Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Friday, February 6, 2015 – Presidents’ Room

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

ITEM 1 – Updates (Actions: Information Only)
(a) FY15 Budget (Admin) - Schmall distributed a spreadsheet that reflected enrollment is better than budgeted, but still down from last year, which means about $700,000 of reserves will still be used to balance the budget.

(b) FY16 Budget (Admin) – Schmall reported the FY16 Budget enrollment targets are set at 4100 FYE, and distributed a spreadsheet that reflects the budget scenarios based on full legislative funding increase for the system at $141 million, half funding, and no funding increase. McClellon added the strategic plan will drive what RCTC does, what RCTC is known for, and ensure what we offer aligns with the community needs. McClellon added she heard employees want to know what her vision is, and responded it begins with enrollment, which is why SEMC was established to develop a strategic enrollment management plan. McClellon added recruitment and retention is everyone’s role (i.e. customer service, beautiful and clean facilities, what is being done in the classrooms). Schmall distributed a spreadsheet reflecting the overtime for the facilities staff, noting most of the overtime is for on-call.

(c) Facilities (Admin) - Schmall provided an update on the various constructions projects (CTECH, Stadium, and Plaza/Memorial Hall). Schmall also provided an update on the Welcome Center and Security areas of the Heintz Center, which should be completed by summer, and reported the City of Rochester is installing a bike path on the west side of County Road 22 that will run from County Road 9 to Hwy 14. Schmall stated RCTC granted the easement for the walking path, and the agreement with the City of Rochester states the City will maintain the path (i.e. snow removal).

(d) Strategic Planning (Admin) – McClellon stated the Strategic Planning Task Force recommended MGT as the consulting firm, and Schmall is negotiating the contract. McClellon thanked Jones for participating on the Task Force.

(e) Vacancies (AFSCME) – Engelmeyer reported recruiting applicants for the GMW vacancies has been a challenge, and even discussions with AFSCME have occurred on the possibility of hiring through temporary services, but those agencies don’t have applicant pools either. McClellon confirmed conversations in the community reflect similar struggles in business/industry, and RCTC needs to promote the benefits of working at RCTC to entice people to apply (i.e. tuition waiver). Engelmeyer provided an update on the current AFSCME vacancies. Drenckhahn responded the vacancies have put pressure on the others, so anything that can be done to fill them would be appreciated. Schmall also reported interviews are scheduled for the Physical Plant Director finalists.

ITEM 2 (Admin) Staff Concerns – McClellon stated she is aware staff have concerns about changes that may be occurring on campus, adding she received a copy of a joint letter submitted to the system office from the students, staff and faculty, outlining the concerns. McClellon reported the list was broken down into issues related to students (which were discussed with the Student Senate), staff (which was discussed with MAPE earlier this week, and is being shared with AFSCME today), and is working with faculty leadership to discuss the faculty issues with the faculty. McClellon stated MAPE reported the list was not representative of their concerns, they did not agree with the letter, and they further did not agree with such concerns being sent to the Chancellor, but rather MAPE read a statement and indicated it remains their desire to address issues directly with McClellon. McClellon requested, as she read the staff concerns, that AFSCME confirm which issues were concerns of AFSCME. Clark responded AFSCME and RCTC have always had a good relationship, and AFSCME’s main interest is to continue that relationship. Engelmeyer asked AFSCME if they were aware of the list of concerns submitted to the system office on behalf of the students, staff and faculty. Clark responded they were aware of the list, but not sure AFSCME had buy in on the process, or provided any list of concerns in the document.

McClellon expressed her appreciation of the statement of collaboration and cooperation, and added she knows people may be uncomfortable with her open and honest candor in dealing with issues, but having an open and honest dialogue is one way that makes her a better person moving forward. McClellon stated in her conversation with MAPE it became apparent that some statements were being made that reflected McClellon was making decisions, but the reality is she wasn’t involved in some of the conversations, nor part of some of the decisions outlined in the joint letter. McClellon read the six staff concerns listed in the letter to the Chancellor: stating education is a business, restructuring key departments, refusing to allow flex hours, rescinding remote workplace arrangements, using condescending tone, and causing staff to express feelings of fear. McClellon reiterated she plans to be open and honest, and respectfully requests AFSCME do the same so that RCTC can move forward.

Clark responded the staff issues outlined in the letter were not that of AFSCME, adding AFSCME has always had an excellent rapport with administration, and the only statement AFSCME wishes to make is the desire to continue to work through issues together and maintain that positive relationship. AFSCME confirmed staff have expressed a fear of “being the next one to lose their job,” and requested advice on how to respond to employees expressing that fear. McClellon replied personnel issues can’t be discussed publically for the protection of the employees, but added the personnel changes made were those that affected
employees that reported directly to the president and one that reported to an administrator that reported to the President. AFSCME stated because the changes happened so fast, employees don’t necessarily understand the “whys” of the change, therefore, the employees experience a fear. McClellon acknowledged the changes may have appeared to have occurred quickly, but she assured AFSCME processes were followed, communications were had, and employees were spoken to, so the changes weren’t a surprise to the affected employees. McClellon also stated 80% of the role of the president is to be in the community, and Rochester is especially unique because it is a political city. McClellon added she is new and still learning processes, so when she walks around or asks questions, it isn’t because she is checking up on anyone, but rather because she truly wants to learn and understand.

A discussion followed on the concerns being expressed by facilities staff that the Physical Plant Director position was redundant. Engelmeyer responded the system office has stated on several occasions that it is highly unusual for a campus not to have a Physical Plant Director, and currently the work of the position is being handled by Schmall, which is not a realistic expectation.

AFSCME questioned if employees that have been allowed to work alternative schedules in the summer will be allowed to submit requests to their supervisors again this year (i.e. four-ten hour days). Engelmeyer responded those discussions will be held with the managers in the near future. McClellon added she previously worked at an institution that closed offices on Fridays, even though classes were still in session, so those discussions will definitely be held and considered. **Action: Information Only.**

**ITEM 3 (AFSCME) Bullying in the Work Place – Staff Development Day Topic for Staff** – Erwin reported a number of employees requested a campus-wide Bullying in the Work Place session be offered at an upcoming Staff Development Day, noting some employees have expressed a fear that bullying is occurring on campus. McClellon responded leadership doesn’t condone bullying of any kind, and Engelmeyer will work on scheduling training at an upcoming Staff Development Day. Clark requested if Engelmeyer secures a good presenter for the topic, he would appreciate receiving the contact information because bullying is a concern state-wide. **Action: Information Only.**

**ITEM 4 (AFSCME) Status of Findings from Area Study Process** – Drenckhahn requested an MOU be developed for an alternative bidding process that moves all GMWs to college-wide work areas, and uses seniority as the bidding process for all GMWs positions. Drenckhahn added locally a vote of 9-1 of the GMWs supported such an MOU, and the idea was passed unanimously by the AFSCME Executive Board for Local 4001. Engelmeyer questioned if such MOU existed at any other campus. Clark wasn’t aware of such an agreement, but noted it was practiced locally for many years prior to the language changing in the contract. **Action: Engelmeyer will work with Drenckhahn to draft an MOU and share with state leadership of both AFSCME and MnSCU before officially implementing.**

**ITEM 5 (AFSMCE) Essential Employees** – Drenckhahn reported that currently there is only one 3rd Shift GMW able to serve as an essential weather employee to shovel snow. Schmall confirmed he is looking into it to determine the best way to ensure the College needs are being met during a weather emergency. **Action: Schmall will visit with Kellas to review the essential employee list.**

**ITEM 6 (Admin) Charting the Future Gallery Walk (March 11, 2015)** – McClellon confirmed Erwin will coordinate the spring Gallery Walk, and thanked Erwin for the work she is and has done on the walks. McClellon added she hopes more community members are able to participate during the upcoming walk, and Erwin confirmed participation should increase because it will be held on a Wednesday versus a Friday. **Action: Information Only.**

**ITEM 7 (Admin) Policies**

(a) **Emeritus** – McClellon reported the policy changes are being made to align with the application process being followed. **Action: AFSCME will e-mail feedback to Kingsbury.**

(b) **Mass (All-College) E-Mails** - McClellon stated the policy was drafted to ensure RCTC follows the State of Minnesota Code of Ethics requirements that addresses the use of email for state business. Sahs confirmed, to his knowledge, RCTC is the only institution that allows anyone to send an All Employee e-mail. **Action: AFSCME will e-mail feedback to Kingsbury**

(c) **Student Data Practices** – McClellon reported the Data Practices policies is being reviewed for changes. **Action: AFSCME will e-mail feedback to Kingsbury.**

**ITEM 8 (AFSCME) Employee Performance Reviews** – Ziebell reported that a supervisor recently stated to an employee that they never score an employee higher than a 3 rating (on a scale of 1-5) during performance reviews, and AFSCME requested all managers use the same standards. Engelmeyer responded managers are working on a tool that will ensure consistency and uniformity in performance reviews. **Action: Information Only.**

Adjourned at 3:29 p.m.

**NEXT MEETING:** June 5, 2015 – 10:00 am – Charter Room