

Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Friday, May 8, 2009 – 10:00 a.m. – AT109

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

ITEM 4 (Admin) Red Flag Regulations (RCTC Procedures) – Cram reported the College is responsible to ensure student information is secure; hence a local task force is working on developing materials to be shared campus-wide to all employees to ensure our students are protected from identity theft. Martin questioned which AFSCME employees would need training and Cram responded training would be part of an upcoming All-Staff Development activity. In addition, Cram stated more formal guidelines would be available at the next meeting. Action: Cram will bring draft Red Flag Regulation materials to the next meeting.

ITEM 1 (AFSCME) Restroom Upgrade (Near Counseling Center) – Conway shared her concerns with the restroom near the Counseling Center being consistently out-of-order because of drainage issues. Staloch responded a commercial grade toilet is being installed for the restroom to alleviate the problems. In addition, Staloch stated concerns were previously shared regarding the noise level in adjacent offices and consideration is being made to provide more soundproofing of the restroom. Action: Staloch will continue to work on both the noise and drainage problems associated with the restroom.

ITEM 1 (Admin) Search Update – Engelmeyer distributed the latest search update report for open positions. Supalla confirmed several General Maintenance Worker positions will remain vacant until the work area study is complete. In addition, Supalla announced the College does not plan on reducing any existing staff, but final decisions will not be made until the biennial budget is finalized. Action: Information Only.

ITEM 4 (AFSCME) GMW Work Area Study – Staloch reported data is currently being compiled and entered into a software program. Martin questioned the cost of the software program and why the College didn't use the software available through MnSCU. Kellas responded the software cost about \$4,000 and can be customized to meet the College's individual needs. Staloch added Becker has taken the lead in the project to complete the work needed for entry in the software program. Martin stated he would like to know if employees appointed to the committee are not doing what they were assigned to do. Action: Information Only.

ITEM 3 (AFSCME) Alternate Summer Work Schedule – O'Dea reported several General Maintenance Workers submitted individual requests for an alternate summer work schedule and responses have been received from their supervisors. Supalla confirmed it was his understanding that the individual requests were responded to in writing and it was also his assumption that the employees were accepting of the rationales. O'Dea confirmed it was also his understanding that, although some responses were not what the employee wanted to hear, the employees understood the rationales. Action: Information Only.

ITEM 2 (Admin) FY10 Budget/IPP Update – Supalla reported several Integrated Planning Process review sessions were held by Administration and the budget is being developed based on a worst case scenario of a 10% budget reduction and a 5% tuition increase with a buy-down. Supalla added the scenario is being developed with federal stimulus funds and an anticipated 3% enrollment growth. Supalla concluded by stating the College would have been in a worse financial situation without the faculty/staff assistance and tentative contract settlements. Action: Information Only.

ITEM 3 (AFSCME) Motorcycle Parking in Staff Parking Lots – Drenckhahn reported there are at least nine employees in the Maintenance Department that drive motorcycles to work periodically, and questioned if designated motorcycle parking stalls could be marked in the West Parking Lot, noting it was a safety and vandalism issue. Supalla questioned if the employees submitted a request and were denied; hence the need to bring to Labor/Management. Drenckhahn confirmed it was discussed at a departmental meeting, but as far as he knew, there had been no response to the inquiry. Staloch responded there are motorcycle stalls in the North Parking Lot and the number of stalls at the Heintz Center will double during the summer. In addition, plans are underway to add motorcycle parking in the northeast corner of the West Student Parking Lot. Martin questioned if stalls would be added to the Employee Parking Lots, and Staloch responded it is advantageous to have the employee and student motorcycle parking together in one area. Supalla questioned if the motorcycle parking in the West Parking Lot could be designated closer to the buildings. Action: Staloch will identify temporary motorcycle parking stalls in the West Employee Parking Lot before finalizing where the permanent motorcycle stalls will be located.

ITEM 3 (Admin) Capital Bonding Update – Supalla reported the current legislative bill includes \$40 million for MnSCU HEAPR Projects, including projects for RCTC. In addition, Supalla announced the West Parking Lot expansion is scheduled to begin mid-May and is anticipated to be completed by the start of Fall Semester. Action: Information Only.

ITEM 5 (Admin) Tobacco Free Campus Policy 5.18.2 (Rescinding Smoking Policy) – Supalla reported the open forums to discuss the draft Tobacco Free Campus Policy were not well attended, however the policy review will continue to move forward with an anticipated implementation date of January 1, 2010. Martin questioned where the definitions came from, noting the language appears to be more appropriate for a correctional facility and not a college (i.e. the implication that “lit or unlit” and “smoking equipment” means a person can’t even have a pack of cigarettes or lighter in their possession). In addition, Martin questioned whether there would be a designated area on campus for those individuals that choose to continue to smoke. Supalla responded the intent is to allow individuals to smoke in their own personal vehicles, similar to the exception at Winona State University. Martin clarified that most city ordinances require three to five feet of a street to be owned by the city; hence Winona State University has boundaries by the city streets that allow individuals to smoke. Supalla confirmed that the road between UCR Main and the Heintz Center (UCR Drive) and the roundabouts belong to the city. Finally, Martin stated that the concern about second hand smoke does not align with the reason of not allowing the use of smokeless tobacco products; however, AFSCME will not file a grievance unless one is requested by an AFSCME employee. Action: Supalla will request Hansmann continue to clarify the language in the draft Tobacco Free Campus policy.

ITEM 5 (AFSCME) Early Retirement Incentive – Tucker questioned the status of an early retirement incentive in legislation from the current session. Supalla confirmed that there is currently draft language for an early separation package, but details have not yet been finalized. Martin added usually such early separation language is placed in MnSCU Policy and then local appointing authorities adopt individual versions following the MnSCU guidelines. Action: Information Only.

Adjourned at 11:14 a.m.

<p><u>NEXT MEETING:</u> Monday, July 20, 2009 – 10:00 a.m. – AT109</p>
