

Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Thursday, December 16, 2004 – 9:30 a.m. – CF206

Present: Administration: Bequette, Cram, Gilsrud, Supalla, Weber
AFSCME: Clark, Conway, Edwardy, Kiehne, Lunning, Martin (Business Agent), O’Dea, Staloch, Tucker
Guest: Berg
Recorder: Judy Kingsbury

ITEM 1 (AFSCME) Possible Outsourcing and ITEM 2 (Admin) UCR Closing – Martin indicated rumors were going around that administration would outsource custodial work during the campus closing if inadequate staffing resulted because of requests for vacation. Although Council 5 appreciates the gesture of administration to not force employees to work during the break, a conversation with AFSCME representatives before considering outsourcing would have been appreciated. Supalla apologized for not discussing the outsourcing possibility with AFSCME, and agreed to hold appropriate conversations with AFSCME representatives next year if inadequate staffing is the result of the campus closing in 2005-06. Tucker added he believed the issue was lack of communication regarding the hours of work needed during the break, rather than the rumor of outsourcing. Berg responded the work schedules created during the closing this year will be used as a resource in the future so the number of employees and the hours needed will be known earlier next year. Action: Administration will discuss any possible outsourcing with appropriate union representatives if considered during upcoming campus closings.

ITEM 2 (AFSCME) Confidentiality – Clark stated members of the maintenance department have shared concerns that confidential information about the maintenance department was being discussed by another department. Supalla wasn’t aware of the specifics, but will inform members of the other department that confidential matters must not be discussed. If the practice continues, more specifics will be shared with administration. Action: Supalla will share the concerns about discussing confidential matters with appropriate personnel.

ITEM 1 (Admin) Budget - Supalla announced preliminary budget figures have been calculated for FY06-07. Although enrollment increased during Fall Semester 2004, it appears RCTC will not make the Spring Semester 2005 projections and midterm starts are being considered to increase the enrollments. If enrollments do not increase, expenditure reductions in R&R and capital purchases may be necessary. No staffing changes are anticipated for FY05. Martin shared his appreciation for the update and encouraged AFSCME members to lobby wherever possible for an increase in state appropriations for public higher education. Action: Information Only.

ITEM 3 (Admin) Search Committees – Supalla announced search committees have been formed for numerous faculty postings, OAS, OAS-Intermediate, and two General Maintenance Workers (GMWs) positions. Berg stated one GMW posting is a Tuesday through Saturday schedule (which will include seven months on the grounds crew on the first shift and five months as a floater). The other GMW position is a Sunday through Thursday schedule. Berg also announced a temporary electrician will be hired to replace Yankowiak, who has been granted a leave of absence. Martin questioned if the two GMW positions could be posted as four-10 hour days to be more attractive for candidates. Berg responded the needs of the positions are to float where coverage is needed, hence the necessity for five day shifts, but agreed to take the suggestion under advisement. Martin also questioned why the position working seven months on the grounds wasn’t being posted as a Groundskeeper. Berg agreed to reconsider the classification. Supalla added that administrative conversations have occurred to consider reclassifying the current GMWs working on the grounds. Martin noted AFSCME’s interest in being involved in the classification for newly established positions, and current classifications may be audited upon the request of the employee. Martin suggested the classification for the position that includes groundskeeper work for seven months should be reconsidered before posted. Supalla questioned if the position could be posted with a notation that it is pending a classification audit. Martin responded it wouldn’t be possible because it would affect contractual bidding rights. Further discussions occurred on an internal posting process. Martin agreed to meet with Berg and the Human Resources Department to clarify the agreement and contractual posting/bidding requirements. Staloch added, if the positions aren’t posted at the same time, eligible employees may hesitate to apply for one position until they know what the classification is for the other. Martin responded if an employee successfully bids on a position, they are eligible to bid on the other position if it is a different classification, but not if it is the same classification. Action: Martin will meet with Berg and the Human Resources Department staff to clarify any questions on the posting process. Berg and Supalla will revisit the classifications of the two new positions and current GMW positions assigned to the grounds. Berg will visit with the Second Shift Supervisor on the efficiency of posting the positions as four-10 hour day shifts.

ITEM 4 (Admin) Switchboard – Supalla announced discussions have been held regarding the capabilities of the current switchboard technology and the dissatisfaction of the public, switchboard operator and employees about the cumbersome voicemail maze. Recent investigations have determined, for a nominal \$100 fee, the staff directory for voicemail boxes can be automated. This new feature will allow the Switchboard Operator to focus her attention on those individuals calling the 800 number. Supalla reiterated this new technology is not being installed to eliminate a position, but rather the Switchboard Operator supports the new technology to make it more user friendly. The new technology should be installed in a few months. Kiehne questioned if there has been any consideration to assist the Switchboard Operator with the noise in her area. Cram responded the computers, currently located behind the Switchboard workstation, will be moved to the student services area, and a new headset has been purchased to assist the Operator in answering incoming calls. Supalla stated the reality is the area is a “gathering spot” for students and comments have been made by the community about the diversity and activity the area displays, re-enforcing that the campus has a “university environment.” Kiehne suggested some type of noise abatement be installed (perhaps a glass surrounding similar to the Cashier’s Office) to reduce the noise level. A suggestion was made that chairs be added to the area to discourage students from lying on the floors, and that student government should look into the concerns and offer their recommendations. Action: Information Only.

ITEM 5 (Admin) Online Performance Evaluation – Supalla announced the pilot online performance evaluation process appears to be successful according to the verbal feedback received, and questioned if AFSCME would support full implementation. Martin requested a more formal survey be conducted by both the employees and the supervisors before supporting full implementation. Kiehne shared concerns that the questions are not specific as it relates to an individual’s job responsibilities. It was also noted that the evaluators are mutually agreed upon by the employee and their supervisor, and even though the pilot has reflected only employee-selected recipients of the evaluation, the opportunity is there for the supervisor to also assist in the selection of the evaluators. O’Dea reminded everyone that the survey is a tool and only one part of the process for a performance review. Action: Arntson will be requested to conduct a formal survey of both the employees and the supervisors and share the survey results at the next meeting.

Adjourned at 10:30 a.m.

<u>NEXT MEETING:</u> Monday, February 14, 2005 – 10:30 a.m. – AT109
--