

Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Friday, March 6, 2008 – 10:00 a.m. – AT109

Present: Administration: Bequette, Cram, Engelmeyer, Sahs, Supalla, Weber
AFSCME: Conway, Edwardy, Lunning, Martin (Business Agent), O'Dea, Tucker
Guests: Cris Kellas, Marty Leonard, Roman Staloch
Recorder: Kingsbury

ITEM 1 (AFSCME) and ITEM 1 (Admin) GMW Work Area Study Report – Supalla reported that he'd heard progress has stalled on the work area study, and requested assistance from Union Leadership to move the project forward. Staloch confirmed that some task force members have left the College and others have discontinued participation. Kellas reported that there appears to be some disagreement within the working group, and a lack of willingness by the task force members to assist each other through the process. Staloch added the task force members appear to believe they are adjusting assignments for employees; hence have lost track of the original charge, which is to determine square footage and work factors. Tucker stated it was his understanding that the members of the task force were only able to work on the project after they completed their other work duties, suggesting dedicated times be established to accomplish their charge. Supalla agreed that time needed to be set aside to accomplish this work; and suggested adding an employee who previously served on the task force the last time the Work Area Study was completed would be beneficial for consistency purposes. Action: AFSCME will visit with the task force members and confirm who will participate on the task force and make new appointments if needed. Martin will participate in the next meeting (scheduled for March 19 at 3:00 p.m.) to re-establish the expectations of the task force.

ITEM 2 (AFSCME) and ITEM 2 (Admin) FY10 Budget – Supalla reported that the American Recovery and Reinvestment Act (*Federal Stimulus Bill*) has resulted in a less bleak February forecast, hence, there are no indications that a second unallotment will occur for FY09. Although this one-time federal funding will cushion the blow during the interim, Supalla cautioned that the State will still face severe issues in FY12 and FY13. Supalla also reported that the College anticipates no layoffs at this time, but staffing requests (new positions and filling vacancies) are still being closely monitored. Martin reported he was not aware of any requests by AFSCME employees for voluntary reductions in hours, but requested conversations be held in the future if layoffs are considered. Action: Information Only.

ITEM 4 (AFSCME) Grounds Crew Vacation Coverage – Martin reported that a concern was recently shared with AFSCME that the Groundskeepers were told no vacations would be approved for the months of May, June, and the first two weeks in July. Staloch responded the Groundskeepers were told vacations would be carefully evaluated during those months to ensure critical work was completed in preparation for Commencement and the NJCAA National Softball Tournament. In addition, Staloch confirmed that he did deny a two week vacation to ensure the College's needs would first be evaluated and met, but would re-evaluate the request if the work was completed. Staloch also stated last summer the Groundskeepers were provided extra help from a GMW and student workers in order to get all the projects accomplished, but with the current budget situation, all extra work is also being carefully reviewed. Martin responded that administration cannot block out specific times of the year that employees cannot take vacation; however administration does have the right to establish expectations to ensure the needs of the College are being met, and encouraged Staloch to communicate those priorities to the Groundskeepers. Staloch also reported that the employees were encouraged to review their vacation balances and, if they have not yet had their vacation accrual balances below 275 during the current fiscal year, establish a plan now to reduce their hours so they are not penalized. Action: Information Only.

ITEM 5 (Admin) Summer Work Schedule – Staloch reported that the altering of work schedules during the summer (moving third shift employees to either first or second shift) was very beneficial last year and is being considered for 2009. Such adjustments to work schedules provides for more opportunities for employees to take vacation while ensuring the College's needs are being met. Tucker questioned if the third shift would ever permanently be moved to either a second or third shift. Supalla responded his philosophy is a third shift is essential at a College to complete the work without interrupting the educational environment. Supalla added the most productivity is accomplished after the facilities are closed; hence it is not his intent to eliminate the third shift.

Action: Martin will visit with the third shift employees on March 19th to determine their interest in moving to a different shift during the summer months.

ITEM 3 (AFSCME) Lobbying/Day-On-The-Hill – Martin reported no concerns were expressed by employees, but requested Administration continue to work with AFSCME should any conflicts arise with regard to employees participating at the Day-On-The-Hill activities. Supalla responded he continues to encourage the employees and supervisors to work together in determining adequate coverage. Action: Information Only.

ITEM 5 (AFSCME) E-Timesheets – Engelmeyer reported that the Office of the Chancellor Staff have postponed the February E-Timesheet pilot to April; adding concerns have been expressed regarding the merit of the conversion since the data doesn't communicate with the system. Lunning responded that it was her understanding that Riverland Community College had converted all staff to e-timesheets; adding it is being well received by the employees. Action: Information Only.

ITEM 6 (AFSCME) Holiday Hours – Martin questioned if there were any issues with the Holiday Hours for winter break. Supalla responded he had not heard of any concerns. Tucker added he believed the employees appreciated having the option of either working or closing the departments. Action: Information Only.

ITEM 3 (Admin) Search Update – Engelmeyer distributed the latest search update spreadsheet. Action: Information Only.

ITEM 4 (Admin) Tobacco Free Recommendation Update – Supalla reported a task force collected data from two surveys, with the second survey specifically questioning the support for a 100% Tobacco Free policy on the grounds of UCR. Supalla announced over 1,100 students and staff responded with a 60.8% support of such a policy. The task force is currently drafting policy language to be shared through the proper meet and confer avenues of the College, and open forums will be held to discuss the potential of such a policy. Martin stated he understands the position of smoke-free because of the second hand smoke issues and how it affects others; but questioned what the purpose was of making the policy tobacco-free and how the smokeless tobacco products were affecting the health concerns of others. Cram responded the issue has to do with encouraging healthy living. Martin responded if health is the issue, then will donuts and sodas be banned from the campus? In addition, Martin encourages employees to stop smoking, but the reality is there will be employees that smoke, and with acres of parking lots on campus (where smoking could be done without interfering with others); the banning of smoking throughout the entire campus may not be realistic. Martin concluded by announcing if an AFSCME employee doesn't grieve the policy, then AFSCME will not grieve; however if the policy is unreasonable, it may be challenged. Supalla responded he believed the task force was drafting policy language similar to WSU's policy, and individuals would be allowed to smoke in their closed personal vehicles. Supalla also noted administration realizes there will be issues raised from such policy; however being located in the same community as the Mayo Clinic, it seems like the right thing to do. Action: Information Only.

ITEM 7 (AFSCME) Front Line Conference – Tucker questioned if employees would be allowed to participate in the upcoming Front Line Conference in May. Supalla responded Administration would make accommodations for those employees interested as long as adequate notice was received to ensure the College needs were being met. Engelmeyer reported the notice was shared earlier via e-mail, but she would send out another reminder to the employees and encourage the employees submit their requests by the middle of April to ensure adequate work coverage. Action: Engelmeyer will distribute Front-Line Conference information.

Adjourned at 11:03 a.m.

<u>NEXT MEETING:</u> Friday, May 8, 2009 – 10:00 a.m. – AT109
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