

Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Thursday, May 1, 2008 – 10:30 a.m. – AT109

Present: Administration: Arntson, Bequette, Hansmann, Supalla
AFSCME: Clark, Hughes, Lunning, Martin (Business Agent), O'Dea
Guests: Monson, Weber
Recorder: Kingsbury

ITEM 1 (AFSCME) New Time Sheet Reporting – Martin questioned when the College would implement the new timecard reporting process; adding colleges can either begin the pilot in Phase 1 (by July, 2008) or Phase 2 (by October, 2008). Hansmann responded she was informed that the College did not have to participate in the pilot, but if there is a deadline of October for implementation, then the College will be more aggressive in implementing, even if it is just a departmental implementation. Martin questioned if adequate computers would be available for those employees that do not work daily on a computer (i.e. General Maintenance Workers), and whether assistance would be given to those that are not familiar with the technology. Supalla stated all computers on campus are on a rotation cycle, including those available to the Maintenance Department, but once more information is obtain about the pilot, a review of the computer inventory in the areas will be determined and newer and/or more computers will be added to accommodate the employees. O'Dea questioned if all employees have been trained on the use of the computers. Hansmann responded additional training will be provided if necessary. Martin suggested other accommodations could be made if employees are not comfortable with the computer (i.e. co-workers or supervisors can assist.) Action: Hansmann and Arntson will follow-up on the deadline for pilot implementation and confirm adequate computers and training are made available for all employees.

ITEM 1 (AFSCME) Communication Among Maintenance Employees and Supervisors and ITEM 1 (Admin) Flex Plan Process Development– Supalla acknowledged that a concern about communication between employees and supervisors came out of a conversation that was held at a meeting last week. Hansmann had drafted a document/process for requesting flex time, but Supalla announced that draft process was placed on hold until a discussion could be held on the specific concerns. During the meeting it was determined that other modes of communication were available and the specific concerns appeared to be related to miscommunication. Supalla stated the use of e-mail, walkie talkies, bulletin boards, etc. appears to have resolved those issues. Arntson added it was agreed that employees would not communicate through co-workers, but rather will discuss their flex time requests directly with their supervisors; suggesting Administration develop a college-wide flex time plan for all non-faculty employees. Martin responded flex time is already addressed in the union contract. Arntson concurred; however stating the plan would reflect the process of how an employee would go about submitting requests. Martin questioned what Administration was trying to accomplish. Hansmann responded the desired outcome is to eliminate confusion and document requests. Martin agreed that documenting requests would be beneficial to both the employer and employee, however a process is already in place by contract language. Tucker shared his concern that flex time can cause issues with other employees, including the inability for another employee to perform their duties if the person they have to work with is flexing hours. Martin stated flex time works best if the employees are not affected by a crew, but AFSCME is willing to review Administration's proposal at the next meeting. Action: Arntson will forward the flex time plan/procedures to AFSCME prior to the next meeting and the item will be placed on the agenda for discussion.

ITEM 2 (Admin) Summer Work Schedules – Hansmann and Monson announced all employees in the Maintenance Department who requested a change in hours during the summer have been accommodated and the three shifts have been cut back to two shifts allowing for employees to work in teams to deep clean over the summer. Martin concurred there is a benefit to having teams work together, including building relationships. Hansmann also announced the summer arrangement allows employees who enjoy one part of the job to help with employees that like another part of the job. Martin suggested a report determining the work efficiencies and job satisfaction of the employees would be beneficial at the end of the summer. Action: Hansmann will report back the effectiveness of the arrangements.

ITEM 3 (Admin) Search Update – Arntson announced several AFSCME positions have been filled in such areas as Admissions and Records, Business Office, and Classroom Lab Assistants. Arntson added Clark has temporarily been reassigned to work out of class as the Building Services Supervisor. Arntson concluded by stating seasonal layoff letters were being mailed to determine summer work interest. ACTION: Information Only.

ITEM 4 (Admin) Next Meeting – *Schedules were reviewed for a summer meeting.* ACTION: The next meeting is scheduled for August 14, 2008.

ITEM 5 (Admin) Sloan Award – Arntson announced the College was selected as a finalist for the Sloan Award for workforce flexibility, and will be moving to the next phase of the award selection process, which requires half of the employees to complete an online multiple choice survey. ACTION: Information Only.

Adjourned at 11:27 a.m.

NEXT MEETING: Thursday, August 14, 2008 – 11:00 a.m. – AT109