

## **ELECTED POSITIONS**

### ***UEA-D President-Elect***

The president-elect ultimately serves six years on the UEA-D Executive Committee, with two years as president-elect, two years as president, and two years as past president.

- The president-elect attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- Together with the president and contract administrator, the president-elect attends contract administration meetings with the UMD administration. (The UMD contract administrator is typically the EVCAA.)
- The president-elect is responsible for additional duties as the president or the EC may assign
- The president-elect attends the annual UEA-D and UEA-C elected officials meeting
- The president-elect attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings
- The president-elect serves as an ex-officio member of the UEA negotiations team

After two years, the president-elect becomes president.

- The president presides over weekly meetings (every other week during the summer) of the Executive Committee (EC)
- The president appoints the UEA-D contract administrator, membership officer, grievance officer, information officer, BAC representative, legislative liaison, and safety officer
- The president attends UEA-D Representative Council meetings and presides over UEA-D General Membership meetings
- The president attends Board of Regents meetings
- Together with the president-elect and contract administrator, the president attends contract administration meetings with the UMD administration. (The UMD contract administrator is typically the EVCAA.)
- The president meets with the chancellor, EVCAA, deans, or other system or UMD administration officials as issues arise
- The president co-organizes and co-presides over the annual UEA-D and UEA-C elected officials meeting
- The president serves as an ex-officio, non-voting member of the UMD Faculty Senate, attending FS meetings and reporting to the FS about UEA-D's work
- The president serves as a designated check-signer for UEA
- The president serves as a first point of contact for UMD faculty with work-related questions or concerns
- The president communicates with the UEA-D membership and external constituencies about UMD- and/or UEA-D-related matters

- The president works with the UEA staff member (currently it is Jesse Dykhuis) on UEA-D-related matters
- The president works with the Education Minnesota field representative (currently it is Kathleen Adee) and with other Education Minnesota officials or staff members on issues of mutual concern

After two years as president, the president becomes past president.

- The past president attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- The past president attends the annual UEA-D and UEA-C elected officials meeting
- The past president attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings
- The past president is responsible for additional duties as the president or the EC may assign

### ***UEA-D Vice President***

The vice president fills the role of president and is responsible for additional duties as assigned.

- The vice president attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- The vice president or designee shall preside over all meetings of the UEA-D and its EC in the absence of the president
- The vice president is responsible for additional duties as the president or the EC may assign
- If the incumbent vacates the office of the president, the vice president shall accede to the presidency for the remainder of the incumbent's term. At the end of the term, the vice president shall accede to the office of the past president.
- The vice president serves as a designated check-signer for UEA
- The vice president attends the annual UEA-D and UEA-C elected officials meeting
- The vice president attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings
- The vice president works with the UEA administrative staff member (currently Jesse Dykhuis) to schedule and coordinate events

### ***UEA-D Member at Large***

The member at large serves as an at-large member of the UEA-D Executive Committee.

- The member at large attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- The member at large sends cards on behalf of the EC to UEA-D members who have suffered an illness or personal misfortune
- The member at large is responsible for additional duties as the president or the EC may assign
- The member at large attends the annual UEA-D and UEA-C elected officials meeting
- The member at large attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings

### ***UEA Treasurer***

The treasurer oversees the fiscal affairs of UEA (both UEA-D and UEA-C) and reports periodically to the membership and the Executive Committee on the financial state of UEA.

- The treasurer attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- The treasurer attends the annual UEA-D and UEA-C elected officials meeting
- The treasurer attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings

In addition, the treasurer shall (the duties of the treasurer, except those marked with \*, may be assigned to UEA's administrative staff member):

- \*Act as an authorized signer, along with the president and vice president, on financial instruments
- Receive and deposit all dues monies and other income of UEA
- Make payments as required for salaries, honoraria, expense reimbursements, purchases, or other expenses of UEA, according to UEA's budget
- Maintain all financial records of UEA
- \*Prepare the annual budget of UEA
- Prepare financial statements and submission of reports for all external needs in conjunction with UEA's outside accountant.
- \*Oversee an annual independent financial audit of UEA's finances, and make the audit report available to the Executive Committee and the membership

### ***Representative Council Representatives***

Two representatives from the UEA-D Representative Council serve on the UEA-D Executive Committee (EC). They are nominated and elected by the Representative Council. These representatives:

- Attend weekly meetings (every other week during the summer) of the EC
- Organize and preside over UEA-D Representative Council meetings
- Are responsible for additional duties as the president or the EC may assign
- Attend, to the extent possible, UEA-D General Membership meetings

### **APPOINTED POSITIONS**

#### ***Contract Administrator***

Among other things, the contract administrator:

- Attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- Establishes, with UMD's contract administrator (typically the EVCAA), timelines for the promotion-and-tenure process, as well as for the review of probationary faculty
- Meets with Mary Allen to review the UMD salary roster, which is a list of faculty members who have been at UMD at the appropriate times and percent appointments to be eligible for merit
- Meets frequently (usually every few weeks) with the UMD contract administrator, the UEA-D president, and the UEA-D president-elect to discuss potential contract violations, interpretations of the contract, and areas of concern or interest for UEA-D or the administration
- Meets with faculty or responds to e-mails from faculty to answer their questions about the collective bargaining agreement
- Works with the grievance officer to establish the rationale for grievances in relation to specific contract violations
- Attends and drafts minutes for meetings between the UEA-D president and UMD administrators
- Requests course buyouts or releases for the UEA-D president (and other UEA-D officers as may be reasonable)
- Is responsible for additional duties as the president or the EC may assign
- Attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings

## *Grievance Officer*

The grievance officer serves as a point of contact (as do the president and the contract administrator, with whom the grievance officer works closely) for faculty who may be experiencing contractual issues and determines, in consultation with other members of the Executive Committee and/or the Education Minnesota field representative, whether a grievance should be filed.

The amount of work required of the grievance officer generally depends on whether grievances need to be filed. We typically seek to informally work out problems with the administration before a grievance is filed. That means meeting occasionally with a dean, the Office of Human Resources, the EVCAA, or the chancellor, depending on the nature of the issue.

If we are unable to resolve an issue informally, we may file a grievance, and that begins a process that includes a meeting with a dean (for a Step 1 grievance), the chancellor or their designee (for a Step 2 grievance), or a designee of the University of Minnesota president (for a Step 3 grievance; the Step 3 meeting is in Duluth, not the Twin Cities).

If we lose the grievance at any step, the UEA-D Executive Committee discusses the matter and decides whether to file at the next step. There is no UEA-D/administration meeting for a Step 4 grievance, as that requires an arbitration hearing that is handled by the attorneys for Education Minnesota.

Among other things, the grievance officer:

- Attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- Meets with faculty or responds to e-mails from faculty to answer their questions about the collective bargaining agreement and any concerns they may have
- Explains the collective bargaining agreement (CBA) and the grievance process to concerned faculty
- Helps sometimes angry and frustrated faculty members to better understand what the collective bargaining agreement does and (more often) does not do and allow
- Meets (usually infrequently) with administrators in order to resolve concerns before pursuing the formal grievance process
- Communicates with the UEA-D contract administrator and UEA-D president about issues that can perhaps be addressed directly with the EVCAA or other administrators
- Facilitates the formal grievance process in accordance with the CBA
  - Communicates with the faculty grievant, UEA-D contract administrator, and UEA-D president
  - Gathers contract and policy information and documentation of any violations
  - Prepares and files the grievance form(s)
  - Accompanies faculty grievants to meetings with the administration

- Is responsible for additional duties as the president or the EC may assign
- Attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings

### ***Membership Officer***

The membership officer develops and implements strategies to increase membership in UEA-D. Among other things, the membership officer:

- Attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- Communicates and meets with prospective members to discuss the benefits of UEA-D membership
- With the UEA staff member (currently it is Jesse Dykhuis), organizes UEA-D's annual welcome breakfast at the beginning of the fall semester
- Organizes (with the UEA staff member) UEA-D's end-of-semester luncheons
- Schedules and organizes UEA-D social events, such as hikes and bicycle rides, concerts and theatrical performances, and sporting events
- Is responsible for additional duties as the president or the EC may assign
- Attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings

### ***Information Officer***

The information officer oversees regular communications by UEA-D with the membership and with prospective members. Among other things, the information officer:

- Attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- Maintains UEA-D's social media presence
- Maintains UEA-D's billboards across campus
- Organizes and edits UEA-D's newsletter, which should be published at least once a semester
- Creates UEA-D marketing and informational materials
- Is responsible for additional duties as the president or the EC may assign
- Attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings

### ***Safety Officer***

The UEA-D safety officer monitors workplace activities to ensure that faculty members are safe. The duties of this job typically include inspection and monitoring of work conditions where compliance with the federal Occupational Safety and Health Administration (OSHA) is questionable. UMD must comply with regulations published by OSHA and the state occupational safety agency. This involves reviewing standards, implementing plans to meet those standards, and following all record-keeping requirements. UMD has its own [Office of Environmental Health and Safety](#). UMD also has established [policies for reporting and handling accidents and emergencies](#).

A broad description of a safety officer's duties can be [found on the website Chron](#).

The safety officer:

- Attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- Ensures that UMD meets its obligations consistent with [section 920.000ff \(pp. 47-48\) of the collective bargaining agreement](#)
- Inspects work areas where safety hazards are reported or suspected by UEA-D members. During these inspections, the safety officer looks for damage to the physical environment or for the presence of hazardous material(s) where work takes place
- May conduct an investigation when an accident occurs. The investigation would determine why the accident happened. The safety officer may question witnesses, inspect the accident scene, and take pictures of any damage or environmental conditions. Once the safety officer determines the cause of the accident, they write a report detailing the cause and provide recommendations that can help prevent future accidents.
- Monitors institutional responses to reported injuries, accidents, and hazardous conditions to ensure that the University is properly handling all cases as required by OSHA and the state occupational safety agency
- Is responsible for additional duties as the president or the EC may assign
- Attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings

### ***Lead Negotiator***

The lead negotiator serves as the lead contract negotiator for both UEA-D and UEA-C. The duties of the lead negotiator are typically minimal during non-negotiation years. During negotiation years, the lead negotiator builds a UEA negotiations team, which includes the UEA-D president-elect, the appointed members from the Crookston campus, and, typically, at least one representative from each UMD college or school. The negotiations typically begin in the spring preceding the collective bargaining agreement's expiration and continue until a tentative agreement is reached or the two sides

conclude that they are at an impasse. The bargaining sessions occur on both the Duluth and Crookston campuses.

The lead negotiator:

- Attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- Collects ideas from the EC and from UEA-D members about potential negotiations items
- Files UEA's intent to bargain (typically in the January preceding the expiration of the collective bargaining agreement) with the Minnesota Bureau of Mediation Services
- Hosts listening sessions for UEA-D members to collect their ideas for negotiation items
- Communicates with the University's lead negotiator about the dates and locations of bargaining sessions
- Drafts proposals and presents them to the University's negotiations team during bargaining sessions
- Communicates with the UEA-D membership about the status of negotiations and, if a tentative agreement is reached, about changes to the collective bargaining agreement prior to the membership's vote to approve or reject
- Is responsible for additional duties as the president or the EC may assign
- Attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings

### ***Legislative Liaison***

The legislative liaison serves as a conduit between UEA-D and elected officials. The legislative liaison:

- Attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- Organizes lobbying activities with state legislators and the governor's office
- Brings news about UMD to elected officials
- Communicates with the EC and the UEA-D membership about state legislative or executive issues
- Is responsible for additional duties as the president or the EC may assign
- Attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings

Laure Charleux, who formerly served in this capacity for UEA-D, composed a document that contains helpful advice on how to coordinate and execute the activities undertaken by the legislative liaison. Please see the attached document.



### ***BAC Representative***

The UEA-D representative to the University of Minnesota's Benefits Advisory Committee (BAC):

- Attends weekly meetings (every other week during the summer) of the Executive Committee (EC)
- Attends two-hour monthly meetings of the BAC on the Twin Cities campus either online or in person
- Advises the University of Minnesota president on medical and dental benefits
- Solicits and compiles feedback from UEA-D member on medical and dental benefits
- Provides feedback to the BAC from UEA-D members
- Hears presentations from health plans, pharmaceutical benefit management companies, dental plans, and wellness vendors
- Monitors health care costs and utilization
- Reviews insurance premiums
- Communicates with the UEA-D membership about medical and dental benefits
- Is responsible for additional duties as the president or the EC may assign
- Attends, to the extent possible, UEA-D Representative Council and UEA-D General Membership meetings