

AFSCME Staff Advisory Council Meeting Notes

Thursday, December 10, 2009

9 a.m.

TRF Campus, Room 545; EGF Campus, Room 115

Members Present: Bobbie Taylor, Sandy Bratvold, Cory Feller, Bonnie Klasen, Lori Johnson, Anne Temte, Becky Lindseth, Jenny Donarski, Kent Hanson

Absent: Casey Wedin, Lynell Wayne

Internal Job Postings: The question was posed to administration- “What determines the selection of internal postings instead of a MnSCU posting?” Becky Lindseth addressed this question since it may have been a result of the recent internal posting of the Personnel Officer vacancy in Human Resources. She stated that this particular position was in an unrepresented bargaining unit (Commissioner’s Plan). She stated that the college has a right to strictly post a position internally when there is strong evidence that the position can be filled internally, rather than advertising the position to the general public. It appears to be a disservice to those outside the college who are interested in the position to find out at some point in the hiring process that the college would likely fill the position internally, thus wasting the applicant’s time and effort in applying, interviewing, etc. Becky stated that if the AFSCME membership chooses to have the college post vacancies internally for a period of seven days, before the vacancy is advertised to the public or the MnSCU Opportunities bulletin, administration would consider doing that. Members in attendance believed that that process would be preferred by their membership. Becky will bring this recommendation to the Cabinet for discussion and will make appropriate changes to the employee selection procedure if approved by the Cabinet. This change would give AFSCME employees the opportunity to bid for a vacant position within the college before it is advertised to the general public.

Human Resources Staffing: The question posed to administration was why the vacant HR position is being moved to TRF, and will there be someone available on certain days of the week on the EGF Campus? Becky referred to an email she just released to all employees, outlining the staffing changes in HR. Kristi Lane has been appointed to the vacant Personnel Officer position and will remain on the TRF Campus. Becky will be relocating her permanent office to EGF, and will be scheduled on the TRF Campus on Wednesdays on a regular basis. This change will be effective around the first of January.

Business Services Administrator in EGF: This topic was, in part, addressed in the previous topic, since Becky Lindseth will be relocating to the EGF Campus. She will represent Business Services as needed, in addition to Dennis Paesler and Michelle Bakken, who are each scheduled to be on the EGF Campus one day per week. Becky stated that, at some point, an administrator or supervisor in the Business Services Division could be assigned to the EGF Campus on a permanent basis. But she stated the staffing locations would not likely change unless or until a retirement or resignation occurs.

President Temte stated that there are more and more conversations occurring statewide about centralizing services for colleges. Some people believe there are greater efficiencies in centralizing services such as business services and human

resources. A member stated they would like to see more balance in terms of supervisor locations.

E-timesheets were discussed and a member noted that some supervisors need to be more timely in approving leave for their employees. This topic will be discussed with the Cabinet. Becky stated that employees also need to be sure to communicate their pending leave requests to their supervisors as well. President Temte stated that perhaps supervisors could all use additional training in e-timesheet and on-line purchasing.

A member asked that supervisors who travel from TRF to EGF make it known when they are on campus, or just stop in to see the employees they supervise. Sometimes supervisors are on campus and their employees are not aware of it.

Out of State Travel, Overtime, and Registration/Conference Fees:

The following questions were posed to administration:

How closely are these expenditures being monitored? Is the Cabinet (meaning supervisors) approving overtime and travel costs before departure? Are two or more employees being sent vs. one (stated in the Guidelines for Financial Mgmt- FY09 announced on 12/15/08) – are they reporting back to their department, is it relevant to our college needs and when will the topics be implemented?

President Temte stated that she signs off on all out of state travel requests, only after the Dean or supervisor has approved the travel. The form must also provide the funding source for the expense. Each supervisor is responsible for authorizing any overtime pay for individuals, but she was not aware that was occurring for travel purposes. Many employees utilize the professional development funds available through their respective bargaining units. Those funds are included in the budget, contractually required, and are monitored by those designated to do so.

President Temte stated that administration will continue to scrutinize the need and cost of travel related to conferences, in-state and out-of-state. Becky stated that many conferences have dual tracks that provide information for different roles within the college. For example, Chief Finance Officers and Chief Facilities Officers often attend joint state conferences together because the topics are intermingled into the conference agenda, and concurrent sessions prohibit one person to gain all the information presented. Consequently, there are times when two or more employees are being allowed to attend conferences, depending on the nature of the conference. Supervisors have the authority to determine to appropriate number of employees to travel, keeping the budget and staffing needs in mind.

President Temte stated that the Cabinet will review the guidelines set forth in Dec. 2008 to ensure supervisors are following the guidelines as much as possible. In regard to reporting information after attending a conference, she referred to an in-depth report from a faculty member who had attended a national conference funded by a min-grant from the Foundation. She had shared the report with the Cabinet and encouraged this form of reporting after a conference.

ImageNow Staffing: The issue brought to the meeting related to an inquiry about creating a new AFSCME position for the purpose of scanning records/files into ImageNow, due to the lack of staff time to accomplish this daunting task. A concern was brought up on the idea of allowing work study students to scan the documents. This task involves high security rights to access the records in ISRS, which should not be given to student workers. Becky Lindseth reviewed the discussion that was held when ImageNow was purchased and implemented, and there was a clear understanding that no additional staff could or would be hired to perform the scanning, but rather existing staff would need to commit time to accomplish this task. Members also raised a concern about a virus in a computer that was used for scanning. Discussion was held on the location of the scanners on both campuses. This topic will be referred to Rocky Ammerman and Mary Fontes for further discussion and resolution. Meeting adjourned at 9:50 a.m.

Next Meeting: Thursday, Jan. 14, 2010; 9 a.m.

Cindy Cedergren, Recorder