Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Friday, June 5, 2015 – Charter Room

Present:        Clark, Drenckhahn, Engelmeier, Feldman, Jones, Kotagal, Sahs, Schmall, A. Ziebell, Kingsbury (Recorder)

Copies of the Vision in Progress publication was distributed to the AFSCME leadership.

ITEM 1 A (Admin) FY16 Budget Update – Schmall provided an update on the FY16 budget, noting there will be no tuition or differential tuition increases, and both parking and technology fees will remain the same. Schmall added reserves will be used to balance the budget, and strategic requests and the budget will be revisited in the fall. Drenckhahn questioned if the reserves were at an adequate number, Schmall responded the reserves are within the minimum required by the system office, but added RCTC’s budget is about $40 million, for which 80% accounts for personnel. Schmall reminded everyone a few years ago the reserves were used to address asbestos at the Heintz Center, but they have been built back up to the minimum requirement. Schmall also stated FY17 will be a more challenging year because tuition has to be reduced by one percent, which equates to about $200,000; adding, if personnel costs increase even at one percent, it equates to about $300,000. Engelmeier clarified that personnel increases don’t necessarily mean adding staff, but it could result from steps and/or increased benefit costs. Clark stated his college recently went through a round of layoffs and will probably be going through another round because of financial issues.  Action: Information Only.

ITEM 1 B (AFSCME & Admin) Facilities Update – Steve provided an update on the Heintz Center interior remodel for the STEM Village, adding the actual CTECH building groundbreaking is scheduled for August of 2015, with plans to open the facilities in August of 2016. Included in the CTECH Project is modifications to the parking lots. An update on the Plaza/Memorial Hall Project was also shared. Drenckhahn questioned the status of the Child Care Center building. Schmall responded the building will be removed, and landscaping of the area will be completed so water will run into the eco-parking lot for storm water management. Schmall added to keep the Child Care building, it would cost as much as $300,000 to $400,000, and it doesn’t make sense to invest in a building that has little return on investment. Drenckhahn questioned if the STEM project would result in hiring AFSCME employees. Schmall clarified the STEM project is using existing space at the Heintz Center, so no additional GMW employees will be hired, and the work of what occurs at STEM is handled through WSU, and is for K-12 educators (science, technology, math and engineering faculty), not students.  Action: Information Only.

ITEM 1 C (Admin) Strategic Planning Update – Sahs provided an update on the Strategic Planning process, noting the consultants have conducted numerous visits and interviews, including an open community forum where approximately 50 people attended, and a draft document is still scheduled to be completed by the end of June.  Action: Information Only.

ITEM 2 (Admin) Staffing update and (AFSCME) Temp Position Postings – Engelmeier and Schmall provided an update on the AFSCME searches. There was some confusion on the GMW applications, but everyone believes the contract language has been clarified now. The Loading Dock GMW vacancy is currently being filled with a temporary hire.  Drenckhahn questioned if there were any other temporary hires. Schmall confirmed the temporary hire for his assistant will be filled on a permanent basis, but the position will move to a MAPE classification because of the need qualifications. Drenckhahn questioned the temporary appointment of the testing proctor.  Engelmeier clarified the testing proctor assignment is a temporary assignment, but the employee is a permanent employee. Schmall provided an update on the Chief Institutional Effectiveness Advancement Officer search, noting the person will oversee the Foundation, strategic planning, marketing, research, and accreditation, and will need a support person, most likely be an OAS classification.  Schmall added an OAS position has been included in the FY17 budget, but no position description has been written until the new Chief Officer is on board and determines the exact needs/qualifications for the position.  Action: Information Only.
ITEM 3 (AFSCME) Communications – Third Shift – Clark reported there appears to be a breakdown in communication between the supervisors in the Facilities Department, which is resulting in unclear expectations of who is doing what. Drenckhahn provided an example of when the Saturday GMW is ill, then there is nobody available to do the work on the Saturday, and the employee is unclear who they should call. Schmall responded the employee should always contact their immediate supervisor if they are unable to report to work, but he will have his Facilities Supervisors discuss further any issues that may have come up with communication. Drenckhahn added there are often AFSCME employees on call during the weekend, and since employees aren’t encouraged to work alone, wondered if the employee should call the person on-call. Schmall clarified the on-call status is for emergencies, and, although the College doesn’t have a policy about working alone, the supervisors try to schedule so two people are on campus, even if they aren’t located at the same site. Schmall added the new GRW position will be scheduled to work Tuesday through Saturday, partly to accommodate coverage for the Saturday GMW. Drenckhahn stated sometimes employees are working past 10:30 pm to accommodate individuals that are in the theatre. Schmall reported he will visit with Fraas about individuals staying in the theatre late in the evening. Action: Schmall will have Faas update the graph showing the work assignments for coverage. Generally doors are unlocked 6:00 am to 10:30 pm, with offices having individual hours.

ITEM 4 (AFSCME) Summer Hours – Clark reported it was his understanding that there were no adjustments in summer hours for the Facilities Staff. Schmall confirmed with all the work needed to be done during the summer, and the fact the Facilities Department has several GMW vacancies, allowing four-10 hour day schedules has become more of a challenge, so it is an operational issue that becomes problematic. Schmall added, however, that employees can still request vacation by working it out with their supervisors, but four-10 hour days is an operational burden for the College. Clark questioned if Administration’s position of not allowing four-10s in the summer is a temporary position. Schmall confirmed scheduling requests will be considered annually based on the needs of the College. Action: Information Only.

ITEM 5 (AFSCME) July 4th Holiday – Engelmeyer reported that since the Fourth of July Holiday is being observed on July 3rd, Administration has decided to close the campus both July 3rd and July 4th, and to accommodate the schedules of those employees scheduled to work on July 4th, their scheduled assignments will be moved to Monday, July 6th (with a fourteen day notice), but the employees can request vacation if they wish. Ziebell stated an employee was told they had to take vacation. Engelmeyer clarified the employee’s work schedule will be changed so they don’t have to take vacation, but if they don’t want to work on the new day (July 6th), the employee has the option to take vacation on July 6th instead. Clark stated AFSCME is available to assist with the scheduling changes if issues come up. Action: Information Only.

ITEM 6 (AFSCME) Seniority Bidding for Maintenance – This issue was deferred. Action: Information Only.

ITEM 7 (Admin) HLC Report – Schmall reported the Higher Learning Commission report has been submitted. Action: Information Only.

Adjourned at 10:50 am

NEXT MEETING: September 18, 2015 – 10:00 am – CC408 (Presidents’ Room)