**MAPE Meet & Confer via zoom**

Meeting minutes from November 10, 2021

**Re: Meeting Guidelines**

In attendance: Britton Mikkelsen, MAPE Business Agent, Stephanie Wainionpaa, MAPE Local Chair, Jerod Boisjoli, MAPE Local Vice President, Mike Asmus, MAPE Interim Executive Director, President Patricia Rogers, Jestina Vichorek, Executive Human Resource Officer, Kirsten Bowman, Executive Assistant to the President

This meet & confer was called by President Rogers to reconcile varying interpretations of the most recent MAPE meeting and to clarify meeting guidelines specific to note-taking and recording of the official minutes.

MAPE members created a separate set of notes as a record of the meeting from October 25, 2021, in addition to the official minutes. President Rogers pointed to the existing MAPE Meet & Confer Guidelines which were established and agreed upon in April of 2021 by both parties. These guidelines clearly stated that the official minutes of record would be made by the president’s executive assistant, with both parties able to make edits and corrections prior to sharing of the final official meeting minutes.

MAPE business agent Mikkelsen suggested that the guideline pertaining to the minute taking be made more specific with language included referring to the ability of all to make edits and corrections prior to finalization. Language was also added that the agreed upon final minutes would be the ones shared campus-wide with the relevant constituencies.

Additionally, the final minutes will be reviewed as the first order of business at each subsequent MAPE Meet & Confer as follow-up and to continue any necessary discussions.

Separate from the guidelines, MAPE leadership wished to establish a resolution process for disagreements or differences in interpretations that arise in the minutes. President Rogers suggested that if there are disagreements or differences of interpretation, those should be resolved with a phone call or zoom session, as email is not always an effective form of communication. All in the meeting agreed that in future, if disagreements or differences need to be resolved, a phone meeting or zoom meeting would be arranged.

LSC Administration continues to welcome open meetings for MAPE local members, as set forth in the guidelines, but requested the courtesy of prior notification when additional state level MAPE representatives will be joining the meeting.

An updated version of the MAPE Meet & Confer Guidelines was emailed to all in attendance at the meeting, with the request to add edits or comments if needed.

Respectfully submitted,

Kirsten Bowman

Executive Assistant to the President