

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

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| Meeting Name:  | MAPE Meet and Confer |
| Date: | Thursday, October 21, 2021  |
| Time: | 2:00 pm |
| Location: | ZOOM  |
| Attendees: | Jim Brennan, Jenny McDougal, Sloane Kosky, Mary Jo Dahl, Aaron Pierson, Bobbie Denson, Sharon Pierce, Dianna Cusick, Patrick Troup, Trumanue Lindsey Jr., Chris Rau, Betsy Pederson, Elizabeth Erredge |
| Not present: | Tom Williamson, Gail O’Kane |

**Agenda**

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| Topic |  | Time | Presenter |
| **Approve Agenda** |  | 5 |  |
| **Budget outlook** | **Chris:** November meetings will be an opportunity to talk about the enrollment decline Funding has helped, but now we are at a point (fiscal cliff) and we need to talk about what it all means. We are good for this fiscal year. **Jim:** we had a discussion at our membership meeting and members will be ready to provide feedback at these upcoming budget meetings  | 5 | MAPE; Chris |
| **COVID Protocol** - When an employee reports that they were on campus within days of testing positive for COVID,  how does the campus reach out to colleagues who may have been exposed? | **Bobbie:** HR contacts employee and let them know they may have been exposed. Ask the employee to be tested in 3-5 days. If not symptoms, they don’t ask them to quarantine. **Dianna:** still using MDH/CDC guidelines and was there social distance and how long were they in the same room i.e. 15+ minutes. Symptoms is where we start the timeline. 2 days prior of symptoms.**Jim:** We would like this in writing out to membership. Jim will follow up with Bobbie and Dianne to clarify, so we can get this out to membership. **Mary Jo-** Clarification on stay home if you are sick protocol. Who makes the decision. **Bobbie-** it is up to the employee to determine if they are sick are not. If you are sick you should stay home. i.e. allergies. **Q.** If I am sick, but okay to work, can I switch to telework if my supervisor okays it. **Dianna:** If you are scheduled to be on campus and you are too sick to work- it should be taken as a sick day. If you have a flexibility in your tele-work agreement it can be a case by case where you may be able to work from home. Switching out is okay as long as it doesn’t interfere with business needs and approved by supervisor. It is not up to the employee, but the supervisor etc. **Q.** Unvaccinated employees/testing: Once a week testing. Other campuses use salivia test, Why can’t we use at home or other off campus tests? **Dianna:** Mn State policy gives discretion to each campus. We have a close relationship with MDH. We have learned through this that the testing our doing is more accurate. Molecular tests and we have this arrangement with MDH and using these tests that are available. Quicker results. Vaccinated people cannot get tested on campus.  | 15 | MAPE |
| **ADA requests** – Some members have expressed frustration when trying to make an ADA request. We would like to review how the process works and how employees can find out about it. | **Aaron**- where do employees submit request for ADA requests. There isn’t a good presence for employees on the website or SP. General information is important. **Bobbie-** we can add that information about ADA requests to the website. A lot of this is on the MMB site, but we will update it on our site.**Jim:** next meet and confer we will review the process.  | 10 | MAPE |
| **Telework policy** – We understood that the policy would allow a supervisor to permit an employee to telework if were too sick to be around co-workers but, well enough to work from home. Is this still the case? | See COVID protocol. **Dianna:** We will be re-upping telework agreements for spring. Change- approval for hours work at home. Has to be reflected as tele-work every pay-period. Tele-work will help us be more competitive. National worker shortage. Added new challenge, our location. 40% on campus/60% telework | 10 |  |
| **Advising** – Is there a plan for getting Advising fully staffed and addressing the rate of turnover? | **Jenny:** does the college have a plan for the rate of turnover and whether or not we are going to have a fully staffed advising department. Relationship between advisor and student is vital to retention etc. **Patrick:** We are working to fill these vacant positions It is challenging to find employees and it is delaying filling these positions. Timing can be difficult because of when notices come in two weeks before someone leaves and then launching the search. As a result of this challenge, HR is looking to expand where we advertise etc. **Bobbie-** we have posted the positon again and it is being posted again. Applications are not coming in. **Aaron:** Concerned about the rate of turnover. How do we retain people. I am curious about how we improve retention. Patrick- it is challenging position and it is difficult to forecast whether or not people will stay. **Jim:** is this a challenge across the system. Would adding steps (pay) be more incentive. We will push for this on our end.  | 5 |  |
| **Other Business** |  | 10 |  |

 *Updated by Betsy Pedersen*

Local 1304 Meet and Confer Agenda and Minutes, respectfully submitted by Elizabeth Erredge, Secretary- October 21, 2021