Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Friday, March 22, 2013 – 1:00 p.m. – Presidents’ Room

Present: K. Clark, Drenckhahn, Engelmeier, Gross, Martin (Business Agent), O’Dea, Schmall, Supalla, Tucker, Weber, A. Ziebell, Kingsbury (Recorder),

ITEM 1 (Admin) Updates

a) Search – Engelmeier reported a temporary Customer Service Specialist position was filled in the Welcome Center, with plans to post the permanent position at a later date, and the only current AFSCME posting is a part-time General Maintenance Worker for the Sports Center. Engelmeier also reported Gail O’Kane was appointed Interim President effective July 1, 2013, and will be presented to the community by Chancellor Rosenstone next week. The event will be streamed live via the web. Action: Information Only.

b) Legislative/Budget – Martin reported over 1,100 individuals participated in the 2013 AFSCME Day on the Hill, and the Governor’s proposal surrounding issues affecting AFSCME employees appear to be moving forward with hopes that the Legislature will understand the rationale for supporting the Governor’s initiatives. Supalla reported MnSCU/RCTC’s only concern surrounds a House Bill that legislates any new higher education money be used for tuition buy down, which could equates to a significant loss to RCTC. Supalla added the Governor is supporting a Capital Bonding Bill for 2013, which includes funding for system-wide capital restoration (HEAPR), and $900,000 for RCTC’s Classroom Renovation project in Plaza/Memorial Hall. The RCTC project is currently priority #4 on the MnSCU request. Action: Information Only.

c) AFSCME Representatives on Search Teams – Martin reported the issue was resolved prior to the meeting. Action: Information Only.

d) Construction and Renovation Plans – Schmall provided an update on the construction and renovation projects planned at the College, and reported some General Maintenance Workers’ responsibilities may be reassigned over the summer for those employees working in buildings closed because of asbestos abatement and other renovation projects. Schmall also shared an update on the WorkForce Center, which should have construction begin during the summer of 2013 and completion scheduled for August of 2014. Schmall also provided updates on the CTECH/STEM Village and Stadium Phase III projects, both funded from local sales tax dollars. Martin offered the assistance of the AFSCME Union in discussion about staffing the additional square footage being added to the campus when the WorkForce Center and CTECH facilities are operational. Action: Information Only.

ITEM 2 (AFSCME) Overtime Distribution List – Schmall reported that Staloch has compiled the overtime distribution list and still plans to have it posted electronically for access to all Facilities staff. Schmall added the plan is to have it updated every pay period. A brief discussion followed on the March 12, 2013 two-hour delay due to a weather emergency, and the confusion of some employees on what time they were expected to report to work. Action: For clarity purposes, during a two-hour delayed start, the media notification will reflect classes and employees report at 10:00 a.m., with the expectation that weather essential employees understand their responsibility to report to work as normally scheduled.

ITEM 3 (Admin) Electronic Calendars for Absences Pilot Review – Supalla reported Sahs was not available to report out on the proposed electronic calendar for absences. Action: Supalla will follow-up with Sahs on the status of establishing an Absence Calendar by departments for the College.

ITEM 4 (AFSCME) Workers’ Memorial Day – Engelmeier reported she had a brief conversation with O’Dea on possible ways to promote the day, but no plans were finalized. Martin responded some institutions with intercom systems announce a moment of silence or hold a special reading to honor and remember the workers around the country who have suffered injuries or fatalities while on the job. It was also suggested that posters be hung around campus or displayed on the monitors; noting that the day is not just for employees, but also students that will be going into potentially dangerous fields, such as law enforcement or construction. Action: O’Dea will share information with Engelmeier and the day will be promoted campus-wide.
ITEM 5 (AFSCME) Staff Development Days – Engelmeyer reported that comments received from the Facilities staff indicate an interest in more on-the-job training activities at Staff Development Days, adding EMS training was held during the February Staff Development Day, and plans are underway to offer training in other areas (i.e. work order process) for the April sessions. Supalla stated that every effort has been made to provide topics of interest to all employees at sessions, but feedback continues to be received that the sessions are too faculty focused. Supalla requested staff provide ideas on what they want to see at the sessions that would fulfill their development needs. Martin responded a state-wide Front Line Conference is held each year, and with only 300 state employees attending out of the thousands employed, Martin suggested those that attend the session be a train the trainer, and share their knowledge with their colleagues that didn’t attend. Ziebell added at his previous job, he was required to participate in CPR training, and he has often wondered why CPR or Defibrillation training wasn’t required at the College. Schmall responded the Security Officers on campus were recently certified to train in those areas, and offered their expertise at future Staff Development sessions. Engelmeyer suggested that since Right to Know is mandatory, maybe convenience modules could be completed during Staff Development sessions to ensure the College is in compliance.  Action: AFSCME will continue to share ideas on possible topics for future Staff Development Days.

ITEM 6 (AFSCME) Campus Service Cooperative – Clark requested the name and contact information for the College’s contact person relating to Campus Service Cooperative questions. Engelmeyer responded there are multiple individuals involved, depending on the areas. Martin provided an example of the importance of utilizing the Campus Service Cooperative (i.e. on average $25 million is spent within MnSCU institutions each year on computers, and MnSCU should leverage their size and power to negotiate the possibility of purchasing in bulk to reduce the costs system-wide). Martin added AFSCME understands that MnSCU can’t serve students in the same way today as they did 20 years ago, and further understands the AFSCME jobs of today are different than what they use to be, but AFSCME doesn’t want to be an obstacle in moving forward, but rather wants to be part of the solution. Martin added MnSCU will begin by eliminating duplications, and AFSCME wants to be part of those discussion; noting the members understand their may be ramifications with such changes (even potential layoffs or reductions in work hours). Supalla agreed that the staff need to be part of those discussions, but locally at RCTC, more direction is needed from the system on what is available in the menu for various services available through the Campus Service Cooperative.  Action: As further direction is received on the possibilities within the Campus Service Cooperative, Administration will engage feedback from the Staff before moving forward.

ITEM 7 (AFSCME) Vacation Donation Program – Martin questioned if the College posts information on the Vacation Donation Program for employees. Engelmeyer responded that the College receives information periodically, but have not been distributing it in any specific format. It was suggested that anyone with an employee state ID should have access a special website for the program.  Action: Engelmeyer will share the link with Martin and further investigate the possibility of promoting the Vacation Donation Program with all employees.

Adjourned at 2:18 p.m.

| NEXT MEETING: |
| Friday, June 7, 2013 – 10:00 a.m. |
| Presidents’ Room (4th Floor College Center Building) |