Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Monday, September 30, 2013 – 2:00 p.m. – Presidents’ Room

Present:  K. Clark, Drenckhahn, Engelmeyer, Gross, Martin (Business Agent), Nisbit, O’Dea, O’Kane, Sahs, Schmall, Kingsbury (Recorder)

ITEM 1 (Admin) Electronic Calendars for Absences Pilot – Sahs reported an absence calendar was created for the Facilities Department, and soon access to the shared calendar will be made available to all Facilities staff to view and enter their own absences. Drenckhahn agreed having access to a calendar to see who is scheduled to be gone on a given day will be beneficial.  Action: Information Only.

ITEM 11 (AFSCME) Veteran’s Day Holiday MOU – Martin questioned what arrangements were made if all GMWs and Engineers take the holiday off on November 11, 2013, yet the campus needs to be open for classes. The MOU (approved in October of 2004) was reviewed and it was agreed that employees are automatically coded to be on holiday for Veteran’s Day, unless the employee requests to work and have the hours credited to either vacation or compensatory time in lieu of the holiday pay.  Action: Schmall will have the Building Supervisors confirm which employees have requested to work on Veteran’s Day.

ITEM 2 (AFSCME) Maintenance Third Shift – Clark questioned the status of earlier conversations regarding adjusting schedules to accommodate only two shifts (day and 2nd shift) in the future. Schmall responded he was pulling data together to review before investigating that possibility, but emphasized that once the Workforce Center and CTECH buildings are opened, the additional square footage will require the need to review GMWs, GRWs, PMEs, staffing, adding consultation with the AFSCME employees in those areas will be sought for the best informed decision. Schmall added the issue isn’t as much about costs, but rather how best to serve the College needs. Martin agreed the more input from the employees doing the work, the better; adding campuses across the state struggle with how to serve the colleges in the most cost effective manner. Martin also added some employees prefer to work a 3rd shift, and encouraged administration to not only determine how best to get the work done, but also the timing of when the work should be done (i.e. if the campus is open until midnight, and it takes two hours after everyone leaves to get finish the cleaning, then a shift may need to be scheduled until 2:00 a.m. Martin also commented that Century College went through an issues with the cafeteria needing constant attention, so they began a campaign entitled “What would your mom say?” to get students to pick up after themselves. O’Kane agreed that educating students should be the first step.  Action: Information Only.

ITEM 3 (AFSCME) New Snow Removal Equipment for the Bubble – Clark requested an update on the snow removal process around the Bubble since installing a cement wall was cost prohibited. Schmall responded the process is more with timing than equipment, noting it is easier to begin removing snow at one inch rather than three inches accumulation. The group also discussed the process to follow when determining whether employees need to be called in during the middle of the night to help with the accumulating snow around the Bubble, and whether there were GPS tools that could be used on the snow blowers to protect the Bubble during the snow removal.  Action: Schmall will further investigate snow blower GPS tools to assist in the removal of snow around the Bubble.

ITEM 4 (Admin) Budget – Schmall distributed a handout reflecting the current FY14 budget and proposed FY15 budget. Martin questioned if any AFSCME layoffs were being considered. O’Kane responded that the FY14 budget appears stable because of instructional cost study improvements, conservative budgeting, and a proactive analysis of the College’s overall spending; hence no AFSCME layoffs are planned at this time. O’Kane added data does indicate that RCTC is not sufficiently staffed in the area(s) of managers and administrators when compared to like-sized two-year MnSCU colleges. In addition, O’Kane reported that even with a conservative FY15 budget, the College needs to budget with an assumption of a 5% enrollment (FYE) decline for the upcoming year.  Action: Information Only.
ITEM 5 (Admin) Charting the Future Report – O’Kane reported the two Charting the Future Listening Session were well attended, but the goal of the session was not to capture feedback and submit to the system office, but rather was an opportunity for employees to dialogue, and then submit their own feedback through the designated Charting the Future website.  Action: Information Only.

ITEM 6 (Admin) Presidential Search Update – Engelmeyer reported the system office plans to solidify the search team membership for the Presidential Search by November 1st.  A discussion followed on whether AFSCME should send out a call for interest to serve on the search team since the call is for any AFSCME employee, and not just due paying members.  Action: Martin and Engelmeyer will visit offline about the process for soliciting interest by AFSCME members to serve on the search team.

ITEM 7 (Admin) 100th Anniversary Celebration Planning – O’Kane reported RCTC will be celebrating its 100th anniversary in September of 2015, and the RCTC Foundation will take the lead on planning a celebratory event, while the Marketing Department will use the celebration as an opportunity to market the College.  Action: Information Only.

ITEM 8 (Admin) College Advisory Team – O’Kane announced consideration was being made to creating a College Advisory Team, which would include representatives from across the campus.  The purpose of the group was to provide an avenue for Administration to share ideas and obtain feedback on issues; however, O’Kane added that creation of the team was placed on hold due to a number of other pressing issues needing attention at this time.  O’Kane stated she plans to share the idea with the new President once they are onboard.  Action: Information Only.

ITEM 9 (Admin) House Capital Investment Committee Visit (October 8, 2013) – O’Kane announced the House Capital Investment Committee plans to make a stop at RCTC to tour and learn about the Plaza/Memorial Hall project.  Schmall added the project would provide a significant savings in heating/cooling costs, and O’Kane added the new classroom designs would provide for flexible classroom space for modern teaching techniques.  Martin encouraged Administration to share the project details with AFSCME employees so they may help promote the project to the legislators at such events as Day on the Hill.  Action: Schmall will share details on the Capital Bonding Project with Drenckhahn for distribution to other AFSCME members.

ITEM 10 (Admin) November Staff Development Day – Engelmeyer provided an update on the November Staff Development Day plans, which will include a focus on the college culture, communication and connectedness.  Drenckhahn responded the August Staff Development Day was well received by the staff, noting the employees especially appreciated the ability to visit other departments and learn what they do, and the group activities that provided an opportunity for employees to get to know others around the campus.  Action: Information Only.

ITEM 11 (Admin) Listening Sessions for Vice President of Student Affairs Search – O’Kane announced listening session will be held with the search firm conducting the Vice President of Student Affairs search.  The purpose of the listening sessions is to help identify the important characteristics and qualities the College needs in a Vice President of Student Affairs.  Action: Information Only.

ITEM 12 (Admin) AFSCME Representatives on Search Teams – Schmall provided an update on some upcoming AFSCME searches.  Clark questioned if AFSCME receives a copy of vacancy posting, and Engelmeyer responded a notice has been sent to O’Dea in the past, but with O’Dea’s plans to retire, a new contact person will need to be identified.  Action: Information Only.

Adjourned at 3:29 p.m.

NEXT MEETING:
Monday, January 13, 2013 – 2:00 pm – Presidents’ Room