

Rochester Community and Technical College
AFSCME Labor/Management

Minutes for Thursday, September 17, 2009 – 1:30 p.m. – AT109

Present: Administration: Cram, Engelmeier, Siefert (representing Marilyn Hansmann), Supalla
AFSCME: Conway, Drenckhahn, Edwardy, Martin (Business Agent), O’Dea, Tucker
Guests: Jerry Becker, Kevin Clark, Cris Kellas, Marty Leonard, Roman Staloch
Recorder: Kingsbury

ITEM 1 (AFSCME) GMW Software Workshop Needed – Conway questioned if the GMW employees would be trained on the new software to be able to view the information, or if the software is only intended for the supervisors. Kellas responded the system is similar to the Work Order System currently in use, where there are different levels that range from view only all the way to an administrative level that has the capability to manipulate the data. Kellas also clarified that the current software is only a demo package and does not yet contain the specific UCR facilities. Staloch added once the software is installed and operational, the committee will be involved in the next steps. Supalla questioned when the software will be implemented and Kellas responded it should be operational by the next Labor/Management meeting. Martin stated AFSCME will be meeting with Vice Chancellor King about assessment and he plans to sing praises about the process RCTC has followed to get to this stage of implementation. A brief discussion followed on who determines what priority level an area is assigned. Kellas confirmed input will be taken into consideration, but the software has the capability to determine a priority level for the areas. Action: Anyone interested in having view only rights for the new software should contact Kellas.

ITEM 1 (Admin) GMW Area Study Progress – Martin questioned the status on the GMW Area Study. Becker responded the recommendations for all levels are complete and the next step is for the committee to complete their recommendation and send it out campus-wide through managers and program leaders for input. Supalla thanked Becker for his work on the project. Action: The GMW Area Study will be shared campus-wide through Program Leaders and Department Managers.

ITEM 2 (AFSCME) and ITEM 2 (Admin) Tobacco Use and Sales Policy (5.18.2) – Supalla announced the current draft Tobacco Use and Sales Policy is supported by faculty and college-wide input has been solicited by all employees with strong support for implementation. Action: AFSCME supports the Tobacco Use and Sales Policy.

ITEM 3 (AFSCME) Use of Intermittent Employees Follow-up – Supalla questioned if there were still concerns about the hours offered to intermittents. Drenckhahn responded the hours appear to be distributed fairly. Action: Staloch and Kellas will continue to follow-up with Intermittents.

ITEM 4 (AFSCME) H1N1 Preparedness – Supalla announced a community task force has been meeting regarding the potential of utilizing the UCR Regional Sports Center in the event of an H1N1 pandemic, and RCTC was recently invited to the planning meetings. Engelmeier reported a couple of staff have been ill, but issues raised by employees (i.e. triggering FMLA leave immediately) aren’t practical. Engelmeier added, however, that jobs will not be in jeopardy because of sick leave absences. Martin questioned if a sick room had been considered on campus. Engelmeier responded it is being recommended by the Center for Disease Control that employees and students who are sick not report to work/school. Action: Information Only.

ITEM 3 (Admin) Video Surveillance Policy (6.4.3.1) – Supalla announced the draft policy has been well received for safety and security reasons, but the faculty requested the draft be reviewed by General Counsel for data privacy issues. Martin agreed video surveillance can be very useful if used in an appropriate manner, noting Central Lakes was not using cameras for safety and security, but rather to determine when employees were arriving to and leaving from work. Staloch confirmed the videos would be used for security and safety. Action: Information Only.

ITEM 5 (AFSCME) Staff Only Restrooms - Conway requested Administration consider designating the two restrooms near Counseling to be Staff Only in order to accommodate the 58 staff in the area serving students. Conway stated the two restrooms are unisex and not handicap accessible. Cram questioned if signage would be enough to deter students from using the restrooms. Staloch responded he did not believe signage would be enough, and that hardware for locks would need to be installed. Martin questioned if the campus does not currently have staff only restrooms, how it could be determined if signage would or would not be enough; adding a process for distributing keys or installing pushbutton access may be setting up other issues of concern. Supalla stated the men's restrooms in the College Center building are not busy, but if the restrooms by Counseling are needed for staff, perhaps only one could be designated "Staff Only" to allow access for students in the other restroom. Siefert stated the restroom was designated for staff only at one time, but it was decided to make it open access for a couple of reasons, one being students needed to compose themselves after leaving the Counseling Department. Conway stated that is not the case, but rather students compose themselves in the counselor's office before leaving the area. Action: One of the restrooms in the Counseling Area will be designated "Staff Only" with signage.

ITEM 4 (Admin) Veteran's Day Holiday – Engelmeyer confirmed that the practice of allowing employees to work on Veteran's Day and bank their holiday hours would be honored again in 2009. Action: Engelmeyer will send an e-mail to all eligible employees requesting the employee notify their supervisor if they plan on working on Veteran's Day.

ITEM 5 (AFSCME) BESI (Early Separation Incentive) – Conway questioned if RCTC would utilize the Early Separation Incentive program offered by MnSCU. Supalla responded Administration is committed to making a decision by mid-October as to whether RCTC will include the program in the College's Business Plan Action: Supalla will communicate Administration's decision on whether to include BESI in the College's Business Plan by October 15, 2009.

Adjourned at 2:53 p.m.

<u>NEXT MEETING:</u> Wednesday, November 11, 2009 – 1:30 p.m. – AT102
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