Rochester Community and Technical College
MAPE Meet and Confer
Minutes for Tuesday, April 10, 2012 – Presidents’ Room

Present: Bequette, Brown, Engelmeyer, Kromminga, Krusmark, Richardson, Sahs, Schmall, Sime, Supalla, Weber, Kingsbury (Recorder)

ITEM 1 (Admin) Updates:
   a) Legislative – Supalla shared an update on the legislative session, adding he continues to hope for Capital Bonding funds for the Workforce Co-Location Center. Supalla also reported the extension of the City’s sales tax will be on the November ballot during the general election, and it includes projects for UCR/RCTC. Krusmark reported there have been concerns expressed that without a contract, MAPE employees may be converted to “at-will” employees. Krusmark also reported the MAPE contract is being voted on by the members and it is anticipated the vote will result in a non-acceptance of the terms, at which time it will go to arbitration. Action: Information Only.

   b) Budget/IPP – Supalla reported that the first budget retreat was held and enrollment is being projected at a 1% decline (adding that a 1% enrollment decline equates to about $200,000). Schmall stated that the College is required to spend a minimum of $1.00/sq. ft. for repair and replacement projects according to MnSCU. Supalla also stated it was his desire to keep the tuition below 4% because RCTC already has one of the highest tuition rates for public two-year schools in Minnesota. Krusmark questioned why RCTC’s tuition is so high? Supalla responded part of it is driven by the funding formula (technical programs are funded higher because they are more expensive), part of it is because many RCTC programs are accredited, part of it is because of the large number of College Lab Assistants supporting both programs and the Learning Center, and part of it is because 25% of the courses are taught online and up until 2011-2012 the class sizes for online classes were smaller, resulting in less revenue for the same, if not, more costs for the class. Action: Information Only.

   c) Searches – Krusmark questioned what the process is for deciding if a vacated position is filled or not. Supalla responded every position is scrutinized at the Cabinet level on a case-by-case basis. In addition, Supalla reported that the system office is also requesting campuses consider utilizing the Campus Service Cooperative in place of filling vacated positions as a way of working smarter for behind the scenes kind of work. Supalla added that a 1% enrollment decline equates to about 3.4 FTE for employees, so it is very important that the College work more efficiently and look at doing work in a different way should an enrollment decline become a reality. Schmall added an example is Administration made a decision to search for a part-time Safety Officer when the former employee retired, but after consultation with sister institutions, it became apparent that a college of our size needs a 1.0 FTE Safety Officer; hence the Safety Officer position is being filled as an unlimited full-time appointment. Richardson questioned if the departments are ever consulted? Weber responded there is always a desire to determine how work is being done so the input of the department is critical in making decisions. In addition, Weber emphasized cross training is also critical to ensure the students’ needs are being met. Action: Information Only.

ITEM 2 (Admin) Standards of Excellence – Weber announced the Standards of Excellence were reviewed campus-wide with no issues, but some employees have expressed concerns with the guidelines so the rapid response team is revisiting the guidelines and will bring forward a recommendation for final implementation in the next couple of weeks. Action: Information Only.

ITEM 3 (MAPE) Parking at Heintz Center – Krusmark stated that employees at the Heintz Center are concerned because employees from Olmsted Medical Hospital are using so many parking stalls in the West Parking Lot that there isn’t enough parking for the RCTC employees. Supalla confirmed cars are not required to have permits at the Heintz Center because there are so many community agencies (i.e. St. Mary’s University, Migrant Health, University of Minnesota Regional Extension, and soon the Community Dental Care) housed at the Heintz Center that it would be difficult to monitor. Supalla added, however, that a study was conducted on the parking at Heintz Center and the results reflected there is ample parking available for everyone. Kromminga and Schmall agreed that they have not had any issues with finding parking on the east side, but noted during a handful of times (when major events are held at the Heintz Center) parking may be more difficult. Action: Schmall and Supalla will reassess the parking needs when the Workforce Center Co-Location and CTECH/STEM Village Projects are constructed.
ITEM 3 (MAPE) Lancer Food Service – Krusmark reported that St. Mary’s University suggests Lancer Food Service open from 4:00 – 6:00 pm on Tuesdays, Wednesday and Thursdays because students leave campus to eat dinner before their evening classes begin. ACTION: Supalla and Schmall will forward suggestion to Lancer and if there is no desire to staff during the evening hours, they will suggest the vending machines add items that are microwavable to provide additional options for the evening students.

ITEM 4 (MAPE) State Vehicles – Krusmark recommended that a listing of service stations that offer E85 be posted somewhere so employees needing to refill the gas tanks know where they can go for E85 fuel. ACTION: Schmall will request the Business Office compile a list of service stations that provide E85, and have the list available in the state vehicles.

ITEM 5 (MAPE) Outdoor Basketball Hoops at Heintz Center – Krusmark questioned the status of a basketball hoop and sand volleyball court being installed at the Heintz Center for staff use. Supalla confirmed there were plans for a basketball hoop at the corner of one of the parking lots for Upward Bound and other youth programs, adding staff would also be able to use if they wish, but he wasn’t aware of an approval for a sand volleyball court. ACTION: Schmall will follow-up on the basketball hoop and sand volleyball court with his facilities staff.

ITEM 6 (MAPE) Welcome Center at Heintz Center – Krusmark reported that staff are concerned with the lack of a welcome desk at the Heintz Center to assist the public in locating rooms and offices. Sahs responded that an IPad Kiosk could be installed at the Heintz Center and it could be configured with a video component that connects a visitor to the Welcome Center to ask a question or get directions. Supalla added if the Workforce Center/CTECH Project becomes a reality, it would become the new main entrance; but during the interim, better signage may need to be added to assist visitors around the Heintz Center. ACTION: Schmall will work with Facilities staff to install better signage at the Heintz Center.

ITEM 7 (MAPE) Tuition Waivers with WSU – Brown questioned why MAPE employees aren’t allowed to use the tuition waiver for Winona State University classes when they are co-located with RCTC at the University Center Rochester. Supalla responded it comes down to costs because the institution offering the credits invoices the employee’s institution for the tuition and more two-year employees are interested in taking classes at a four-year university than vice versa. ACTION: Supalla will add the item to a future Learning Alliance meeting with Winona State University Rochester representatives to determine if there is an interest to allow employees to take credits at each other’s institutions (since we are co-located), with the understanding that it is on a space available basis and an agreement that no money would exchange hands between the two institutions.

ITEM 8 (MAPE and Admin) Next Meeting – It was agreed that meetings would be scheduled only as needed.

Adjourned at 12:19 p.m.

**NEXT MEETING:** TO BE DETERMINED (as needed)