

AFSCME Staff Advisory Council Meeting Notes
Thursday, October 9, 2008
9:30 a.m.
TRF Campus, Room 545; EGF Campus, Room 106

Members Present: Bobbie Bloom, Mitch Ostrom, Sandy Bratvold, Lynell Wayne, Cory Feller, Becky Lindseth, Kent Hanson, Rosie Gustafson; Cindy Cedergren, Recorder.
Absent: Bonnie Klasen, Sue Ridley, Anne Temte

Items Submitted by Council Members

Smoking Issues: Mitch Ostrom reported on complaints from students related to a designated smoking entrance at EGF where the smoke may be entering the air handling units nearby and filtering into the building. He endorsed a smoke free campus. Cory Feller reported on complaints on the TRF Campus related to the use of smokeless tobacco inside the building – individuals are spitting on the floor, in water fountains, and in waste receptacles. It was determined that additional signage is needed at all the TRF Campus entrances, which should specifically state the location of the smoking entrances. Discussion was held on the location of the cigarette receptacles at certain entrances. Kent suggested that the signs also make reference to the college policy. Becky Lindseth will work with Facilities Staff to improve the signage & placement of receptacles.

Standardized Business Hours: Discussion continued on the idea of standardized business hours for all college operations. The best hours of operation vary from department to department, so it's difficult to evaluate if one standard beginning and ending time would be beneficial for the college. Various members reported on their hours and how they accommodate their internal and external customers with their existing staff. Becky Lindseth suggested that maybe the college could establish a timeframe of 7:30 a.m. – 5 p.m. as the standard range of hours, with departments still having the ability to set their opening and closing times within this timeframe.

Summer Work Schedules: This topic is tied closely to the topic of standardized business hours. Kent Hanson expressed concerns that offices are not being staffed every day during the summer month, due to varying office hours, in addition to vacation schedules. Again, hours and days of the week that offices are staffed vary from department to department, so it's difficult to know when services are available. Currently each department develops their own summer schedules, with the supervisors having the responsibility of maintaining their operations with varying work schedules. Discussion was also held on the idea of having a 4-day work week during the summer, to reduce AC costs, gas to travel to and from campus, etc. It was noted that MSCTC-Detroit Lakes has developed that summer schedule. Becky Lindseth has been asked to research what other colleges are doing for summer schedules, as well as regular hours of operation.

Other Items:

Strategic Planning: Kent Hanson reported on the progress of the strategic planning process. A group met last week to identify the top three college goals, after compiling data gathered through the Appreciative Inquiry process with students, faculty, staff, and community advisory committees over the past several months. He reported that three goals almost unanimously rose to the top:

- 1) Enrollment/financial growth;
- 2) High quality employees and programs/positive image;
- 3) Student Success/positive learning environment (small class size, produce prepared, productive, contributing members of society, affordability).

The Strategic Plan will be developed around these top three goals, to be accomplished between 3-5 years. This plan will help the college focus our efforts collegewide.

Budget: Kent Hanson reported he was not overly optimistic about the funding in the next biennium. He stated that decreased spending by consumers equates to decreased tax revenue, and ultimately, decreased funding for colleges.

Campus Construction Projects: Kent Hanson reported that the first proposal submitted to MnSCU for remodeling at the TRF Campus was too high in cost. The size of the project will be reduced to focus more on the right-sizing and high priority HEAPR projects. Mitch Ostrom reported the EGF construction project is going well, but they are waiting for steel now.

Members were encouraged to submit agenda items at any time for the next meeting to Cindy Cedergren.

Adjourned at 10:15 a.m.

Next meeting: Friday, November 14, 2008; TRF Room 545, EGF Room 106 – 9:30 a.m.

Cindy Cedergren, Recorder