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**UNITED UNIVERSITY PROFESSIONS**  
**Purchase College, SUNY Chapter**  
<http://uuphost.org/purchase/>

**UUP EXECUTIVE BOARD RETREAT – PURCHASE CHAPTER**  
**MEETING MINUTES**  
**5/22/2015**

**Present:** Fern Becker, William Capowski, Glenda Davenport, Jon Esser, Mary Garcia, Connie Lobur, Theresa McElwaine, Lorraine Miller, Richard Nassisi, Kirsten Nelson, Paula Rankine-Belgrave, Nicki Richardson, Maggie Surovell (guest)

**Absent:** Joseph Ferry, Paul Kaplan, Warren Lehrer (on sabbatical), Christopher Robbins, Sheryl Secor, John Taylor, Eric Wildrick

The meeting was called to order at 9:20 a.m.

**1. Review of the 2014-15: what can we do better?**

The board discussed a number of events, programs, and meetings that occurred during the year and considered what went well and what could be improved upon in the future. Some of the ideas discussed included:

- Institutionalize the end-of-year luncheon and retirement recognition for faculty and staff; schedule and book the date when discussing the schedule later today.
- The website was started this year, and Connie/Glenda and Mary will focus on uploading minutes, notes, and updating the list of executive board members over the summer. The site needs to be more dynamic and needs more attention.
- The general membership meeting in March was well attended. For next year, it would be good to keep the membership meetings in manageable locations like the Red Room or Buffer and to have them focused on a specific subject when possible. We could do the meetings more frequently. It will be important to have a fall semester membership meeting on pre-contract negotiations with personnel from UUP Central, so our members' concerns can be heard, and again in the spring to review what will and will not change when the current contract expires.
- The workshop for professionals on benefits, organized jointly with HR, was well attended. It was suggested that we do this workshop each semester for both faculty and staff.
- There was discussion about when and how often workshops are scheduled at Purchase, typically only once. Many of these are difficult for part-timers to attend. It was discussed that we could look into booking a workshop on multiple days and or at multiple times to reach a larger audience.
- Events with food, there was discussion regarding the tradition of bringing in B&J during the summer. Rather than just paying them for ice cream, it was discussed that we could either ask them to make a donation with some of the funds or/and ask our members to bring in canned good items to be donated to a local organization.

-Low member participation in Vote Cope was discussed. Nicki mentioned that the NYSUT staff will be developing a flyer over the summer with a tear-off that offers ways individuals might want to become involved with the union. The content of this flyer is still being developed. This is seen as a tool to get a conversation started, about Vote Cope and other matters, and to gather personal email addresses in order to keep members up to date on contract negotiations and similar matters.

-It was discussed that the Purchase chapter does not do well in asking members to help out.

-There was discussion regarding ways to gather personal emails of members. Some suggestions included creating attendance sheets for membership meetings, workshops, etc. with a space for non-Purchase email addresses. It was discussed whether or not the union could send an email blast to the campus asking for personal emails so that the union could send information about contract negotiations. It was also discussed that representatives could gather this information by department.

-The chapter in the past had departmental representatives. This might be a way to get more members involved. We could introduce the idea at the first membership meeting and have a sign-up sheet for anyone who might be interested. NYSUT is developing training sessions and, when done, can share with the chapter.

-Workload issues for part-timers was discussed, the lack of uniformity and the difficulty UUP has had in gathering information.

## **2. Approval of request for chapter president release time (1 course/year)**

The Executive Board of the United University Professions at Purchase College, SUNY, voted to approve the release of one course for Connie Lobur for the 2014-15 academic year. The Executive Board of the United University Professions Purchase College, SUNY Chapter agrees that the United University Professions at Purchase College, SUNY, will cover negotiated and approved release time using chapter funds.

The motion was made to approve the release time for the chapter president, seconded: 9 in favor, 0 opposed, and 0 abstentions (three non-voting members at meeting).

## **3. Survey of membership: construction of survey; distribution**

We discussed and blocked out the starting point of a survey to be distributed to the members at the start of the fall semester. A working group was organized to write the final questions over the summer: Mary (chair), Rich, Theresa, Jon, and Connie. The purpose of the survey is to find out what issues matter most to our membership and how UUP is perceived. The working group will consider creating either one survey for everyone, or separate surveys targeted to full-time members and part-time members.

A rough draft of some of the questions that may be included are:

1. Demographic information: Faculty / Staff; Full-time / Part-time; how many years at Purchase College
2. What do you think of the union?
3. What union-sponsored events did you attend in the past 12 months? What did you attend (list the events from the past year)? What did you think of the event / workshop and would you attend again? Would you recommend that a colleague attend a union-sponsored event?
4. What would you like to see offered as an event or workshop?
5. What is the best time to have an event? - list fall and spring semester times based on academic calendar.

6. What is the union or Purchase chapter doing for you, and how has the chapter helped you? What could we be doing? List what the union does here?
7. Which of these benefits do you currently take advantage of; list some of the benefits (dental, vision, cell.....)
8. LM meetings: here are some of the topics discussed at LM meetings in the past year. What are other items you would like to see discussed?
9. Union's role in increasing morale?
- 10 As a member, how do you see yourself being involved? – list including “nothing, not being involved”
11. Question specific to contingent faculty (part-time and full-time)

#### **4. Goals for the upcoming year: assignment of roles for specific projects**

##### **Scheduling:**

The following list of meetings and events were tentatively scheduled, and will be confirmed shortly based on coordination with the campus meeting schedules and space availability. The chapter will send out the list of meetings at the start of the year to the membership.

1. Membership Meeting 1: Tuesday September 15 at 12 –1 p.m., Red Room in the Student Services Building.  
–Note, the survey will be sent out before this meeting and announced at the meeting to encourage participation.
2. Membership Meeting 2: Thursday October 15 at 12–1:30 p.m. with state-wide officials. The focus of the meeting will be on the upcoming contract negotiations.
3. Benefits Fair (with HR): October 21 at 11:30 a.m.– 1:30 p.m. (need to coordinate with HR-Grace and PAC for space). Paula will contact Grace to coordinate.
4. The executive board meetings will be the following dates at noon. We decided to alternate the day of the week to accommodate more board members: Friday, September 11; Thursday, October 8; Friday, November 13; and Thursday, December 10 (evening).
5. End of the Year Luncheon: Preference for Monday, May 2, but will consider the preceding week of April 25–29 if May 2 is not available in the PAC lobby.

##### **Workshops:**

Additional workshops could be added based on consultation with the chapter VP for Professionals and VP for Faculty. Here are a few workshops discussed.

1. Workshop on the Nuala Drescher Leave Program: Bill will consult with Paul and Warren and set up a workshop, possibly in November but based on the application deadlines.
2. Fall 2015: For faculty, a workshop on intellectual property, in light of the recent proposal to change the policy for SUNY from the Chancellor's office (reversal of current policy).
3. Workshop and training session for departmental representatives.
4. Workshop for professionals on performance program management and professional development.
5. Workshop for part-timers, know your contract survival guide.

##### **Additional Goals:**

-For one of the fall executive board meetings we will focus on re-building the departmental representative structure and developing a training workshop for those interested. This can be based on the training NYSUT develops over the summer.

-It was proposed that the board create and distribute one newsletter from the Purchase chapter for the year. There was discussion of the benefits of a paper newsletter, whether it would exist on the website as well. Bill offered to help guide this project. Mary and Maggie volunteered to work on the first newsletter as contributors.

#### **5. Other business**

-The treasurer gave a budget update for 2015-16. The approved budget will be \$9,000 rather than the requested \$13,000. This was based on changes in activities as well as an overall reduction and “right-sizing” of funds to be in line with campus of similar sizes across SUNY. We were asked for attendance sheets for the general chapter meetings, which we will distribute in the future.

-Mary has been taking photos at UUP events and will process these images to be uploaded on the website.

-Paula may have a new employee interested in assisting with the website and will put this person in contact with Connie and Glenda.

The meeting was adjourned at 1:20 p.m.

Respectfully submitted,  
Kirsten Nelson  
Chapter Secretary