**MINUTES**

**MAPE Labor/Management Meeting**

**October 25, 2021**

The MAPE Labor/Management meeting began promptly at 2:00pm. A quick round of introductions was conducted. In addition to the regular labor/management team, several LSC MAPE members were in attendance.

Attendees:

Patricia L. Rogers, Ph.D. – President

Stephanie Wainionpaa – MAPE Member

Jerrod Boisjoli – MAPE Member

Britton Mikkelsen – MAPE Business Agent

Jestina Vichorek – Chief Human Resource Officer

LaNita Robinson – Interim Assoc. VP of Academic & Student Affairs

Al Finlayson – VP of Administration

Daniel Fanning – VP of Institutional Advancement & External Relations

Wade Gordon – Dean of Students

Kirsten Bowman – Exec. Assistant to the President

**Enrollment update:**

President Rogers shared some enrollment numbers with the group on behalf of VP Kingston who was not in attendance. Current fall enrollment is down approximately 8% from the same time last year. The numbers continue to fluctuate slightly as the last of the concurrent enrollments and late start enrollments are entered. The college is focused on its efforts for spring enrollments which begin on October 25. The college also had a very busy couple of days doing tours for prospective high school students during the MEA break.

**Budget update:**

VP Finlayson has begun planning for the FY23 budget. Given current enrollments and the expectation that enrollments could be down an additional 3% in fall 2022 due to fewer new students this year, which impacts the number of returning students the following year, a budget deficit of $500,000 is currently being anticipated. The impact of the decreased enrollment revenue of last year and this year was able to be offset with HEERF money earmarked to cover lost revenue during the pandemic. HEERF money is one-time money and unlikely to be available in FY23. There are a few options to mitigate the potential deficit in FY23 which would involve increasing tuition by 3% (something that needs to go through the student senate) and suspending the annual planned decrease in differential tuition amounts for online courses of $10 per credit. VP Finlayson explained that the differential cost applied to online credits was likely to be eliminated by the legislature at some point and LSC would prefer to eliminate it incrementally in a planned way versus all at once which would impact the overall budget in a significant manner. FY23 will be fiscally challenging.

**Staffing update:**

MAPE representation requested that moving forward, administration would bring numbers of MAPE employees that separated from the college in the time between each meeting. HR reminded MAPE members that for confidentiality reasons, they can not reveal the reason for separations, but could certainly share the number of those that might occur.

President Rogers shared that she has continued to reach out to other Minnesota State institutions, looking for effective models of mental healthcare services on campus. Based on her research, administration determined that a Psychologist 2 position should be created and hired, which would allow for year-round licensed mental health services, including therapy, on campus. The faculty counselor position would be held open with an option to fill once student mental health needs are re-evaluated and the campus enrollment and finances stabilize. This position will be posted very soon as it has been approved at the system office.

HR shared that the Associate Vice President of Student Affairs permanent position has been posted and a search committee is being organized. There are also several AFSCME positions currently open in various stages of search.

MAPE representation re-iterated the concern of staffing and workload in the advising department. Administration understands this concern but given the decrease in enrollment and decrease in budget, administration does not anticipate adding advisor positions at this time. The currently vacant advising position will continue to be held open until the budget and enrollments stabilize.

**SWIM update:**

A SWIM presentation was provided to all who were involved on the SWIM project as well as all supervisors on campus. President Rogers shared that there was valuable information uncovered in the assessment of LSC’s recruitment and enrollment process which is referred to as “the funnel.” Various groups within recruitment, enrollment and student services are working to define and clarify roles and responsibilities and a shared understanding of the process from possible prospect to student registered and in class. There is a clear need for tracking and how and when to message students. Part of this process involves the search for a new CRM tool to assist this tracking and communication process from start to finish. LSC is still awaiting a written final assessment and proposal from SWIM. President Rogers acknowledged the process with SWIM would have been more meaningful and collaborative if it had been face to face instead of via zoom, but still believes there were valuable insights and improvements recommended that will benefit our recruitment and retention efforts.

**PACE Survey update:**

MAPE members requested an update on what items from the PACE report are being actively worked on by which committees. President Rogers explained that the DEI committee was tackling items specific to DEI initiatives. The Climate Committee should take lead on bringing recommendations from the PACE report to administration. Dr. Rogers will circle back with committee chairs and get an update on which items from the PACE report they are focusing on for areas of improvement. MAPE members wished to know if committees had autonomy in enacting or establishing processes to resolve issues. Dr. Rogers said that the role of committees is to study and recommend, and that all committee recommendations should be brought to leadership for approval. Once approved, committees will likely be charged with leading the strategies to meet the recommended outcomes.

The MAPE team expressed concerns about the results of the PACE survey, particularly in the Institutional Structure section of the survey. MAPE brought up concerns about top-down communication, campus climate, and trust of workers.

The president mentioned that the staff completion of the survey was very low this year and may have resulted in the more negative results. MAPE members investigated this after the meeting and found that the response rate for 2021 was 1% higher in 2021 compared to 2019. The rate of survey taking in 2019 was 32.1% and in 2021 it was 33.1%.

**MAPE hosted listening session feedback:**

MAPE representation and members reported on the connection between the negative comments in the PACE report and listening sessions hosted on campus regarding organizational structure, institutional roadblocks and poor internal communication. They shared that MAPE staff feel communication is inconsistent and infrequent from administration. MAPE staff would like to be engaged and valued but feel a lack of trust to be heard and fear disrespect and retribution from certain administrators.

These concerns were heard and next steps were identified: work on the PACE results is being conducted by various campus committees as noted in the PACE survey update above. President Rogers talked to MAPE members after the meeting and invited them to schedule a closed meeting to address some of the concerns named in both the PACE report and the listening sessions: President Rogers stated that if there are specific situations that needed to be addressed, that is a conversation that MAPE representation should bring directly to President Rogers and the executive human resource officer, Jestina Vichorek. Both President Rogers and HR assured those in attendance that they would take all reports seriously. MAPE representatives were strongly encouraged to bring these matters forward in a setting that would allow confidentiality for all involved and follow the appropriate process for such complaints.

The MAPE members expressed a desire to continue to engage with leadership in a positive and collaborative way.

**COVID update:**

MAPE representation requested an update on COVID positive cases for employees and students on campus in the past several weeks. HR reminded everyone that there is a Minnesota State dashboard that tracks all cases, which is a week behind due to when numbers are reported and posted. She was able to share that in the most recent dashboard report, there were zero employees that were COVID positive and four students that were COVID positive. LSC has a good system in place for reporting and mitigating positive cases. HR also reported that the weekly testing of unvaccinated employees is going well. There have been accommodations made for testing of some individuals with unique situations. See links here: <https://www.minnstate.edu/coronavirus/index.html> and <https://app.powerbi.com/view?r=eyJrIjoiMTRmNWMyNDMtMmIxNC00YzM3LWEyMTQtM2JmNzBjMDgzZWNkIiwidCI6IjUwMTFjN2M2LTBhYjQtNDZhYi05ZWY0LWZhZTc0YTkyMWE3ZiIsImMiOjN9>

There are currently 3 student cases and 4 staff cases as of October 27th. MAPE brought up concerns about mask signage and was told by management to contact the marketing department if you believe a workspace on campus needs more reminders to mask up.

The question was asked about telework agreements and how many employees are currently working under such an agreement. HR responded that there are very few active telework agreements for employees. There are two telework agreements that have been provided as accommodations. All other employees have returned to work on campus. There were a few telework agreements that had been extended beyond the July 1 return to work date due to lack of child-care, but those situations have all concluded.

MAPE representation asked about the recent uptick in St. Louis County cases, and if there was any concern or additional consideration given for work from home to mitigate risks or accommodate those needing to quarantine. There is a growing concern with the return of students to the classroom and the local increase in COVID cases, that it will be a hardship for employees to have to use vacation time, or unpaid leave, if the need arises to stay at home to quarantine or stay with quarantining children. MAPE members would like the ability to work from home in such cases and asked to establish a list of tasks that could be assigned to do from home, instead of employees having to use vacation time. Management responded that due to the uniqueness of each job position and the needs of each department we would not be putting a formal process into writing but that each situation would be considered individually. When an employee is required to stay at home for quarantine purposes, it is very situational and the ability to approve temporary telework is determined by the supervisor.

MAPE recommends that people should identify what can be done remotely and to include that in their request to their supervisor/HR.

MAPE representation mentioned that there is a possible MOU in the works with the various contract labor groups and the state of Minnesota, which would address the concern regarding use of vacation time or sick time related to COVID quarantine situations. Nothing has been signed or approved to date.

Meeting adjourned at 3:15 pm.

Respectfully submitted,

Kirsten Bowman

Office of the President