Rochester Community and Technical College  
AFSCME Labor/Management  
Minutes for Friday, January 18, 2013 – 1:00 p.m. – Presidents’ Room

Present: K. Clark, Drenckhahn, Engelmeyer, Gross, Martin (Business Agent), O’Dea, Sahs, Schmall, Supalla, Tucker, Weber, Kingsbury (Recorder), Staloch (Guest)

ITEM 1 (Admin) Construction and R&R Project Update – Schmall provided an update on the facility projects around the campus, including estimated completion timelines for each. Supalla also shared information on the Stadium/Bubble project (funded from the Sales Tax Extension), noting the intent is to include a concrete wall in the design to help alleviate issues with snow removal around the Bubble. Action: Information Only.

ITEM 2 (AFSCME) Overtime Distribution Roster – O’Dea questioned if the overtime distribution roster was posted for employees to review. Schmall responded there has been very little overtime distributed, with the exception of Engineers for scheduled power shutdowns. Staloch added that a call went out to General Maintenance Workers (GMWs) for overtime on Monday (January 21st - Martin Luther King Jr. Holiday) because the Heintz Center needs to be open, however only one GMW volunteered, hence if no other GMW volunteers, he plans to assign overtime based on inverse seniority. Staloch added a Senior Groundskeeper is willing to work the overtime if there aren’t enough GMWs willing to work that day. Martin questioned if other classifications were asked, i.e. Engineers. Staloch responded that because of the wage differences, using Engineers for GMW work is more expensive, but he would be willing to contact them. Martin added the Appointing Authority has the right to assign overtime, but suggested first determining qualified volunteers from other classifications before forcing employees to work on a holiday. Staloch added the posting of overtime has been an agenda item at several meetings, yet when overtime is available, it has been difficult to find GMWs willing to volunteer to work the overtime. Martin responded it is two separate issues (one is the posting of overtime distribution and the other is securing volunteers to work overtime.) As it relates to posting, a discussion followed in which AFSCME agreed to have the overtime distribution posted electronically where all employees have access to view. Action: Staloch will solicit volunteers from the GMWs to work the holiday, and then will offer the overtime to other qualified employees in other classifications. Staloch will also work with the IT Department to have the overtime distribution list posted on a shared drive where all employees in the department have viewing rights. The topic of Overtime will only be placed on the agenda if there are issues with the distribution.

ITEM 3 (Admin) Search Update – Engelmeyer reported the timelines for the Presidential Search have been extended and information is available on the Presidential Search website. Engelmeyer also provided an update on new hires in the AFSCME bargaining unit (i.e. Part-time GMW in Sports Center, OAS Intermediate in the Foundation, temporary OAS Intermediate in the Chief Student Affairs Office, and CLAs in both the Science Labs and the Learning Center). Schmall added the CSAS in the Bookstore is being interviewed, and there are plans to increase the GMW intermittent pool. Martin questioned if the intermittent hires are temporary or permanent, noting a permanent intermittent is able to bid on open positions. Engelmeyer responded the positions are temporary, based on a suggestion Martin provided to the College for flexibility. Martin reminded everyone that the employment conditions are defined first by either full-time, part-time or intermittent, and then by appointment status of either unlimited, temporary, seasonal or emergency, and if an employee is hired as temporary, it doesn’t matter if the employee works 66 days or 167 days, the appointment status doesn’t change. Action: Information Only.

ITEM 4 (AFSCME) Summer Vacation Requests – O’Dea reported there have been conflicts in the past in work areas relating to vacation requests, but normally employees work out the issues themselves. O’Dea added many areas have a posted calendar where employees can indicate when they are gone so others know schedules. Sahs added the IT Department uses an electronic calendar that is accessible to all IT employees for viewing, but only the supervisors can input. A discussion followed on the possibility of developing a calendar that could be accessed by each department. Sahs questioned how far in advance an employee could submit a vacation request, and Martin responded six months. Action: Sahs will work with departments to replicate an absence calendar department by department and pilot the calendars for the next few months. The item of Electronic Calendars for Absences will be placed back on the next agenda for follow-up.
ITEM 5 (AFSCME) AFSCME Day on the Hill (February 26, 2013) – Martin announced the AFSCME Day on the Hill is scheduled for February 26, 2013, and encouraged Administration to share information on MnSCU/RCTC priorities with the AFSCME members attending so they can help promote the projects. Action: Drenckhahn will forward a list of AFSCME members participating at AFSCME Day on the Hill to Supalla.

ITEM 6 (AFSCME) Workers Memorial Day (April 28, 2013) – Martin reminded everyone that Workers Memorial Day is a day set aside to honor/recognize workers who have lost their lives or been disabled or injured while on the job. Martin requested the assistance of Administration to raise awareness and an understanding of the day, and to help promote workplace safety. Some initiatives done at other campuses to commemorate the day include promoting a moment of silence at a designated time, or offering workshops or training on safety or CPR for employees. Supalla agreed that the day should be promoted, noting a short ceremony is held annually in the Atrium on Veterans’ Day and suggesting a similar ceremony could be held for Workers Memorial Day. Action: AFSCME will work with either the Human Resources or President’s Office to plan an activity to promote Workers Memorial Day on April 29, 2013 (Note: April 28th is a Sunday in 2013).

ITEM 7 (AFSCME) Safety: Light Bulbs – Martin reported that the State-Wide Safety Committee reviewed the stipulation agreement MnSCU has with Minnesota Pollution Control Agency as it relates to the process for storing/disposing of used light bulbs, emphasizing the need to ensure compliance or be prepared for heavy fines. A discussion followed on the current practice of placing used bulbs for reuse in one box labeled “reuse” and used bulbs that cannot be reused in another sealed container label “hazardous waste.” It was noted the issue of concern is when the containers are unattended, noting used bulbs that are hazardous waste must be immediately disposed of, and not placed in a maintenance closet until the end of a shift. Action: AFSCME is available to assist Management in educating and explaining the need for employees to follow proper disposal steps for hazardous waste materials.

ITEM 8 (AFSCME) Seasonal Influenza (Flu) – Martin emphasized the need for employees experiencing illness to take sick leave and not come to work, noting the number of deaths reported from the flu this season in Minnesota has risen to over 60. A discussion followed on the need for additional sanitizer dispensers to be placed around the campus and it was also suggested that cleansing-wipe dispensers be placed around campus (especially in computer labs) to provide an opportunity for students/faculty/staff to wipe down keyboards and other work surfaces before using the space. Action: Staloch will place more sanitizer and cleansing-wipe dispensers in classrooms and around the campus.

ITEM 9 (Admin) Nellie Stone Johnson – Supalla announced RCTC is sponsoring a table at the upcoming Nellie Stone Johnson Scholarship events on March 21, 2013 in Oakdale, MN with Winona State University, and extended an invitation to AFSCME for a staff member to join Supalla, Gross and Schmall at the joint table. Action: AFSCME will notify Supalla if there is any interest in the available seat for the event.

ITEM 9 (AFSCME) Resignation as Rochester State Sector Representative – Clark announced that he plans to resign as State Sector Representative for Rochester because of ongoing issues on the campus. Supalla requested Clark reconsider his decision to resign, adding it has been a pleasure working with him over the years and emphasizing his desire to continue that effective working relationship. Martin added sometimes issues result in “killing the messenger;” suggesting rather than automatically changing assignments, it would be better to get to the root of the issues and resolving them appropriately. Action: Clark will reconsider his decision after consultation with others.

Adjourned at 2:37 p.m.

FUTURE MEETINGS:
Friday, March 22, 2013 – 1:00 p.m.
Presidents’ Room (4th Floor College Center Building)
and
Friday, June 7, 2013 – 10:00 a.m.
Presidents’ Room (4th Floor College Center Building)