ITEM 1 (Admin) Policy on Uniforms and Required Business Attire – O’Kane reported that during an internal audit at another MnSCU institution, a control weakness was identified relating to clothing purchases for employees. Schmall stated if clothing isn’t required for the job, then it becomes an IRS issue and is considered taxable income; hence a need to establish parameters relating to purchasing clothing from state funds. Action: Once a draft policy is prepared, based on language being approved at other colleges, then it will return to AFSCME Labor/Management for a proper meet and confer discussion.

ITEM 2 (Admin) 2015-16 Academic Calendar Proposal – O’Kane announced a task force was charged with bringing forward a recommended 2015-16 academic calendar that allows for the observance of Veteran’s Day on the actual holiday in November. Another proposed change to the calendar included moving spring break to the third week of March to better serve students co-enrolled with other southern MnSCU institutions. Drenckhahn expressed his appreciation to Administration for adjusting the calendar to observe Veteran’s Day on the designated holiday beginning in 2015. Action: AFSCME supports the proposed 2015-16 Academic Calendar.

ITEM 3 (AFSCME/Admin) FY15 Budget – Schmall shared the preliminary FY15 Budget assumptions, which includes an enrollment decline, a need to reduce cost centers budgets, and a need to use some reserve funds. Schmall reminded everyone that personnel expenses account for 80% of RCTC’s budget, and provided an update on the open AFSCME position vacancies. Schmall stated a task force was established, with representation from AFSCME, to review the open positions in the Facilities Department, and Drenckhahn confirmed he served on the task force and the meetings resulted in a better understanding of staffing needs. Action: Information Only.

ITEM 4 (AFSCME) Open Maintenance Positions – Clark reported there was a campus-wide GMW job posting to fill a vacancy that was previously assigned to Work Area A, and questioned if any discussions were held with AFSCME to change the work area assignment. Schmall responded it was his understanding that all GMW postings were migrating to campus-wide when positions became vacant. Action: Schmall will investigate the work area posting process. After the meeting, documentation was produced that in December of 2004 AFSCME and Administration met and agreed to a process for reassigning and bidding of vacancies, and that process continues to be followed today.

ITEM 5 (AFSCME/Admin) Essential Employees Follow-up – Schmall distributed proposed language changes to the essential employees section of the Weather/Emergency Policy. The changes reflect that essential employees will be assigned based on the situation(s), and are expected to report to campus unless specifically directed by the Appointing Authority not to report. Clark responded he believed the decision of administration to not have the Groundskeepers report during the January closing because of the sub-zero temperatures was an appropriate decision, and further stated AFSCME supports the recommended language changes to the policy. Action: The policy will be updated with the new essential employee language.

ITEM 6 (AFSCME) Food Service RFP Committee – Schmall reported a task force, which included AFSCME representation, reviewed the Food Service RFPs, and a recommendation will be forthcoming to Administration. Action: Information Only.
ITEM 7 (AFSCME) 3rd Shift Maintenance Schedule – Clark questioned if Administration would take under consideration possible alternative work schedules for the General Maintenance Workers in the summer. Schmall responded preliminary discussions have occurred with Facilities staff, but first the supervisors will complete an analysis of the work to be completed over the summer, at which time a decision will be made on what work can be done in house, and what work needs to be contracted out (i.e. staff could paint stairwell railings, but the walls in the stairwell may need to be outsourced.) Schmall added if the employees forward a recommendation that meets the needs of the College, employees, and co-workers, then Administration will take such recommendation under consideration. Nisbit questioned if alternative summer work schedules would be considered in other areas of the College. O’Kane responded Administration is willing to take those requests under advisement as well. Action: Requests for AFSCME Employees to work alternative summer hours are to be submitted through the supervisors.

ITEM 8 (AFSCME) Workers’ Memorial Day – Schmall confirmed the College will borrow tables and chairs to the Department of Transportation for their April 28th Workers’ Memorial Day event. Action: Drenckhahn will hang Workers’ Memorial Day posters in the Atrium.

ITEM 9 (AFSCME) Safety Committee – Clark questioned if AFSCME had representation from all Units on the Safety Committee. Drenckhahn indicated he believed all units were represented, but would follow-up on the issue. Action: Schmall will have Permann send a list to Drenckhahn of AFSCME members currently serving on the Safety Committee, and Drenckhahn will assign AFSCME employees if all Units are not represented on the committee.

ITEM 10 (AFSCME) Electronic/Real-Time Calendar – Drenckhahn stated there were some issues with viewing the electronic calendars, but the issues have been resolved. Drenckhahn also confirmed the 2nd Shift employees have been trained on the new calendar, and training will also be conducted for the 3rd shift. Action: Information Only.

ITEM 11 (Admin) Other – MnSCU Biennial Budget Request – O’Kane distributed information on the Biennial Budget Request, and encouraged AFSCME employees to participate in one of the upcoming Chat with the President session, noting a session has been scheduled for 10:30 pm to accommodate employees working the 2nd and 3rd shifts. Action: Information Only.

Adjourned at 11:00 a.m.

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