Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Monday, January 13, 2014 – 2:00 p.m. – Presidents’ Room

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

ITEM 1 (AFSCME) Availability of Viewing Electronic Absence Calendars/On-Call Assignments – Drenckhahn reported that not all employees have access to view the electronic absence calendars, i.e. the weekend employees. **Action:** Sahs will follow-up with the IT Department to resolve the viewing issue.

ITEM 2 (Admin) FY14 Enrollment/Budget Update – O’Kane reported enrollment is down across the system at two-year colleges, noting the system currently reflects a 4.5% enrollment decline at two-year colleges, while RCTC is reflecting a decline of just under 5%. O’Kane added, although enrollment is down, it still remains within the targets established for the FY14 Budget. **Action:** Information Only.

ITEM 3 (AFSCME) Update on Plans for 3rd Shift – Clark questioned if any decisions were made relative to staffing the Physical Plant Third Shift. Schmall confirmed there are vacancies because of recent retirements, and distributed a handout outlining the current staffing levels in the Facilities Department. Schmall also reported Kellas was reviewing the area studies based on the current work area assignments, and he proposed establishing a task force to review the data to determine the appropriate staffing needs and classifications for each area/shift, along with a timeline for hiring based the campus expansion of new space (i.e. Stadium, Workforce Center, and CTECH buildings.). The membership for the task force would include Staloch, Kellas, Flint, Schmall, Engelmeyer, and five AFSCME representatives appointed by AFSCME. Martin questioned if the February 7th timeline was too aggressive for the task force to complete their work, noting in the past input was obtained by not only the task force, but also the department as a whole. Schmall responded the February 7th timeline was flexible, but would be considered a starting point to ensure the initiative moves forward. Drenckhahn added there are areas where work is being duplicated, and suggested that also be reviewed. Schmall agreed, noting the process will include acquiring a better understanding of who is doing what to back-fill retirement vacancies. Martin questioned if a team cleaning approach was considered. Schmall responded that a team cleaning approach is used at the dental clinic for efficiencies, but it has not been implemented in other areas of the campus. Schmall added obtaining input from the employees doing the work will help determine what works and what doesn’t work as it relates to cleaning approaches. **Action:** AFSCME will appoint five employees to serve on the task force. Schmall will work with the supervisors to adjust work schedules to ensure the representatives are able to attend meeting.

ITEM 4 (Admin) Campus Service Cooperative Update – Engelmeyer reported the Account Technician that handled timesheet payroll processing retired, and RCTC decided to move that portion of payroll to the Campus Service Cooperative (CSC) at M State. Because the payroll function was only a portion of the employee’s job, the supervisor is reviewing the non-payroll responsibilities to determine how best to proceed with fulfilling those duties. Martin questioned how the CSC was working as it relates to a savings in purchasing power. Schmall responded RCTC has been utilizing the contracts negotiated with OfficeMax and Grainger with some upfront savings in isolated cases, and anticipates long-term savings in the future. Schmall added RCTC also works collaboratively with Winona State University in areas such as safety and security, and plans to move the purchasing cards to US Bank because of anticipated financial savings. Martin encouraged Administration to also investigate potential collaboration outside MnSCU, i.e. RCTC borrows chairs to the Department of Transportation for Workers’ Memorial Day, and suggested they might be willing to borrow equipment in return. Schmall confirmed there are already collaborative initiatives with non-MnSCU agencies in place, (i.e. City of Rochester and Olmsted County). **Action:** Information Only.

ITEM 5 (Admin) Staff Development Day Update – Engelmeyer reported that since the August Staff Development Day received positive feedback for highlighting service areas, and a suggestion to expand that to academic programs, the February activities will focus on some academic programs. O’Kane encouraged AFSCME employees to share suggestions on training opportunities for future activities. Martin suggested Administration work with AFSCME Leadership if there are scheduling conflicts that prohibit the second and/or third shift employees from participating. **Action:** Information Only.
ITEM 6 (AFSCME) 4001 MLK Event – Martin announced Local 4001 will host a special Martin Luther King, Jr. event on Saturday, January 18th; and invited anyone interested to participate in the activities. Action: Martin will forward detailed information on the event to O’Kane.

ITEM 7 (AFSCME) Nellie Stone Johnson Dinner – Martin announced the annual Nellie Stone Johnson Dinner was scheduled for March 27th. O’Kane responded RCTC plans to purchase a joint table with Winona State University Leadership for the event. Action: RCTC will donate a silent auction basket for the event.

ITEM 8 (AFSCME) Day on the Hill – Martin announced the AFSCME Day on the Hill was scheduled for March 25th, and encouraged Administration to share details on MnSCU/RCTC initiatives with those attending. Martin also expressed his appreciation to Administration for working out scheduling conflicts with those employees interested in taking vacation in order to participate in the event. Action: Drenckhahn will provide O’Kane a list of those members attending, and O’Kane will provide Drenckhahn with handouts on the RCTC Plaza/Memorial Hall Bonding Request.

ITEM 9 (AFSCME) Essential Employees – Clark reported that concerns were expressed to him when only certain essential employees were required to report to work during the weather emergency/campus closing on January 6, 2014, and recommended language be clarified in writing as to the expectations of the employees deemed essential. Martin confirmed essential employees are required to report to work during an emergency if their services are required for that particular emergency, adding how the employees are designated essential is based on what they are expected to do during the emergency. Martin added if a service is not needed for a particular emergency, the essential employee(s) assigned for that service should not be expected to report to work. Engelmeyer and Schmall confirmed the Groundskeepers and Senior Groundskeeper were exempt from reporting on January 6th because the campus closing emergency was based on extreme cold temperatures, not parking lot snow removal; consequently, for the safety of those employees, their services were not needed for the declared emergency. Engelmeyer confirmed it would be beneficial to define the roles of each essential position for clarity purposes. Martin indicated he supported Administration’s decision to exempt the Groundskeeper and Senior Groundskeepers from the January 6th emergency because their services were not needed for that particular emergency. Martin also noted which positions are deemed essential varies from campus to campus because the needs of each institution vary (eg. some institutions contract out services for snow removal, while others have employees that perform the function). Action: Administration will clarify the roles of each essential employee position and the item will return to next meeting for review.

ITEM 10 (AFSCME) IT Vulnerability – Martin questioned whether Administration communicated to the employees the actions being taken to comply with the Vulnerability Management Infrastructure directive. Sahs responded a communication was not sent to employees because it was a system directive and because the work was done behind the scenes. Sahs added, however, he would be willing to send out an e-mail if it would be beneficial in understanding why such action was needed (i.e. allowing institutions to identify hosts, services, and vulnerabilities (viruses) on networks in order to identify critical issues in a more proactive manner). Sahs added the process doesn’t scan employee data, but rather operating systems (a step that RCTC was already conducting to protect the networks/systems). Action: Information Only.

ITEM 11 (Admin) Active Shooter Exercise – Schmall announced an Active Shooter Tabletop Exercise was scheduled for January 6th, but had to be postponed due to the weather emergency. Martin questioned if employees were properly trained to know what to do during such an emergency situations. Schmall responded actual exercises will occur after the tabletop exercises are conducted in order to have the campus EOP plan evaluated with system office staff first. Action: Information Only.

Adjourned at 3:12 p.m.

NEXT MEETING:
Monday, April 21, 2014 – 10:00 am – Presidents’ Room