Rochester Community and Technical College  
AFSCME Labor/Management  
Minutes for Friday, June 7, 2013 – 10:00 a.m. – Presidents’ Room

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

ITEM 1 (Admin) Updates

a) Search – Engelmeier provided an update on recent hires and announced a temporary hire in the Foundation to fill-in for a leave of absence. Engelmeier also reported the desire to hold a conversation with Martin in the future to determine the best course of action for the College as it relates to upcoming retirements in the Facilities Department (GMW positions). Action: Information Only.

b) FY14 Budget – Schmall reported Administration held several half-day sessions to establish the FY14 budget. Schmall added the budget is being developed with an assumption of a slight decline in FTE and no tuition increase. Martin stated AFSCME shared with the Chancellor some of the great work being done in Rochester as it relates to Connections Now, and how staff are helping with recruitment and retention through their interactions with students. Martin questioned if there is a way to measure the impact of the Connections Now initiative. Supalla responded it is not easy to measure because it is anecdotal information. Supalla added it is difficult to know which ones of the many initiatives implemented are making a difference since RCTC’s FTE are currently down in double digits for the fall. Conway responded students have a reputation for procrastinating when it comes to registering, but the class cancelation delay has been instrumental. Weber stated it will be interesting to find out if the tuition freeze will help or hurt enrollments as well. Action: Information Only.

c) R&R and Construction Project Updates – Supalla and Schmall provided a brief update on the parking lot improvements, painting, carpet replacements, air handling, and construction projects, including the three major projects on campus (CTECH/STEM Village, Co-located WorkForce Center, and Stadium Phase III). Schmall added that the additional square footage added from the WorkForce Center and CTECH will result in a need for more GMWs and Security personnel. Weber added the growth of the facilities also requires the need to ensure services are provided to the new guests. Supalla reported a meeting was held with the City’s Planning and Zoning to discuss installing a marquee (institutional identification sign) at the intersection of County Road 9 and County Road 22, adding, although “state trumps city,” Administration wants to be upfront and communicate the College’s plans with the City. K. Clark questioned if consideration was still being given to installing a wall by the Bubble for easier snow removal. Schmall responded it was determined to be too costly to install the wall, but different equipment is being considered with guard rails on the plows to throw the snow farther, which should reduce time. Action: Information Only.

d) MnSCU Capital Bonding Priorities – Supalla reported the College’s Plaza/Memorial Hall project went from Project #4 in the FY13 request to Project #12 in the FY14 request; however Supalla remains optimistic that the top 12 projects, at minimum, will be support by the legislators. Action: Information Only.

ITEM 2 (Admin) Electronic Calendars for Absences Pilot Review – Sahs reported that upgrades were being done with the exchange server; hence the pilot was postponed, but he plans to have the pilot implemented over the summer. Currently the plan is to have absence calendars shared by departments, but discussions have been held about having it campus-wide in the future. J. Clark indicated when it is fully implemented, other colleges may want to use the same process at their campuses. Action: Sahs will provide a demonstration of the Electronic Absence Calendar at the next meeting.
ITEM 3 (Admin) Overtime Distribution List – Schmall shared a copy of the overtime summary to-date for the current year, noting most of the overtime was assigned to Plant Maintenance Engineers and Groundskeepers. Schmall added conversations are underway to also publish the overtime list electronically. J. Clark questioned if a similar spreadsheet was prepared for Unit 6 employees. Engelmeyer responded the College has made a concerted effort to limit overtime, but with campus building needs, it has been approved in the Facilities department. Action: Information Only.

ITEM 4 (AFSCME) Safety and Training – Martin reminded everyone that when a violation occurs on the MPCA Stipulation Agreement it affects all campuses because MnSCU is considered one entity; therefore it is in everyone’s interest to be aware of the violations at the other campuses. Martin questioned if the furniture being stored in the hallway of the East Building should be a concern. Schmall responded the furniture is only temporarily being housed in the area while work is being done in the classrooms. Schmall added, however, that now is a good time to remind employees not to store items in stairwells and other non-storage areas. Martin stated AFSCME wants to play a role in this issue to make sure the employees are helping wherever they can to ensure compliance. Engelmeyer reported that MnSCU was under the impression RCTC wasn’t holding Safety Committee Meetings, but minutes from the regularly scheduled meetings have since been forwarded to the system office to document the meetings are occurring. Martin questioned if all AFSCME employees are completing the necessary Right to Know Training. Engelmeyer and Schmall confirmed employees from the Facilities Department consistently complete their training because of the nature of their work, but other employees may not have completed all training. Martin questioned if a message could pop-up on the employee’s computers reminding them if they haven’t completed the training, emphasizing the importance for not only the safety of the employee, but also because it could result in a violation that equates to a financial burden on the College. Schmall responded employees are reminded on a regular basis, and Engelmeyer confirmed that having the training on the Convenience Learning System provides a quick and easy way to monitor completion of the modules. Supalla shared an update on the status of hiring a Regional Safety Coordinator (a shared position other MnSCU institutions). Martin commended RCTC in pursuing the option of a Regional Coordinator because the expertise a campus may need one day may not be needed the next; hence sharing that expertise among several institutions is the best use of the position. Martin added Minnesota State College Southeast Technical is also doing something different with their Human Resource functions. Martin noted that Emergency Training Exercises are also very important, especially when you hear what is happening around the nation. Schmall responded the Security Department is reviewing the College’s Emergency Operations Procedures and it is currently at MnSCU for review. Schmall stated dates are being set-up for various simulations on campus. A lengthy conversation followed on ensuring employees know what to do should an active shooter be reported on campus. Everyone agreed having exercises and drills often makes a difference on whether employees know what to do and what not to do in different situations. Action: Information Only.

ITEM 6 (AFSCME) Thank You, Don Supalla – Martin thanked Don Supalla for being one of the shining stars in the system, adding Union contracts are in place because Unions and Administration can’t come to resolutions on issues, but when a college has someone like President Supalla, with common sense, in the leadership position, it is refreshing and sets the stage for the rest of the staff at the campus. Supalla reminded everyone that, “We are all in it together,” and thanked Martin for his leadership over the years, adding, “It has always been a pleasure working with you on issues.” Action: Information Only.

Adjourned at 11:20 a.m.