

Rochester Community and Technical College

AFSCME Labor/Management

Minutes for Monday, July 20, 2009 – 10:00 a.m. – AT102

Present: Administration: Bequette, Cram, Engelmeyer, Hansmann, Supalla
AFSCME: Conway, Drenckhahn, Edwardy, Lunning, Martin (Business Agent),
O'Dea, Tucker
Guests: Jerry Becker, Kevin Clark, Steve Monson, Bret White
Recorder: Kingsbury

ITEM 1 (AFSCME) Prorating Parking Fees for Seasonal Part-Time Employees Who Work Only One Summer Session – O'Dea reported a couple of individuals are only working first summer session and have requested their parking fees be prorated for only the portion of the summer they are working. Engelmeyer responded the Human Resources Office requests employees inform them of their hours of work in the summer and is only aware of one individual that may have such a situation. Supalla suggested O'Dea share the specific situations with the Business Office Staff. Action: O'Dea will share specifics with Hansmann and Engelmeyer.

ITEM 2 (AFSCME) Use of Intermittents – Hansmann explained Intermittents are called in to work when additional employees are needed (i.e. Sports Center), but generally Intermittents are not called in to backfill for employees on vacation. Martin questioned what process is used to determine which Intermittents are called in to work. Hansmann responded the supervisors make that determination. Engelmeyer added RCTC is increasing the pool of Intermittents to nine to better serve the college needs. Martin stated most campuses only have three or four Intermittents. Engelmeyer responded the College has not been filling GMW vacancies, but rather using Intermittents to avoid hiring GMW that may need to be laid off later because of budgetary issues. Supalla added, the Stadium may require additional employees, but the College must first determine how many hours a week an employee is needed before a permanent hire can be done. Martin stated AFSCME does not have a concern with how the Intermittents are being used, but rather the process being followed on who is called and when they are being used. Martin also mentioned it may in the best interest of the College to use the Intermittents in succession planning. Supalla agreed there are some Intermittents working more hours than what an Intermittent should probably be working and a process should be established. Engelmeyer added the importance to have a performance management system in place to identify those Intermittents with strengths and those that need more supervision. Everyone agreed the ultimate goal is to give the most hours to the stellar employees. Action: Hansmann and Engelmeyer will work on a process for determining who and when Intermittents are called in to work.

ITEM 1 (Admin) GMW Work Area Study – Hansmann expressed her appreciation to Becker for his work on the GMW Work Area Study, reporting 95% of the measurement verification has been completed, and the next step is to train supervisors and the committee members on the new software program. Hansmann also requested a union representative participate in the training to obtain a better understanding of the methodology of the software. Martin thanked Administration for allowing AFSCME employees to be part of the process; adding he recently stated to Office of the Chancellor Staff that the RCTC model is the way things should be done. Action: Information Only.

ITEM 2 (Admin) Capital Bonding – Supalla provided an overview of the current Capital Bonding projects on campus, which includes the Heintz Center roof replacement, tuck pointing and concrete repair on Memorial and Plaza Hall; lighting/carpeting in the Hill Theatre; and the addition of over 660 stalls in the West Parking Lot expansion. Supalla also reported the City of Rochester will be loaning money to the RCTC Foundation to purchase the inflatable bubble for the Stadium in order for it to be installed by mid-December. Supalla announced the 2010 Bonding requests will include additional HEAPR funding, renovation of the former nursing labs in Plaza, a Co-Located Workforce Center, and planning money for the next major integrated project that will include the relocating of the maintenance shed, above ground fuel barrel, and converting Plaza to steam heat. Finally, Supalla reported HEAPR funds are being used to replace three elevators on the UCR Main campus. Martin questioned if drainage is a factor for snow removal in the new “green” parking lot and Hansmann agreed the drainage issue will need to be addressed. Action: Information Only.

ITEM 3 (Admin) Budget – Hansmann reported a five percent tuition increase was approved by the MnSCU Board of Trustees, which includes a two percent buy-down for students. Hansmann also reported auxiliary enterprise funds and federal stimulus funds are being used to balance the FY10 budgets, adding the College does not anticipate any layoffs. Tucker questioned what enrollment growth the College was anticipating. Supalla responded the College budgeted with a 3% tuition increase, but preliminary numbers are reflecting a significantly higher number for both summer and fall. Bequette added 38% of the summer credits sold are being offered online; which has relieved some of the scheduling pressures experienced in the past. Supalla stated the concerns are not with the FY10 budget, but rather the FY11 budget and whether another unallotment occurs if the economy doesn't improve. Tucker thanked Administration for being fiscally responsible and balancing the budget without layoffs, which is not the case at many other colleges. Action: Information Only.

ITEM 4 (AFSCME) Tobacco Use and Sale Policy (5.18.2) – Hansmann announced the draft policy language has been changed to reflect tobacco use and sale and not tobacco free campus. Action: AFSCME will review the draft policy and come prepared to respond at the next meeting.

ITEM 3 (AFSCME) Safety and Compliance Review – Hansmann reported the College had a Safety, Fire, and EMS Team review the College and a plan is in place to address the issues raised in the report. Action: Information Only.

Adjourned at 11:21 a.m.

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| <u>NEXT MEETING:</u> Thursday, September 17, 2009 – 1:30 p.m. – AT109 |
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