



# Alfred UUP News

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## Reopening Alfred State College

The statewide organization of United University Professions has been engaged in actions relating to the reopening of SUNY campuses. It has been in close contact with SUNY System Administration, SUNY University Faculty Senate, as well as local, state, and federal politicians. The union has been advocating for increased financial support of SUNY at the state and federal levels. Among other member actions, there have been calls for members to sign a petition to have SUNY hold an open forum on reopening. UUP has held statewide meetings with academic department chairs, librarians, and residential life personnel, and has had chapters deploy surveys relating to campus reopening.

Locally, Alfred State chapter officers have been meeting weekly with statewide officers and leadership from other UUP chapters since the beginning of the reaction to the pandemic in mid-March. The Alfred Chapter has been having discussions with Alfred State Administration in Labor-Management meetings (see page two for notes from the most recent Labor-Management meeting). In addition, the Alfred Chapter of UUP has held a meeting of department chairs, and continues to receive comment from members. The Alfred Chapter has had UUP conduct a survey on its behalf, and the results and discussion of the UUP survey on campus reopening can be found beginning on page three. A UUP flier on Worker's Compensation and COVID-19 (as well as appropriate forms) will be forthcoming. Please contact Joe Petrick at [petricja@alfredstate.edu](mailto:petricja@alfredstate.edu) or other Alfred UUP officers with any questions or concerns that you may have.

## Governor Cuomo's Higher Education Reopening Guidelines

Governor Cuomo has released his higher education reopening guidelines which are available at the following urls:

Summary Guidelines:

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/  
Higher\\_Education\\_Summary\\_Guidelines.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Summary_Guidelines.pdf)

Detailed Guidelines:

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/  
Higher\\_Education\\_Detailed\\_Guidelines.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Detailed_Guidelines.pdf)

Reopening Plan Checklist:

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/  
Higher\\_Education\\_Reopening\\_Plan\\_Checklist.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Reopening_Plan_Checklist.pdf)

UUP is reviewing the guidelines and will continue to advise chapters concerning reopening.

**United University Professions Alfred Chapter  
Labor Management Meeting  
Wednesday, July 15, 2020 -- 3:00 p.m.**

UUP Representatives: Joseph Petrick (UUP Chapter President), Linda Panter (UUP Chapter Vice-President for Academics), Bill Schultze (UUP Chapter Vice-President for Professionals) Jamie Guilian (Labor Relations Specialist).

Alfred State College Administration: President Skip Sullivan, Provost Kristin Poppo, Vice-President Greg Sammons, Chief Financial Officer Joe Greenthal, Chief of Staff Wendy Dresser-Recktenwald, Assistant Director of Human Resources Maria Bordeaux.

Representatives of the Alfred Chapter of United University Professions met with representatives of Alfred State College Management on July 17. Management had no agenda items. The Alfred UUP Chapter inquired about the agenda items below.

Campus Labor-Management meetings are a provision of the *Agreement Between the State of New York and United University Professions*, Article 8.4. Notice of the agenda has to be given no less than five working days in advance of the meeting. In the time between the preparation of the agenda and the meeting, the campus began rolling out its Reopen Plan, and thus made some of the agenda redundant.

**Matters of Interest – Labor**

**Campus Reopening Plan / What health and safety protections are the campus taking because of the pandemic?**

**1) Is the campus planning on testing students and faculty?**

The “Health Monitoring: Screening & Testing” section of the *Reopen Plan 2020* available at (<https://www.alfredstate.edu/covid-19/reopen-plan>) states,

The College has advanced the purchase of a rapid Antigen testing unit (Quidel’s SOFIA-2 unit); the exact delivery and implementation date are TBD around the start of our fall operations. Antigen testing seeks the presence of a protein in an active COVID-19 infection. While no rapid testing is 100% accurate, this provides an important tool for clinical evaluation and diagnosis.” Alfred State will be one of the first campuses in SUNY to purchase one of these units to test students and volunteer employees, and it is hoped that it will be available in September. In the meantime, the drive-through at Jones Memorial Hospital can still be used by appointment upon recommendation of a physician or through the hotline. Pool testing of saliva samples (in batches of 25 tests) can also be done through Upstate Medical Hospital.

**2) Concerns have been expressed about air quality because of Governor Cuomo’s announcement on June 29 that malls have High Efficiency Particle Air (HEPA) air filters in order to open. Will Alfred State College install air filtration systems?**

The “Facilities: Cleaning and Sanitation” section of the *Reopen Plan 2020* states, “As of this writing, the College is finalizing assessments of building HVAC systems with possible heightened filtration; this topic has emerging guidance that we are adapting into our plans

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[...] The College is increasing outside air changes per hour with air handlers to responsibly maximize the amount of fresh air within the buildings, as current systems permit." HEPA filters may be incompatible with current filtration systems in use." Further explanation included discussion of Minimum Efficiency Reporting Value (MERV) ratings and how higher MERV rated filters combined with air circulation from outside buildings may negatively affect COVID transmission.

**UUP continues to maintain that "telecommuting requests should be granted to the greatest extent possible." Is there any change to the campus position on the extension of telecommuting agreement?**

The campus has not changed its position on the telecommuting agreement. As before, the Telecommuting Agreement (available at <https://uupinfo.org/resources/covid19/COVID19TelecommutingPilot.pdf>) states, "Telecommuting is not an employee entitlement and is not operationally feasible for all job functions. Management determinations as to which job functions are eligible for telecommuting are final and can-not be appealed."

**Are early returns to campus for labs voluntary, and paid?**

This question had been addressed at the end of the spring semester, and the answer is the same — lab work done before the fall semester begins is voluntary, and will be compensated.

**Are class sizes going to be smaller in order to promote social distancing?**

There are no plans to reduce class sizes to increase social distancing. The plan is to instead find classrooms of sufficient size to accommodate social distancing and to reschedule classes so that there will be adequate space. Additional classrooms may include Pioneer Lounge and the Allegany Room.

**When will the adjusted schedule of classes be available?**

It is hoped that the adjusted schedule of classes will be available the week of July 20-24.

**Will there be workweek changes (Evening/weekend classes, etc.)?**

Chairs have asked if faculty at the Alfred Campus if anyone wants to volunteer to teach evening classes. These classes are not additional classes, but are regular classes that are could be offer in evenings to increase physical distancing. There continue to be no required workweek changes.

**Are faculty responsible for students wearing face masks or shields?**

There was some confusion in an earlier document about students being able to remove face coverings upon being seated in classrooms. This has been changed in the more recent "Faculty FAQ" document which states that students will remain masked during class. As for the question about enforcement, there will be a rider and addendum to the Code of Conduct that will require face coverings. Some students may be neglectful and will be provided masks. If students are defiant and do not comply, they can be referred to Casey Gross in the Office of Student Conduct. Faculty can call University Police in cases in which students are disrupting classes.

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## UUP Alfred State Members' Campus Reopening Survey

During June 2020 UUP made available to its chapters a survey instrument set up using SurveyMonkey. After having made Alfred members aware of the survey via campus Announce and allowing some time for people to respond, a summary of the responses was obtained from statewide UUP Research.

There were 166 survey responses to the 47 questions that were put to faculty and professional staff, for a total of 94 questions. There was no integration of faculty and professional responses. Although it is possible to synthesize the result and digest them for easier comprehension, it was decided at the time of writing that the quantitative results were not relatively useful. For example, an entire series of questions (21 in all, for 42 sets of responses) were on the campus response to the pandemic, and many respondents could not answer the questions because the campus response was not yet known. In other cases the questions appeared to have been structured in a way as to obtain more or less predictable results. A few examples of these are included in the bar charts below.

On the other hand, many of the comments were interesting for a number of different reasons. There was for example 44 comments that showed that members wanted the campus to extend the Telecommuting Agreement yet there were eight responses that indicated that at least some members wanted the campus to open as a residential campus with face-to-face classes. Responses were grouped thematically into six groups:

- Shared Governance
- Telecommuting
- Residential Campus
- Enforcement
- Facilities
- Communication

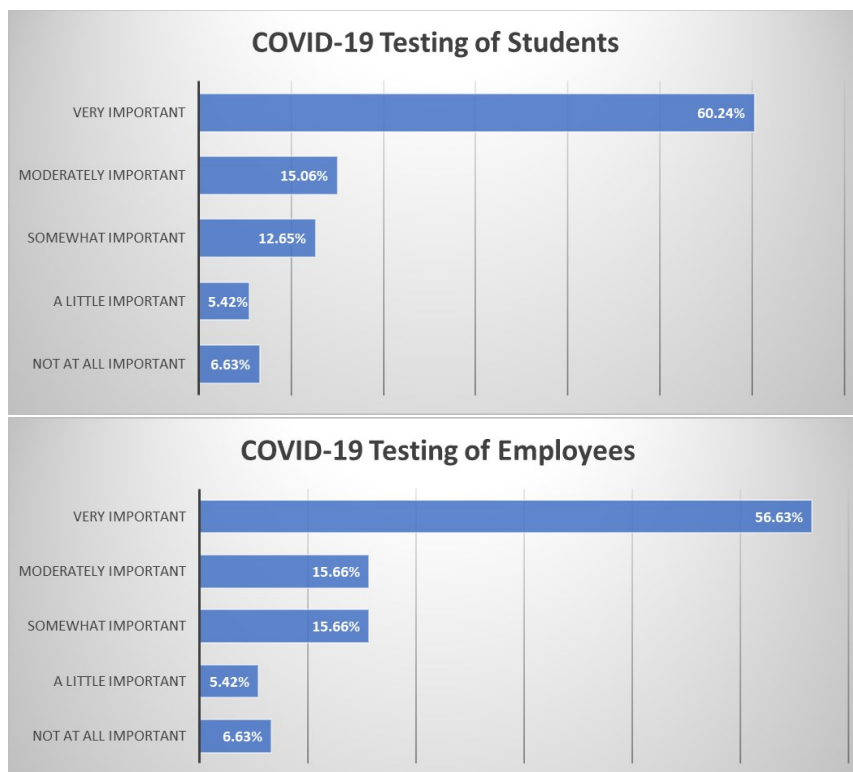
Not all quantitative responses or individual comments are being reported here, and we apologize to those who took the time to respond and comment. Below are a sampling of comments provided by respondents.

### Shared Governance

- Faculty on our campus have not been well represented or involved in the decision making and planning for the campus.
- Small groups are making decisions for all of us without global comment period. I know they tried to include those from the campus community but I was not chosen to participate and have had zero information from any of those committees to review and comment on.
- Too many mandates from HR without any indication of shared governance

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### How important do you believe COVID-19 testing is in reducing your personal risk of contracting the COVID-19 virus?



being included in the process. I am on a re-opening task force and have had little if any opportunity to provide input into true decisions that are being made. Our meetings consist of listening to an upper-level administrator talk at us for lengthy periods sharing what has already been done.

## Telecommuting

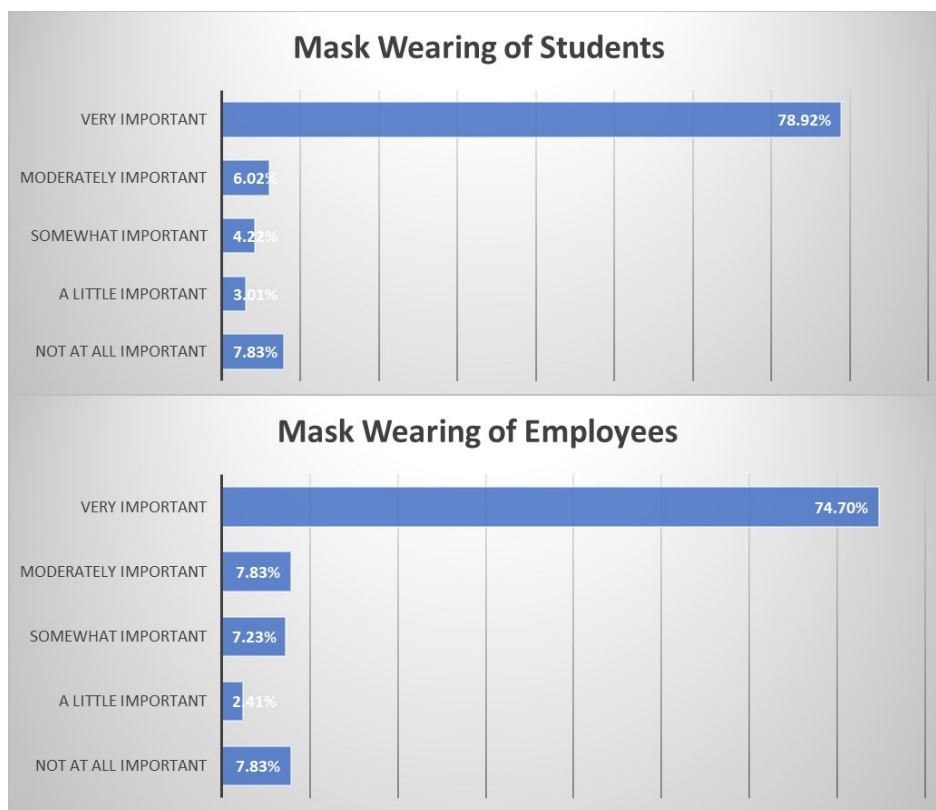
- With students living together and eating together, the campus is like a giant cruise ship. Students will still go to parties and not socially distance. In their dorms the same. The virus will move through the campus population. Many of the young students will be asymptomatic and will put the older people on campus at great risk. The young students know they are at lower risk, and will not be careful. Everyone should be tested at least weekly so the spread can be identified before it spreads throughout the whole campus.
- These are unique times, safety comes first for both our students, faculty, cleaners, and everyone's family members. The numbers are climbing and although we have done well in NY, that can change quickly. Unless everyone comes to campus and stays here for the entire duration, (even commuters) we are asking for trouble. How many more must get sick and die before the administrators calling the shots from their safe offices miss the point that in a "Hands-on" lab and classroom environment we cannot keep physically safe distance from each other effectively. This is a "PANDEMIC" not the seasonal flu.
- I am concerned that ASC does not actually care about our health and safety. They have failed to report a great deal of COVID tests and quarantines on our campus. I will also never believe that ASC is concerned for my safety while they whimsically choose not to honor the telecommuting agreement just because they do not have to.
- I feel uncomfortable knowing that decisions are made based on our campus not being sustainable without students living on campus, and single room occupancy is not sustainable, either.
- Offering fall sports during an ongoing pandemic is foolhardy. The increased revenue from having additional student-athletes on campus is offset by the increased likelihood that those same students will become vectors of Covid transmission. Just observe the situation at other schools with D1 football programs.
- It is irresponsible and naive to try to bring students back to campus in the Fall. The virus is clearly still a threat and the risk levels are rising instead of falling. Even if students do come back in August or September, we will have to shift to online learning in the middle of the semester again should the outbreak surge locally. This midsemester shift is inconvenient, inefficient, and unnecessary. Put the Fall semester online, notify all shareholders now and plan for an online Fall semester from day one.
- I believe the most important thing is ASC honoring the telecommuting agreement to reduce all of our risks. I also believe it is very important that to reduce my risk ASC does not use me as an experiment to see how returning to campus goes even as the pandemic rages on and numbers are worse today than ever before and we don't know what is to come of NYS still, despite their reassurance. It is very important to me that campus stop trying to disagree with MEDICAL EXPERTS AND DISEASE SPECIALISTS to try and dissuade me from my health concerns.
- It is extremely important that those of us who are able to complete all job duties from home continue to be permitted to WORK FROM HOME! The pandemic is still out there, the threat is very real and with spikes and surges in the MAJORITY of states and the nation worse overall than it was when we "peaked". NY is a major hub for the country and the world and we do not know what will happen with these increases! There have even been increases in NY!!!! Absolutely deplorable that our administration would like to force us to return to campus without feeling safe and choose not to honor an agreement between the state and UUP. I have absolutely zero faith in ASC's ability to keep me safe on campus. These precautions were already in place when one of our employees DIED.

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- Our campus, like most others, is concerned about having another semester of empty dorms and housing, along with deep cuts to food services, which is where it makes most of its money. I can sympathize; however, the MAIN CONCERN IS AND SHOULD CONTINUE TO BE THE HEALTH AND SAFETY OF EVERYONE AT ALL TIMES.
- While it appears that remote education is not as effective as F2F especially for underserved, low income, and POC students, there are several jobs on our campus that do not require being on campus. I believe that all those who can reasonably telecommute should do so to continue to reduce the number of people on campus to those who absolutely need to be there to preserve the academic core and essential student services. Even those who might not be in at risk groups can be a vector to those who are.
- We have a number of tenured older faculty who believe they need the option to teach remotely this fall and have not been given that option. They currently teach in programs that have offered courses and degree programs online successfully. Faculty on our campus have not been well represented or involved in the planning and decision making of reopening and to this day (July 8) we have not seen a draft or a final version of the plan so we have little idea on what is included in the plan.
- I think any professors who do not want the risk of teaching in person, should be allowed to hold classes online. It would be a tragedy if a teacher felt he or she was required to teach in person, and ended up dying. At least if they all have the choice, then it can be their own decision to make.
- It will be impossible to conduct classes with social distancing observed. Classes would have to be split into multiple sections to accomplish and we simply do not have the required number of rooms to do this. Continuing online distance learning across most of the curriculums is the only way to ensure health and safety of students and staff.
- I believe it nearly impossible to enforce social distancing off campus and during "non academic" times which poses a huge risk to not only the entire campus but a huge risk to me, my small children and at risk family members. I'm very concerned with my level of obligation returning to work on campus.
- My campus office is completely against remote work unless ordered by the state. They are stuck in old times and endangering us because our supervisors are older and do not understand the value and safety in

### How important do you believe COVID-19 mask wearing is in reducing your personal risk of contracting the COVID-19 virus?



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working remotely as they "can not know for sure that we are actually working"

- I believe that if your position can adequately telecommute then you should be able to continue to do so and not be required to be on campus. Everything you read is that if this is a possibility then all employers should be utilizing remote work to keep the amount of contact down.
- I don't feel our campus is supportive of working from home regardless of whether or not we feel safe enough to return to work. All of my job can be done at home as it has been proven in the last few months. I don't feel it is necessary to return to work and potentially be exposed to COVID. Positive test results are still rising in our area and with more people going out and the state reopening, it alarms me that students and staff can and will bring the virus on campus.
- I find it very hard to believe that employee safety and health is the utmost importance to ASC administration. They cannot seriously think I am going to believe my health and safety is the most important thing, but then mandate me to return to campus, assuming a risk of exposure, when I am not even an essential employee. Telling us they care about our health and safety and then choosing not to honor the telecommuting agreement and fighting and pushing back against non-essential employees with reasonable requests, just because the agreement may not be grieved is a slap in the face. All other SUNY campuses are happy to honor the agreement for the health and safety of their employees. ASC have NO GOOD REASON to demand we return!! Are they going to guarantee my safety then? If not they should not force us back this is unacceptable. I feel like an experiment being made to participate as a test to see how returning to campus goes. I am enlightened to see that I work for an administration who takes my health concerns so lightly and uncaring.
- I feel the threat of the virus is very real. I feel ASC cannot keep us safe and feel they will tell us whatever sounds good regardless of whether it is true or not. I have seen evidence of this on multiple occasions across campus. When voicing health concerns we are bullied into dropping them and thinking we are wrong to feel that way. Our agreement to work from home to the greatest extent possible is not going to be honored solely because ASC wants to appear normal again. This is wrong and dangerous and contradicts what experts and doctors around the country/world have said. I will never believe ASC administration can keep me safe when multiple medical experts have explicitly stated otherwise. I am horrified at the idea that ASC does not truly care about our health concerns and only wants to silence them and hide information.

## Residential Campus

- For SAT lecture online and have live in person labs with masks, safety glasses, open windows and social distancing. SAT can not do everything online.
- We all have to work together and let admin. be the lead. Big decisions sometimes have to be made quickly and precisely.
- We will be fine returning to campus. Sickness will happen whether we wear masks, sanitize, social distance, etc. We need to be allowed to live and work as we choose. I plan to comply with all directives put forth, but do not feel any are necessary.
- Our program requires students to participate in lab related activities in order to be competent for the health care industry that we are training them for. Without being on campus, it makes our program very unsuccessful in developing the clinical and professional skills the students will need for their future. From a health care standpoint, it is important to reduce the spread of the disease but also unlikely that we will be able to stop it. I think it is important for students and faculty to get back on campus and get back to a normal routine for many reasons and one being student success and another is mental health. I saw a decline in students grades by moving everything to an online format and also had many students reach out with concerns that they felt depressed. With the use of hand sanitizing stations and teaching students good hygiene (which is a big part of our health care program), the spread of infection should be reduced.

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- I am very concerned about not opening as a viable, fully residential campus and the lasting impact it may have on enrollment. I understand the efforts made thus far to flatten the curve which to date have been successful, but hope the restraints in place will be lifted soon and these will NOT become the new norm.
- I am concerned that the campus will take extreme, unnecessary, and expensive actions to appease those that are, in my opinion, irrationally frightened of the prospect of returning to work. Some actions are already negatively impacting the workplace in many ways, but they are tolerable and relatively reasonable in light of what we know about Covid (distancing, online/limited interaction with co-workers, masks, new cleaning protocols, etc.). However, I believe that possible further measures taken will warp the college/working experience at such a level as to not be worth it. I think that the responsibility to stay safe and healthy and limit contact with potential contagions lies primarily with each individual, not with college administration. I am proud of our leaders for everything they've done so far to try to protect us and the students - it's been a lot! On the flip side, I am disgusted with what I'm seeing emerge from UUP leadership: calls for mandatory testing, petition for a public hearing, essentially blaming SUNY for 'lack of consistent, system-wide standards for reopening', etc.. Don't they realize that SUNY and college leadership have been wrestling with these issues this whole time?! Not to mention just trying to keep the institution afloat financially?! We won't get anywhere by blaming and finger-pointing, but we also won't get very far if we attempt to hold SUNY/our employer responsible for something they cannot possibly hope to control. I urge UUP leaders to stay calm and rational, to offer support and recommendations that are reasonable and achievable, and to encourage UUP members to take personal responsibility for their health and well-being rather than expecting the ability to return to work within a personalized bubble of safety. We need to foster a culture where it's ok to express our safety needs/desires to co-workers and students, and subsequently respect and adhere to others' expressed needs/desires. And we need to recognize that no matter what measures are taken, there will still be a group of individuals that are so (possibly justifiably) fearful of COVID-19 that they will strongly fight the prospect of returning to campus.

## Enforcement

- The enforcement of measures and the willingness of the college community to abide by these guidelines will be the most difficult problem we will face. We may require these measures, but the college community may not abide by these measures. The differences in behavior will fuel and increase conflict and tensions within the whole community.
- Very important that someone other than the faculty be in charge of monitoring students' behaviors. I'm concerned that the students won't wear masks in classrooms and I'm going to have to try to enforce it.
- I don't believe our campus has enough resources/equipment or employees to monitor that such practices are being carried out. Some of the above can be done, but I don't believe we can make sure all students/faculty/staff are following the rules and being safe.
- Active enforcement of facemask policies, for example the requirement to at least have one with you when walking around campus in case of unplanned proximity.
- Faculty should be encouraged to come to campus no more than is necessary. I would say students should be encouraged to wear masks and practice social distancing, but it is unlikely that the majority will.
- I understand that administration is worried about money. However, I hope decisions are being made based on a safe environment rather than financial reasons. I am also concerned with faculty being responsible for students properly utilizing PPE. Will faculty be held responsible if a student tests positive for COVID-19 and it is confirmed that it came from another student? Will UP be walking through labs to reinforce this? Probably not, I am sure they will either be writing parking tickets or sitting in their office as usual.
- One of my main concerns is how are we going to ensure, protect ourselves and students from large gatherings on or off campus after class hours. Example: parties, fraternity, sorority etc...

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- Highly concerned that student enforcement of mask wearing and social distancing will be superficial and no repercussions for repeat violators. Tuition dollars will take priority over staff safety.
- I understand and accept that campuses in the System must reopen and have resident students to be a viable institution, but I fear that the proper separation and infection precautions will not be undertaken and enforced by all.
- I am very concerned that the students will not take precautions seriously enough. It will only take one student to carry COVID-19 to spread through the community very quickly. There are no hand sanitation stations near or in my office, and there are many employees walking around the building without a mask on. I am very uncomfortable with how lacks people seem to be about this. I also am baffled that there was not a staggered approach to bringing employees back to campus. Communication about that was very rushed, and I feel that it was not a decision that was made with employees and their families in mind.

## Facilities

- Ventilation is a huge issue in many of the ASC academic buildings. For open windows to be effective, a negative building pressure must be maintained and most of our HVAC systems are not capable of doing this.
- Temperature checking is of minimal value since it has been discovered months ago that most transmission is from asymptomatic persons without a fever, or the person may have mild symptoms or not notice any symptoms--again with no fever. The WORST situation is a bunch of young students returning to school en masse and unknowingly passing the virus to us older faculty and staff, with fatal implications, particularly for those with underlying health conditions.
- I also think that it is incredibly important that the cleaning schedules be posted so we know when something, like the door handles, were last cleaned.
- I believe taking extra measures in cleaning work spaces and bathrooms is important at this time. However, temperature taking and testing is an invasive measure that I don't feel is necessary. I believe it is primarily the employee's responsibility to practice good hygiene to help stay healthy and not the institution's responsibility beyond what is already being done.
- I'm concerned about the administration not allowing us to teach remotely.
- The admin basically had made it clear that it is not an option. I'm scared because our classroom do not have good ventilation and students were always coughing and sneezing in them previously. Some rooms have little or no windows in them that open.
- The administration needs to think about the air circulation throughout all schools and how that can be a potential problem for the spread of CO-VID. Facemasks and hand sanitizers are excellent forms of prevention but the virus can also make its way into the eyes! Goggles or safety glasses will have to be worn by all or else we will all contract this!
- I'm very concerned about the HVAC system in SET -- for YEARS it has been circulating flies through the system, which means it is unclean. If it's circulating insects, it's circulating viruses. Not a safe environment.

## Communication

- Now that ASC has announced we will be returning to campus it would be nice to have at least once weekly updates (if not more). I couldn't answer a number of the questions in the survey because we haven't been informed regarding those particular issues. (Continued next page)

- I am aware everything is up in the air, but I think there needs to be more transparency with the campus crisis response. Just because a lot of people are involved doesn't mean we all know what's going on, and I think we should have regular updates in Announce.
- It seems like groups were put together and had a meeting or two but then nothing has happened even though decisions are being made.
- Accurate and timely information is the lifeblood for trust, information sharing adequately, and communications for a well-ordered machine to operate.

As mentioned above, this exhausts neither the quantitative responses or the comments provided by respondents. As we move into the fall semester the Alfred UUP Chapter will continue to solicit input into campus attitudes. In the meantime, the anonymous results of the survey will be provided to the Communications subcommittee of the Reopening Task Force (as requested by Susan Gorman and Russ Nunley), and anyone interested in a pdf copy of the survey may contact Joe Petrick at [petricja@alfredstate.edu](mailto:petricja@alfredstate.edu).

**The opinions expressed in this newsletter are those of the authors and are not necessarily the opinions of United University Professions or of the Alfred Chapter of UUP.**

#### **Labor-Management Notes** (continued from page 3)

##### **What are the roles of University Police in enforcing proper social distancing and PPE?**

There seems to be some confusion about the role of police in enforcing Governor Cuomo's Executive Orders. At one of his press briefings earlier in the summer, the Governor said that it was not up to the State Police to enforce wearing masks and stated that peer pressure would have to be used. Public Health Law or Public Health Orders are enforced by the Department of Health, and not police. There is no clear way for police to issue a citation. In the case of Alfred State College, if a student is defiant they can be asked to leave the classroom, and University Police can be called because the student has become a distraction. Unfortunately, "Enforcement is not necessarily a straight line."

##### **Are there any updates regarding prep for conversion of face-to-face classes to online?**

SUNY bargains collectively with the federal government on COVID-19 related expenses, and there is still no answer on what will be paid.

##### **Are there any updates on mandatory SUNY training (i.e. formerly GO1)?**

There are no updates since the discussion of BizLibrary training discussed in the June Labor-Management meeting which had been reported last month.

After agenda items had been discussed, there was a brief discussion of the document/webcams that are being purchased for classroom use. Classes can be recorded on Blackboard, but faculty intellectual property will be protected by a checkbox indicating that recordings cannot be downloaded.

March 2020

# SPECIAL BULLETIN

from UUP President Fred Kowal

## Protect your intellectual property if you transition to remote instruction

In response to the COVID-19 virus threat, SUNY has directed all campuses to develop plans to transition courses to remote instruction whenever possible to reduce campus density. UUP is in continuous discussions with SUNY and the Governor's Office of Employee Relations to address the plethora of issues confronting the University as it begins shifting to a mostly online learning environment.

While the safety of students and staff is of utmost importance, SUNY's academic quality and UUP members' intellectual property rights must be maintained.



**Please follow these basic steps to begin to protect your intellectual property:**

**1. Make sure all your work—including course syllabi, PowerPoints, exams, and other course materials—includes a copyright notice. In the United States, the copyright notice generally consists of three elements:**

- The © symbol, or the word 'Copyright' or abbreviation 'Copr.';
- The year of first publication of the copyrighted work;
- The name of copyright owner.

**2. Tell students that posting your course materials without your permission is a copyright violation.**

**3. Add the following to course materials: "Reproduction of this material is prohibited without the author's consent."**

**NOTE: Be aware of the need to check specific copyright rules if using third-party online course materials/resources.**

For more general information about your intellectual property rights as a SUNY employee, check out the UUP facts sheets by scanning the QR code at right or go to <https://uupinfo.org/resources/>



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**Visit the Alfred Chapter of UUP on the web at <http://uuphost.org/alfred/>**

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