Local 1949/Bemidji State University Labor/Management

Meeting Minutes – February 1, 2018

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

Absent: Darrin Strosahl, Randy Westhoff, Mark Geiger, Maria Eastman

1) Minutes of Previous Meeting:

The minutes of the November 30, 2017 meeting were approved as presented. Unremarked.

2) Human Resources:

- Union Time/Work Time: Megan reported. Bringing to all bargaining units. As an AFSCME rep, meet and confers, grievance meetings; work with supervisor if you don’t know if the meeting is union time or work time.

- Sick Leave Policy: Megan reported. Presented as a reminder. MMB Policy, standard for all employees. Megan is going through the policy with supervisors, and asking that the supervisors work with their direct reports on the last 12 months. Used for appropriate reasons, not excessive, etc.

- Position Updates: Megan reported. Sent as an attachment with the meeting notice email. Question on positions in search, MAPE Intermittant OAS-I for DM Perham, needs to probably be moved to AFSCME? Megan will check on. GMW position will be posted. Luke Grundmeyer will be working with Maria to secure AFSCME reps for a Search Committee. The same will happen for managerial or administrator position(s).

- OT & Comp Reports: Megan reported. Sent as an attachment with the meeting notice email. Question, is the intent of this to show the academic year, last 6 months? The report will show fiscal year time.

3) NTC: No report due to Darrin’s absence.

4) Local 1949:

- Funding for the Frontline Conference: Tom Skime asked that we were curious if there was additional funding available for sending people to the Frontline Conference. Also, is there dedicated funding for the Frontline Conference? Intent will be to look at what employees don’t have funding from their supervisors, and look at how their attendance could be funded. Intent is to look and find other ways to fund this.
Administration:

- **Tobacco Free Policy Revisions**: Faith reported. Policy was sent as an attachment to the meeting notice email. Intent is to be more supportive of our American Indian staff and students by putting in the wording “commercial tobacco free”, not just “tobacco free”. This allows the use of tobacco for specific cultural/spiritual purposes. Signage will also be changed on both the BSU and NTC campus. There is an entire approval process that needs to be gone through.

- **Strategic Plan Update - BSU**: Faith reported. Implementation process has begun. Assigned a manager for each of the areas of the plan for the first 3 semesters. ELT will be managing the implementation of the plan. Cost of strategic plan is being identified.

- **Strategic Plan Update – NTC**: Faith reported. Process has been replicated over at NTC. Working in sub groups, refining priorities, identifying goals and key activities. Feb. 14 the draft plan will be presented to the NTC Campus Community. Intent of completing documents by end of May and beginning to implement in July.

- **Employee Resource Group interest in participation survey**: Deb reported. As a part of rolling out the diversity and inclusion workplan, allowed for creation of affinity/employee resource groups; and we are at the point where interest in groups will be solicited in being a part of the group; and asking if there are suggestions for additional groups.

- **Diversity Certificate**: Deb reported. Item that came out of work plan. Asking that people complete a minimum of 15 hours before a certificate is received; a minimum of 3 hours must be in a training like Courageous Conversations. Deb will let the BSU community know that it has been created, asking that people keep track of their own participation in events. Information will be coming out soon.

- **Student Campus Climate Survey – Recommendations based on input**: Deb reported. Out of this came 3 goals; a need to complete a more inclusive and diverse space; increase faculty staff administrators knowledge about diversity; increase student, faculty, staff and administrator knowledge of how to report and respond to incidents. Employees can work with their supervisors to make it a part of their work plan.

- **Budget Update**: Karen reported. Karen distributed the FY19 budget. For any of you who have a p-card; one thing we are stating on p-cards is the availability of purchasing from foreign vendors. If you have a vendor and need to purchase something, work with Belinda and she will work with you on this. The budget is challenging to put together due to the legislature funding. 55% in 18, 45% in 19. Tuition will be frozen in 19 with the exception of grad work. Stable enrollment at this point in time. New in 19 is 1.3 mil in increases in salaries. $300,000 needs to be found to honor scholarships. Next Gen $240,000 charge. Office 365 Single Tenant, installation will begin in March 2018. Will need 2.2 million dollars in new dollars.
How to get there? College restructure, restructuring in IT, academic reduction, IR NTC, retirement options, possible supplemental appropriations, mini grants reductions, enrollment management reduction, leases, student payroll reductions, looking for enrollment growth (20 FYE); retention growth (8 FYE), indirect rates from grants. Scenario 1 – shortfall 1.4 million; Scenario 2 – shortfall 1.1 million; Scenario 3 – shortfall 857,000; Scenario 4 – shortfall 436,000.

Lots of ‘ifs’ yet!
Karen is asking that if this group thinks of anything that would be a dollar savings, let Karen know. Any suggestions, thoughts are more than welcome.

- John Glas Fieldhouse: Karen reported. This is a large space that has a concrete floor, poor lighting, old bleachers, outdated, not very appealing. We have a donor that would like to see the fieldhouse updated, and they are willing to pay for having the bleachers removed, artificial turf, new lighting and paint. This project will start right after classes end. Main purpose will be for athletes to work out; and when athletes aren’t using it, it will be available for all students to use.

6) Informational:

- Contract Extensions for Deb Peterson & Randy Westhoff: Faith reported. Brian Xiong will be implementing student programming at both BSU/NTC. Deb will be working with NTC on the accreditation process. Deb’s interim position will continue through Spring of 2020. Randy’s position, Interim Associate Vice President of Academic Affairs, his position will continue through Spring 2019.

Respectfully submitted,

Karen Snorek
VP Finance and Administration