this action item will be addressed referring to specific individuals rather than just offices (i.e. Chris Hoffmann in Disability Services). Phone numbers will also be listed.
  - Sexual Violence: this action item will be addressed by clarifying where someone can go if they do not require anonymity regarding a sexual violence issue.
  - Handicapped-accessible toilets: there were four toilets at NTC that will need to be fixed to meet the specifications. Travis Barnes, physical plant manager, will work to ensure that this is completed.
  - Communication for limited English proficiency students.

6) Informational:
- Dr. Hensrud gave a special thanks to AFSCME member Tom Skime for his work on the Mass Communications opening, citing that he went above and beyond to ensure that the event was a success.
- Tech Council Committee: AFSCME or MAPE are not represented on this committee. The plan was reviewed but they would like to see representation.

Respectfully submitted,

[Signature]
Karen Snorek
DATE: November 30, 2016
TO: AFSCME Meet & Confer
FROM: President Faith Hensrud
RE: BSU and NTC Planned Organizational Restructuring

Over the past four months, and after consulting with the bargaining units, my leadership team and cabinet, I have considered what organizational structure would best enable both BSU and NTC to become more efficient and effective at the administrative level. The following restructuring will be put into place effective January 1, 2017:

**Enrollment Management:** The position of Dean for Student Support Services currently reports to the Provost. The institutional health of both BSU and NTC depend on our ability to achieve appropriate levels of enrollment through recruitment and retention strategies, and is at the top of my list of priorities as President. As such, I am changing this position to the title of **Executive Director of Enrollment Management**, and it will report to the President. Michelle Frenzel continues to serve in this role in an interim capacity. We are currently revising the position description and will launch the search in January 2017.

**Chief Information Officer (CIO)**
Information Technology is an area that must work closely with our facilities and remains critical within our campus master plan, and is an area where costs must be managed as much as possible. While information technology affects all aspects of both institutions, its alignment with the Finance and Facilities operations will allow for greater efficiencies in our planning and operations.

**NTC Dean/Chief Academic Officer:** This position will be renamed to the Vice President for Academic Affairs. It serves as the Chief Operating Officer and Chief Academic Officer for NTC. A search will begin in December to fill this position by July 1, 2017.

**Distance Minnesota** currently reports to the Vice President for Finance and Administration. The employees of DM are Northwest Technical College Employees. As such, Distance Minnesota will report to the Dean/Chief Academic Officer of Northwest Technical College effective January 1st.

**Optivation** has dual reporting lines to the NTC Dean and the BSU Provost.
**BSU Provost/Vice President for Academic and Student Affairs:** This position currently has 17-20 direct reports. An appropriate span of control for this level of position is no more than 8-10 direct reports. Enrollment Management will shift to the President as noted previously; Career Services will report to Enrollment Management with the understanding that a close relationship with Academic Affairs will be retained; and the Associate Vice President will have additional areas reporting to that position to get the ratio of direct reports to a more manageable level for the Provost. With the elimination of the Vice President for Innovation and Extended Learning, the Center for Extended Learning and all reporting areas now report to the Provost through the Director of Distance Learning. This position will be moved to an Executive Director position. This reorganization will allow time for the critical academic planning and strategic thinking that is needed in the Provost position. The search to fill the Provost position will begin in early December 2016; and the person hired into this role will be able to consider the academic affairs structure that is needed to accomplish his/her objectives.

**Optivation** has dual reporting lines to the NTC Dean and the BSU Provost.

**Assistant Vice President for Academic Affairs:** Currently the Library and Institutional Research report to this position. Effective January 1st, the following areas will report to this position: Center for Professional Development; Honors Program/Liberal Education; International Studies; International Program Center; Women Studies/Gender Studies; Leadership Program. This position will be returned to its previous title of Associate Vice President.

**Dean of Students:** The position is renamed from Dean of Student Success. It continues to report to the Provost.
Bemidji State University/Northwest Technical College
President
Organization Chart

Faith Hensrud
President

Debra Peterson (Interim)
Assistant to the President for Affirmative Action & Accreditation

Michael Anderson (Interim)
Provost & Vice President for Academic & Student Affairs

Marla Patla
Executive Director of University Advancement

Scott Faust
Director of Communications & Marketing

Karen Snorek
Vice President for Finance & Administration

Paula Langteau (Interim)
Dean, Northwest Technical College

Tracey Dill
Athletic Director

Michelle Frenzel (Interim)
Executive Director of Enrollment Management

Jackie Carroll
Administrative Assistant

DRAFT 11/4/16
Bemidji State University
Information Technology
Organization Chart

Faith Hensrud
President

Karen Snorek
Vice President for Finance & Administration

Jim Dillenmuth
Chief Information Officer

Rosanne Erickson
Administrative Assistant

Robb Carothers
Teaching & Learning Supervisor

Brian Jambor
Academic Technologist

Geri Olson
Academic Technology Support

Craig DuMarce
Lab Support

Daryl Leonhardt
Technical Support Analyst

Melissa Arnesson
Tech Support/Student Mgr.

Shane Jensen
Technical Support Analyst

Brodie Karger
Tech Support/Software Mgr.

Theresa Eckstein
Tech Support/ITIL Support

Kody Hagen
Web Developer

Matt Buresh
Web Designer

Kris Engesather
Programmer

Jennifer Theisen
Programmer

Mike Smith
Network Mgr.

Vacant
Infrastructure & Development Supervisor

Melissa Columbus
Server Mgr./Project Mgr.

Russell Hemstock
Server Mgr./Security Mgr.

Andrew Wilkinson
Server Mgr.

Debi Cornell
Server Mgr.

Scott Theisen
Server Mgr.

Vacant/New Position
Web Support Specialist

DRAFT – 11/04/16