**MINUTES**

**MAPE Labor/Management Meeting**

**December 20, 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

Jerod 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

Minutes for October 25, 2021 Meet & Confer and the November 10, 2021 Meet & Confer were approved with no objections. The procedure for creating the official minutes from each meeting was quickly reviewed by President Rogers as established in the meeting guidelines.

**Budget update:**

VP Finlayson reported on the FY22 budget that LSC is currently trailing the FY21 budget from where we were last year this time. Once final enrollment numbers for spring are firm, any adjustments will be made. Given current enrollments, it would take a huge influx of new students to make up the enrollment deficit for fall semester FY23, as there are fewer current students to retain. VP Finlayson shared that the state legislature did not appropriate money for salary increases in FY23. It will be a challenge to balance the budget in FY23, but LSC will continue to match expenditures to revenues. It was also noted that since 2010, LSC enrollment is down 28% which is roughly equal to $4 million in revenue per year. There is some hope that given the state surplus, a supplemental budget may give the Minnesota State colleges some relief. LSC did utilize some one-time money to improve areas such as new and modern electronics labs, as this is an area experiencing enrollment increases. Hawks Landing was created to provide an attractive and comfortable space for students to gather and is intended to be a recruitment tool. LSC continues to pursue the bonding project for the “T” building remodel and is currently 11th on the list of priorities. Given the surplus in the state, there is hope that LSC will receive planning funding for the “T” building sooner than later.

**Enrollment update:**

VP Kingston shared that enrollment is currently down 2.7% for spring semester from this time last year. There are 151 new degree seeking students which is only down slightly from last year, but the returning students number decreased more than usual. There is still much work happening on the recruitment and retention side until start of spring semester. MAPE represented employees are calling through a list of non-returning students to get them signed up for spring classes. A MAPE member asked if there was any information available on summer semester enrollment, and VP Kingston shared they have not started measuring summer enrollments yet.

**MAPE turn-over update:**

MAPE representative Stephanie Wainionpaa asked if Human Resources had a current number for the total number of MAPE employee turn-over since January 1, 2021. Executive Human Resource Officer Vichorek informed the group that 7 MAPE members left LSC and 2 MAPE members retired.

**COVID update:**

MAPE representative Jerod Boisjoli asked for an update on LSC’s COVID protocols and plans, given the increase in COVID activity. President Rogers responded that LSC is holding course on current COVID protocols from fall semester. LSC follows all MDH guidance. The chancellor has recognized that each college may need to respond differently given the uniqueness of a college’s locations, populations and COVID prevalence in a given region. There is a recently updated supervisor toolkit on the LSC website that outlines how and for which situations a supervisor can request a telework agreement for individual employees experiencing a quarantine situation. Executive Human Resource Officer Vichorek expanded upon this topic, that all supervisors should work closely with HR when employees are affected by a COVID contact or diagnosis. Individual situations can vary greatly, and timeline for return to work can vary accordingly. All employees are reminded that the information provided to the supervisor and the HR office should be consistent, to avoid confusion and ensure best guidance. LSC will look at MDH guidance before start of spring semester and update protocols accordingly.

MAPE wished for clarification due to a “rumor” on campus about a program shutdown due to COVID. VP Kingston was able to share that the Auto Mechanics program did have an outbreak of COVID positive students, but faculty were able to move the affected courses online quickly, pause labs temporarily to mitigate the spread, and extend timeline for students to complete all labs. The program completed the year successfully.

MAPE representative Stephanie Wainionpaa added to the COVID discussion with a plea to administration to recognize that despite the perception that COVID is being managed well on campus, there are employees struggling with very serious COVID scenarios personally. President Rogers thanked Stephanie for the information and asked that any employees experiencing difficulties should follow the process of consulting with their supervisor and with HR to explore the options for help.

MAPE member Kaitlyn Steffen asked what the decision process and considerations were for scaling back on campus work and classes. President Rogers replied that LSC is in constant communication with other area colleges and universities, our K-12 partner districts and the local public health officials. LSC takes the health and safety of the campus community very seriously and is willing to shift work and classes off campus quickly if needed.

The definition of “Exposed” was shared during the meeting. LSC considers someone as exposed when they have shared space for 15+ minutes with someone who is positive. Staff should plan to stay out of the office if they have been exposed and are experiencing symptoms OR they live with someone who is currently Covid positive.

**Search Committee Representation:**

MAPE Business Agent Britton Mikkelsen asked for clarification on the process for selecting search committee members. President Rogers shared there is a procedure 4.1.1 in place for hiring and call to search committees, with a minimum number of committee members required. In the spirit of shared governance, most committees at LSC attempt to have all bargaining units represented as appropriate to the committee mission or search. The search committee chair is appointed by the President. Management ultimately has the right to place who they want on a search committee. The committee chair has the ability to choose from the respondents taking many things into consideration. MAPE responded that they appreciate the effort to include all bargaining units, but wish to request that if “union representation” is what is sought, any MAPE representative on a committee must be an actual dues-paying MAPE member, not just be in a MAPE classification. MAPE is seeking union representation for its MAPE members. President Rogers and VP Finlayson will bring this back for discussion at the President’s Cabinet (PC) and review current bargaining unit contracts regarding this issue.

**PACE Survey update:**

The President’s Cabinet (PC) received a briefing from the climate committee on their priorities related to the PACE Survey. This was just a draft with much work to be done yet. President Rogers will be asking all supervisors at the next Campus Leadership Team (CLT) meeting for updates on where the various committees are with their recommendations and action plans to clarify what will be incorporated into their workplans to address the various PACE concerns. VP Kingston responded that the ASA area in collaboration with the Retention Team have already incorporated many items into their draft workplan and have initiatives to address them. This workplan will be shared on the employee portal soon. The question was asked when the next PACE survey would be administered. The PACE survey happens every other year on odd year. Previous PACE survey was done in spring of 2019, current one was done spring of 2021. Next PACE survey will be administered in spring of 2023.

**OSHA walk through:**

MAPE Business Agent Mikkelsen expressed her appreciation for being included on the most recent OSHA walk through at the Center for Advance Aviation. There was a total of 15 items identified as possible flags. Fourteen of these items have been remedied with a request for extension on one item regarding respirator fittings. Because OSHA was invited, there are no fines assessed, but the expectation is that all items will be remedied. MAPE Business Agent Mikkelsen expressed appreciation for the Safety and Security Coordinators Tammy Wilman and Justin Stangeland who are doing a great job. VP Finlayson reminded all in attendance, that Tammy and Justin both welcome the opportunity to meet one on one with any employee who may have a safety concern or wishes additional information regarding safety and security in their area.

**TRIO Advisors:**

MAPE representation expressed concern about the recent plan to change TRIO Advisor positions from full-time seasonal schedules to part-time year-round schedules. President Rogers shared that LSC is limited by the Department of Education (DOE) in terms of the grant as it was written. The DOE requires that the rate of pay be consistent year-round and does not recognize collective bargaining agreements. Currently the MAPE TRIO Advisors are classified as unlimited Full-time Seasonal employees. The MAPE CBA defines seasonal employee as an employee whose season is equal to the length of the academic year as established by the college. LSC has established that Unlimited Full-Time Seasonal Employees works 39 weeks. At the administration’s discretion, an academic year seasonal employee’s season may be extended to include up to four (4) additional weeks. These additional weeks of an extended season must be worked immediately before the established academic year begins, immediately after the established academic year ends, or divided between the start and end of the established academic year. In no case shall the season be extended beyond the cumulative total of four (4) additional weeks. Academic year seasonal employees are expected to return to work each year. When there is a need for summer work, a separate intermittent unlimited position shall be established. Intermittent employees shall be scheduled as needed and acceptance of an intermittent position will not guarantee summer employment in subsequent years.

It has recently been determined that the use of Full-Time Seasonal appointments in conjunction with the use of Summer Intermittent appointments do not align with the requirements of the DOE Grant language in regards to the TRIO Advisor positions. This was closely evaluated over the last few months and it has been determined that the most appropriate appointment that would meet the needs of the DOE grant and the LSC students would be year-round Unlimited Part-Time appointments. Administration has been working with the new TRIO Director to evaluate the budget and at this point believes that two of the positions may be moved to Unlimited Part-Time appointments with an FTE of .85. This evaluation is not completed yet, additional information is being reviewed to determine what the final FTE count should be long-term for the positions. When Administration is ready to move forward with this, notification will be provided according to the requirements of the MAPE collective bargaining agreement.

MAPE member Jessica Bortulus shared concerns should the positions be classified as part-time year-round positions. If they are classified as part-time, they may not qualify for loan forgiveness. MAPE representation said they would bring the supplemental language limitations for seasonal work to MAPE leaderships attention. Administration will continue to work with the director of TRIO advising to determine the options for the positions that best supports student needs.

MAPE Business Agent Mikkelsen concluded the meeting by thanking everyone and the administration for their continued commitment to cooperation. President Rogers thanked all for taking the time to attend.

Meeting adjourned at 3:05 pm.

Respectfully submitted,

Kirsten Bowman

Office of the President