Rochester Community and Technical College  
AFSCME Labor/Management  
Minutes for Monday, July 21, 2014 – Presidents’ Room

Present: Clark, Drenckhahn, Engelmeyer, Feldman, Gross, McClellon, Nisbit, Schmall, A. Ziebell, Staloch (Guest), Kingsbury (Recorder)

ITEM 1 (Admin) Enrollment Update and ITEM 2 (Admin) Budget – Gross reported the largest unknown is enrollment, but Administration strategically budgeted for a seven percent enrollment decline, and the enrollment numbers are looking better than projected. It was also reported that reserves were being used to help balance the FY15 Budget. Action: Information Only.

ITEM 3 (AFSCME) Layoffs/Temps/Intermittent – Clark reported that when other institutions begin talking about layoffs, a spreadsheet is reviewed that reflects the temporary and intermittent hires. Gross responded there are no discussions taking place regarding AFSCME layoffs at RCTC. Action: Engelmeyer will forward to Clark a list of temporary and intermittent hires at RCTC.

ITEM 4 (AFSCME) Open Maintenance Positions – Engelmeyer reported that a task force was established to review the open positions in Facilities and they discussed ways to reconfigure the work when the Workforce Center Building opens. Although no new positions were being added, Engelmeyer stated that a college-wide GMW floater position was being created based on the feedback of the task force. Martin questioned how the responsibility of the floater would be different of other employees that need to help out with other duties as assigned. Martin also shared concerns of expecting a “floater” to know the entire campus. Staloch responded what is expected is posted in every work area, and the supervisors would also work with the employees to understand the needs for that day. Drenckhahn stated most employees know what is needed to be done daily and weekly. A discussion followed regarding work areas. Martin stated all employees are expected to move around campus depending on the priorities for the day, and the only time it makes a difference is when overtime is needed because an employee in Work Area B can’t do overtime in Work Area A. Action: Engelmeyer, Schmall, Martin, Drenckhahn, and Staloch will meet to determine what the needs are for Facilities and how best to achieve the desired outcome.

ITEM 5 (AFSMCE) 3rd Shift – Clark questioned if there was anything new to report on moving the third shift schedules for the summer. Staloch responded there were no projects that required the moving of the schedules for the summer. Action: Information only.

ITEM 6 (AFSCME) Holiday Switch – AFSCME requested consideration be made to swap Presidents’ Day for December 26, 2014. Action: Administration will review the needs of the campus on December 26, 2014 before making a decision on the request.

ITEM 7 (AFSCME) Staff Development Funds Committee – AFSCME requested consideration be made in establishing a Staff Development Fund Committee to decide how funds are to be spent, noting the contract allows for the creation of such a committee. Engelmeyer responded she is not the gatekeeper of the funds, but rather the recorder; however she does believe the decision on what expenditures to fund should result from a conversation between an employee and their supervisor. McClellon agreed management can’t expect employees to do things if they aren’t kept up-to-date in their fields, but questioned if the contract requires a committee, or recommends one. Martin confirmed it is not required, but does allow for one if so desired. Action: Engelmeyer will review the contract regarding creating an ad hoc committee for Professional Development.

ITEM 8 (AFSCME) Reduction in Hours – Engelmeyer reported an OAS Intermediate employee requested to reduce from 40 hours a week down to 32 hours per week, and questioned if it could be done without reposting the position. Martin responded the contract allows for up to one year without affecting bidding rights. Engelmeyer questioned if the contract allows for a reduction on a permanent basis. McClellon questioned why management would allow a position to be reduced if the needs of the College are for a full-time position. A discussion followed on reconfiguring work assignments in Academic Affairs to accommodate the needs of the employee and also meet the needs of the College. Action: Administration will support the reduction in hours for one year per the contract and then re-evaluate the situation and needs.

Adjourned at 3:46 p.m.

NEXT MEETING: Friday, October 10, 2014 – 1:00 pm – Presidents’ Room