Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Monday, October 10, 2014 – Presidents’ Room

Present: Clark, Drenckhahn, Engelmeyer, Feldman, Jones, McClellon, Nisbit, Sahs, Schmall, A. Ziebell, Kingsbury (Recorder)


ITEM 2 (AFSCME) Working Alone – Schmall reported he visited with the 2nd/3rd Shift Supervisor and, although there are no rules on working alone, however, Administration prefers employees not work alone for safety reasons. Clark agreed employees shouldn’t work alone, but added AFSCME understands sometimes it needs to be done because of staffing shortages. Action: Information Only.

ITEM 3 (AFSCME) Facility Update – Schmall provided an update on the facility projects, including the Workforce Center opening, Stadium upgrade, Plaza/Memorial Hall pre-design, and COPE survey. Action: Information Only.

ITEM 4 (AFSCME) Essential Employees – Schmall reported that because of seniority changes within shifts, the names of those identified as essential employees needs to be updated. Engelmeyer added a communication will be sent to those identified as essential employees. Action: Information Only.

ITEM 5 (AFSMCE) Tuition Freeze – Clark stated it would be nice to see the students get a break from tuition increases, but added if MnSCU isn’t fully funded, it would be devastating. Schmall stated, RCTC’s budget includes 80% personnel, so legislative funding is critical in order to avoid personnel reductions. Action: Information Only.

ITEM 6 (AFSCME) College-wide vs. Areas – Schmall reviewed the practice of posting GMW positions college-wide, which has been practiced for the past 10 years, adding the employees generally have a work area they report to each day, even though their assignment is college-wide. Schmall added the practice was implemented to provide employees the opportunity to slide around, and if their appointments are in specific areas, they have less opportunities to move. Engelmeyer responded the goal is to eventually have all positions college-wide to allow seniority to trump everything, but positions can’t be changed until they become vacant. Action: A meeting will be held to better understand the process, and then a communication will be sent to all GMWs with a clear explanation of the process being followed.

ITEM 7 (AFSCME) Loss of AFSCME Positions – Clark stated AFSCME understands for financial reasons Administration may decide not to fill vacant positions, but encouraged Administration to fill positions when they can. Nisbit added the question came up because discussions occurred about not backfilling the Library Technician position that became vacant upon a retirement. McClellon responded Administration seriously reviews all vacancies to determine if efficiencies are possible through restructuring or reassigning tasks; and in the case of the Library Technician, the Library Staff are conducting a feasibility study because of changes in library operations nationally over the past 20 years. In addition to processes, Library hours and other items are being considered, and a vacancy allows the College the opportunity to look at all aspects of the operations, including cross training. McClellon added every position is being analyzed, and the best time to analyze them is when there is an opening through resignation or retirement. Schmall added the GMWs went through a similar process, but there is a benefit of doing a review periodically. Ziebell and Drenckhahn agreed the process was very effective and beneficial for their department. Action: Information Only.
ITEM 8 (AFSCME) Legislative Appropriations – McClellon reported she has been scheduling meetings with the local legislators to begin conversations about the need to fund higher education, especially in light of DMC in Rochester.  Action: Information Only.

ITEM 9 (AFSCME) December 26th Holiday Switch – McClellon stated it is her desire to eventually have the campus closed the entire week between Christmas and New Year’s, but not for financial savings, but rather to provide employees with a true break. McClellon added, however, existing obligations with campus tenants won’t allow it to be possible this year, but conversation have begun, including investigating the possibility of installing a gate that separates Heintz Center from the Workforce Center so the Workforce Center can operate even when the Heintz Center is closed. Drenckhahn expressed his appreciation to Administration for taking the request under consideration, and continuing conversations with the campus tenants to determine a way to do it in the future.  Action: Information Only.

ITEM 10 (AFSCME) Time Off for Voting – Engelmeyer confirmed the state changed the allowance for time off for voting, and now employees are granted time off anytime during the work day with arrangements made in advance with their supervisor.   Action: Information Only.

ITEM 11 (AFSCME) Veteran’s Day Holiday – Engelmeyer reported there is an MOU in place with both AFSCME and MAPE that allows employees to work on Veteran’s Day and have the holiday hours credited to their vacation bank, but reminded everyone that this arrangement was put in place because RCTC held classes on Veteran’s Day, but starting in 2015, RCTC will observe Veteran’s Day, and the campus will be closed.  Action: Engelmeyer will submit an official notice to Clark notifying him that the MOU will be discontinued beginning in 2015.

ITEM 12 (AFSCME) Charting the Future – McClellon announced RCTC’s Charting the Future Gallery Walk is scheduled for November 14th, and everyone is encouraged to participate and share their feedback. McClellon also thanked Nisbit for leading the coordination of the RCTC Gallery Walk.  Action: Information Only.

Adjourned at 2:09 p.m.

**NEXT MEETING:** January 23, 2015 – 1:00 pm – Presidents’ Room