

Minutes

Admin/Tech Pro Meeting

May 28, 2009

Present: Gina Jimenez (Admin/Tech Pro Chair), Al Wasser, Ernie Navarette, Ruth Wengrovius, Sue Barnett, Suzanne Sullivan, Andy Stevens, Thyra Powers, Peggy Morgan, and Marilyn Kenfield

Presentation on Family Medical Leave/Workman's Compensation/Employee Tuition Plan by Jennifer Squire and Cathy O'Connell – Human Relations/RRCC

Family Medical Leave (FML) – see attached document

- Purpose: to balance work and family needs; promote stability and economic security of families; and promote society's interest in preserving family integrity
- Sick or annual leave may run concurrently with FML in order for an employee to receive pay
- Qualifications: must have worked for the college (or the state) for one year and worked at least 1250 hours during the previous 12 months
- Benefits: non-classified receives 12 weeks per year (does not need to be consecutive)
- Period begins July 1 and ends June 30th
- Qualifiers: birth/adoption, placement of a child in foster care, serious health condition of a family member, employee's own serious health condition
- Notify HR if an employee is out for three or more days, or if surgery is planned (30-days notice when applicable)
- New Military Exemption: Active Duty Family Leave - a qualifying exigency for covered military members for employee's spouse, son, daughter or parent called to active duty or impending call to active duty. (This is time spent with military members before they are deployed)
- FMLA – provides guaranteed period of unpaid leave with job protection

Workman's Compensation – see attached document - all injuries should be reported promptly.

- If the injury is serious – call 911
- If the accident is not life threatening – contact campus police to fill out a First Report of Injury form. Must use Workman's Comp doctors. Fill out a report even if you believe the injury to be a minor one
- Workman's comp covers only RRCC employees (includes student employees). It does not cover students (student injury would fall under their own insurance). It was suggested that this information be included in the student handbook
- Peggy Morgan and Ernie Navarette will work together with legal counsel to put together waiver for sign-out of equipment for RRCC sponsored event – waiving liability

For information on a specific situation, please contact the Human Relations Office at RRCC.

Employee Tuition Plan

- Pick up Employee Tuition Reimbursement form at HR
 - Obtain required signatures
 - Apply & authorize College Opportunity Fund (COF)
 - Register one day prior to the start of classes (CCCOnline eligible to register earlier)
 - Pay student fees (you may pay tuition up front or obtain a promissory note from the Cashier)
 - Audited, OSHA and RME classes not eligible for COF or tuition reimbursement
 - Grade C or better (**pass/fail**) required
 - Three (3) classes or 12 credits per year (fiscal year – summer/fall/spring)

General Information

- Flex spending ends June 30th. Do not discard Flex cards – can be reloaded. After-school care is applicable under dependent care.
- AQIP forum update – reworking role of Collaboration Council. Clear purpose of the council.
- Congrats to Marilyn Smith – Admin/Tech Pro of the Year. We'll recognize her at the June 25th meeting. A round of applause for those nominated: Lori Burns, Kathy Kaodis, Peggy Morgan, and Suzanne Sullivan.
- Andy Stevens reported that summer enrollment is up 20% from this time last year. Early registration indicates enrollment is up 50% for fall compared to this time last year.
- Peggy Morgan announced resident student tuition rate increased from \$81.00 to \$88.10 per credit hour. The College Opportunity Fund (COF) stipend decreased from \$92.00 to \$68.00 per credit hour. Total in-state tuition actually decreased from \$173.00 to \$156.10 per credit hour due to higher amount of appropriations (fee for service) stemming from stimulus dollars. This increase will become effective fall semester. Fall tuition calculations will post to student accounts on July 1st.
- Discussion on how to increase attendance at Admin/Tech Pro Meetings. Andy Stevens, Gina Jimenez, and Marilyn Kenfield will prepare a short survey to get feedback on meeting day/time and topics of interest.
- Chair-elect position open – if interested, please submit your name to Marilyn Kenfield by June 12th. (Leadership role attached)

Our final meeting of the year will be held on Thursday, June 25th. Please bring a treat to share as we celebrate the year end and recognize Marilyn Smith, Admin/Tech Pro of the Year.