

**MAPE Meet and Confer Meeting Agenda and Minutes**

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| Meeting Name: | MAPE Meet and Confer | |
| Date: | Wednesday, February 19, 2020 | |
| Time: | 12:00 pm | |
| Location: | L.3100 | |
| Attendees: See sign in sheet | |
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**Agenda** (Add rows, as needed)

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| Topic | Time | Presenter |
| Membership Update – New Members? |  | Jared |
| Update on Tele-commuting |  | Jim |
| Updates from members representing MAPE on committees |  | All |
| Steward Update / training |  | Esther |
| Other business |  | All |

*Budget Gallery Walk- There was one this morning and is one on Monday.It’s informative so members are encouraged to attend to learn more about where we are at and how decisions are made.*

* *To compare FTE’s might not be fair since the amount of work doesn’t decrease, one reason for this is because we have part time students*
* *Are we top heavy?*
* *When we look at the job desscriptions? How can one director who supervises two people have 30% of their job description supervising only 2 people.*
* *If we present written questions a week before meet and confer, we usually hear back.*
* *Why is it okay for us to be above average in admin and executive? When we compare ourselves to other colleges considering the union number of employees, we are higher in adim and executive comparing to sister schools with similar FTE’s*
* *Could we get an organizational chart?*

*Coffee with Sharon*

* *A question was asked if there is any additional movement on the employee engagement and satisfaction survey. Response was a new HR staff person’s first task is to improve the HR search process.*
* *Some people felt uncomfortable to bring up issues at coffee with the president*

*Membership Update – New Members?*

*Update on Tele-commuting-Jim*

* *All employees will receive an email from HR and will be informed on if their position and if it’s eligible for telecommuting.*
* *This will be a pilot, so people can give feedback after about 6 months.*
* *If you are not approved, you can meet with HR and with a steward.*
* *Cannot work from home due to weather*
* *Ad hoc telecommute has to be approve in advance.*
* *You will sign an agreement with HR before telecommuting, everyone has to meet with HR before telecommuting begins. When you sign an agreement, they can come by the work from home place and inspect it. Will HR have availability to meet with everyone?*
* *You can not use a personal device or computer, so if you need a laptop, then your supervisor needs to request one.*
* *You can not be working from home if you are the primary care giver (you can’t work while taking care of kids)- It’s an MMB Policy versus a local policy*

*Membership update- We are at 74.5% members, the committee is doing best to meet with people one on one and do our best to continue those conversation. We have done a great job welcoming and engaging new hires. HR is including MAPE members in new people’s onboarding meetings, which is going great. We have 1-2 new member orientation a month.*

*Updates from members representing MAPE on committees- we encouraged MAPE members to serve on committees, so that we can continue to be involved in decision making and share committee updates at the general membership.*

* *Can we get a list of committees and where there are openings?*
* *People who have been serving on search committees have noticed that if the timeframe can be quick if the schedules are blocked off early.*
* *There might be two MAPE positions in students services that might be restructured. There was a supervisor request to look at reorganizing department.*
* *Supervisors in the Foundation and Marketing are auditing position descriptions*
* *Bulletin board committee meetings have been rescheduled a couple of times- hopefully meeting next week*
* *Strategic plan workgroup committee- Led by Tom Williamson and the committee meetings have been going well so far. How can we encourage MAPE members to provide feedback on our strategic priorities?- Save for next general membership meeting*
* *Developmental education committee- we are a leader in this area, but it’s hard to compare schools because our challenges and opportunities are unique to us*

*Idea on how to use remaining MAPE membership funds- Idea on helping the “get out and vote” committee on campus. Tabeling, lunch, or asking student committee what kind of donations they might need. Lena Jones in political science might be able to help direct us in the right direction.*

*Steward Update / training- Esther is leading a series training on breaking down the contract and defining contract language. There will be take-a-ways to have conversations with supervisors.- More to come at the next general membership meeting. If there are parts in the contract people want to cover or dig deeper on, let Esther know, so we can put them on the agenda for next time.*

*Other business*

**Review of Action Items from last meeting** *Copy and paste Action Items from last meeting here*

| Action | Responsible | Due Date | Status |
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| **Carry Forward Issues & Questions**  Issue or Question | Responsible | Status |
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**Meeting Notes**

**Decisions Made** Add *rows as needed. Enter decisions and assign responsibility, as needed*

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| --- | --- |
| Decision | Responsible as needed |
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**Issues & Questions** *Add rows as needed. Enter issues or questions that cannot be addressed until later*

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| Issue or Question | Responsible | Status |
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**Action Items for Follow-Up** *Add rows as needed. Assign each action to an individual/group*

| Action | Responsible | Due Date | Status |
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