

UNITED UNIVERSITY PROFESSIONS - BROCKPORT CHAPTER
EXECUTIVE COMMITTEE MEETING
Wednesday March 4th, 4:30 PM - 6:00 PM Seymour Union 220

Attendance: Danny Too, Jie Zhang, Tamara Wilcox, Brigitte Meskell, Mariel Rivera-Piluso, Sara DiDonato, Scott Haines, Allison Wright, Jay Harwood, Mike Smith, Bob Schnieder, Oana Prajitura, Matt Kotula, Michael Ray, Tamala David, Elizabeth Morton, Rachel Schultz, Tracy Feaster, Tom McDermott, Garrett Roe, Kara Corlett, Jamie Guilian, Joe Torre, Troy Norton, Karen Underwood, Susan Orr, Rob Trimarci

- I. Approval of Minutes from February: Motions, 1st Jie Zhang, 2nd Garrett Roe, Majority Passed

- II. Approval of Agenda: Motions, 1st Brigitte Meskell, 2nd Tracy Feaster, Majority Passed

- III. Presentation of Budget from Treasurer Danny Too
 - a. Please see the attached documents of the Treasurers Report for 2024-2025, The Budget for 2026-2027, The Supplemental Allocation Request for 2026-2027, The Addendum for the 2026-2027 Supplemental Allocation Request.
 - b. Due to additional hours for the Chapter Assistant, we will be requesting supplemental money from Statewide to offset our expenditure for the Chapter. The Addendum has further information regarding how those extra hours are going to be a benefit to the Chapter as far as Member Engagement, and general union business.
 - c. Votes:
 - i. To Approve the Budget: Motions, 1st Danny Too, 2nd Tom McDermott, Passed 24/24
 - ii. To Approve the Supplemental Allocation: Motions, 1st Garrett Roe, 2nd Scott Haines, Passed 24/24
 - iii. To Approve costs for General Supplies, and Office Expenses: Motions, 1st Jie Zhang, 2nd Sara DiDonato, Passed 24/24

IV. Old Business

- a. Feedback from LM
 - i. Discussion about DSI, extra service pay and salary increase. - *HR and campus administrators assured UUP that it was not a campus policy to deny DSI if extra service was received. HR stated that they felt some training might be needed to ensure everyone understand criteria for extra-service and the DSI process. Campus administration also stated that no-one should make a "promise" that an employee will receive DSI. Cmaps administrators also felt that perhaps some confusion was occurring as employees cannot receive extra service pay and a salary increase for the same work. The UUP contract allows for extra service for temporary work increases and salary increases for permanent additional duties.*

- ii. *Union Animus Concern - UUP President raised concerns that the chapter have been hearing from members in multiple departments that supervisors have been stating that members should not go to the union to seek assistance, or to clarify rights etc. UUP President explained that doing such was a violation of NY labor law – employers have the right to consult their union. Campus administration said that they were surprised to hear this as they value the cordial relationship between campus leadership and UUP as well as other campus unions. HR stated that they will be sure to address this in supervisor training. They feel that employees should be encouraged to reach out to UUP for assistance – they also stated that employees can reach out to HR and their contacts can remain anonymous if they wish.*

- iii. *Discussion regarding work weeks - UUP President stated that members in multiple departments had contacted the chapter about expectations that they regularly work beyond the regular 37.5-40 hour work-week. This might be an necessary due to deadlines for projects, an expectation to respond to e-mails, or special events. UUP President stated that this raises concerns and while we understand that work in many department ebbs and flows – the contract does allow for flex time and comp time to accommodate such instances. Campus administrators stated that no employee should regular be working beyond their 37.5-40 hours, but some departments should expect ebbs and flows and additional work for “occasional emergencies.” However there is no expectation for anyone to be “on the clock” regularly beyond their typical hours.*

- iv. *Discussion regarding Active Shooter Emergency Plans - UUP requested an update regarding active shooter emergency planning. UUP President raised concerns that developing emergency plans was not work that was “inherent in the duties and responsibilities” of faculty. Campus administration stated that the plan for active shooter emergency preparation had changed. President Macpherson expressed her concern that faculty be adequately aware of basic information to keep themselves and others safe. For example, being aware of exit routes from buildings etc. Campus administration recognized that training should have been conducted prior to exercises related to emergency planning. That training is now being rolled out. Departments will be asked to work with others in their buildings/floors to coordinate and think through appropriate responses if an emergency situation should arise. There is not currently a plan to require faculty to develop plans and attach them to syllabi or anything similar.*

In discussion at the EB meeting members raised concerns regarding:

1. Who is assigned to lock doors? How to lock-down? Communication plans - who locks if designated people are not on campus? Who has keys?
2. Concerns were raised about multiple departments in a building how to coordinate plans?

- v. *Discussion regarding e-mails sent from retention team using advisors’ names- UUP raised concerns about e-mails that were sent out from a retention team –*

appearing as if they came from faculty advisors. This was done without notifying advisors. UUP was contacted by several members concerned about the issue. UUP sort assurances it would not happen again. Campus administration stated that the e-mails were sent out in error. The advisees should have been reassigned to the retention team prior to them being sent out. Those effected have been notified about the error. This should not happen again

In discussion at EB members raised concerns about other systems that send e-mails on behalf of employees. For example during hiring process when e-mails are sent to candidates → who sends, in whose names? Are there other systems that auto generate communications?

- b. New Hire Event – invites will start to come out next week. Event will be at the Alumni House Thursday March 26th from 12pm-2pm.

V. Reports

a. Officers

i. VP for Academics: Sara DiDonato

1. Advocacy Day was rescheduled because of the bad weather, and will now be on March 17th (Saint Patrick's Day). If you are not attending, there is a plan to visit local offices to talk with representatives about the UUP Statewide legislative agenda. If you are interested, get in contact with Sara! sdidonat@brockport.edu

ii. VP for Professionals: Garrett Roe

1. Statewide VPP Meetings - attended in January, February, and plan to attend the March meeting.
2. UUP Benefit Trust Fund Scholarship Program - a reminder that this benefit exists for undergraduate, dependent children who attend SUNY state-operated campuses. It's a benefit that can be utilized each semester up to eight (8) semesters.
https://uupinfo.org/benefits/pdf/scholarship/S_cholar_25.pdf
3. Professionals Pulse - Next Meeting on Friday, March 13th 8:30am-9:30am in Seymour 185. Please share with members.

iii. Membership Development: Kelly Cary /Brit Profit-Rheinwald

1. In February, the Brockport chapter welcomed 7 new members, and several additional conversations are currently underway as we continue working toward growing our membership. Stay tuned for a potential Membership Blitz (classroom visits) planned for early April. More details will be shared once organizers confirm the logistics! If you would like the list of non-members in your department, please let Brit know.

- iv. REOC: Sheryl Gonzalez- Absent, but Chapter President shared that there was a union social at the REOC last week and it was well attended, and there will be more in the future.
 - v. Treasurer: Danny Too
 - 1. Submitted audit and received allocation.
 - vi. VP for Contingents: Matt Kotula
 - 1. Contingent committee meeting coming up next week; issues in contract; per minima, promotional ladders, health care
- b. LRS Jamie Guilian Report
- i. Workshop on Privacy last week went well
 - ii. March 11th workshop joint with HR on performance programs and promotions, more to come on how to register for this!
 - iii. Jamie has been assisting members with individual items such as navigating leaves for birth of a child; medical situations
 - iv. Jamie has been representing members in discipline proceedings
 - v. Jamie reminded members that counseling is not discipline; no right to representation but if you receive a counseling memo reach out and we can review and offer recommendations and process for removal
 - vi. Jamie also engaged in discussion with members about participation in meetings such as bias investigations that are voluntary – UUP does not recommend members participate as they don't have the same representation rights as if they are in an interrogations process. If members are requested to attend a meeting please have them reach out to the chapter for clarification.
- c. Chapter Assistant's Report
- i. The first edition of "Brockport Banter" digital newsletter was sent out a few weeks ago. Great feedback has been given, and if anyone has any ideas for features or information to be included please don't hesitate to contact Jen so she can include it. Jay Harwood will be meeting with Jen to help make the newsletter comply better with accessibility for members.
 - ii. The next social is going to be March 11th at noon in the "Queen Room" in the library (special thanks to Brigette Meskell for helping the chapter coordinate).
 - iii. Reminder: The website is live and being updated. If you miss any meeting minutes, or Labor Management Notes, please feel free to download the pdf on the website to share or direct colleagues to it: uuphost.org/brockport

d. Presidents Report

- i. Update on IDA: Unexpectedly some applications were missed due to a glitch in email, however the review team was able to go through them, and they are now being approved at the State level. Asking for patience for the slow process we will put safeguards in place to ensure this does not happen again.
- ii. Reminder participation in Bias Report investigations are voluntary, encourage members to reach out to the chapter if they receive a request for a meeting.
- iii. Advocacy Day has been rescheduled to March 17th Sign-up here to register to attend [click here](#) - all welcome even if not registered previously. Format will be group meeting, legislators “drop-in” rather than 1-1 meetings due to short organizational time-frame.
- iv. Delegate Assembly is April 24-25; registration is now open
- v. AI Reminders
Statewide VPA will host a webinar on AI issues – March 9th 2-3.30 and March 11th 10-11.30 – please sign-up here: <https://sites.google.com/view/the-latest-on-ai-and-our-work/home>

The Loading Act 2.0 - UUP introduced and won expanded AI labor protections for public employees in New York State. They are now enacted in state law. The labor protections now cover state employees including UUP, workers at CUNY, Community Colleges, K-12 school districts and municipal employees. The new expanded law provides that use of AI shall not:

- affect existing collective bargaining rights or representation;
- result in an employee's discharge, displacement or loss of position; this includes partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits; and
- permit the transfer of duties and functions currently performed by UUP members to an AI system.
- alter the rights, benefits or privileges of SUNY employees, including but not limited to terms and conditions of employment, civil service status, and collective bargaining unit membership status.

We must ensure that the law is enforced. Please can you encourage members in your areas to :

- Inform the chapter when a new AI platform is implemented and they are concerned about it.
- Use the AI intake form on the statewide web page <https://www.surveymonkey.com/r/UUPAI>

VI. New Business

- a. Funding approval for end of the semester celebration. Requesting \$2000
 - i. Motions: 1st Joe Torre, 2nd Jie Zhang, Majority Passed

Notes: Next LM meeting is 3/10/2026 via zoom. All are welcome to attend; if you would like to be there, e-mail the chapter at Brockport@uupmail.org and you will be added to the e-mail distribution. Attendance is on an observer-only basis.

**Treasurer's Report for 2024-2025 Fiscal Year, and
Budget for 2026-2027 Fiscal Year**

Brockport 2024-2025 Expenditure Report

1. Income (i.e., chapter net allocations) was **\$8463.30**
2. Expenses were **\$8,793.87**
3. Difference: - **\$330.57** more than income

Brockport 2026-2027 Allocations/Expenses (provided by Statewide UUP)

This information was provided by Statewide UUP to assist chapters in developing a budget (and possible supplemental allocation requests) for the 2026-2027 fiscal year. The following should be noted:

1. Brockport's gross chapter allocation for 2026-2027 is expected to be **\$16,284.00**
2. The total cost for the chapter president's release time (\$4,065.00) and additional hours for the chapter administrative assistant (\$6550.00) is determined to be **\$10,615.00**
3. The net amount available for Brockport to conduct chapter business is **\$5,669.00**

Brockport 2026-2027 Proposed Budget

1. The chapter cash balance is estimated to be **\$3,000** at the end of the 2025-2026 fiscal year.
2. The net amount available for Brockport to conduct chapter business in 2026-2027 is estimated to be **\$5,669.00**
3. The estimated expenses for 2024-2025 are **\$9,408.00**
4. The difference between the estimated amount available and estimated expenses is **\$3,739.00 and the supplemental allocation requested.**

2026-27 BUDGET REQUEST FORM

(In addition to annual allocations)

NAME OF CHAPTER Brockport

8/31/2026 Chapter Cash Balance (Anticipated) \$3,000

Note: Normal Annual Allocation = (# bargaining unit members * \$14) + \$1,500

ESTIMATED	Gross September Transmittal	<u>\$5,224</u>	
ANNUAL	Gross January Transmittal	<u>\$4,224</u>	
REVENUE	Gross April Transmittal	<u>\$6,836</u>	
	Interest Earned	<u>\$0</u>	
	Reimbursements	<u>\$0</u>	
	Other (Explain)	<u>\$0</u>	
	Total Estimated Revenue		<u>\$16,284</u>

ESTIMATED	Membership Meetings	<u>\$10,041</u>	
ANNUAL	Chapter Committee Meetings	<u>\$0</u>	
EXPENDITURES	Executive Board Meetings	<u>\$978</u>	
	Outreach Expenses	<u>\$0</u>	
	Grievance Expenses	<u>\$0</u>	
	Office Expenses	<u>\$250</u>	
	Printing/Duplicating	<u>\$823</u>	
	Newsletter/Publications	<u>\$0</u>	
	Telephone/Internet/Website Expenses	<u>\$171</u>	
	Postage/Shipping	<u>\$91</u>	
	Bank Charges	<u>\$0</u>	
	Workshop Expenses	<u>\$54</u>	
	Equipment/Furniture	<u>\$0</u>	
	Chapter Release Time Support	<u>\$4,065</u>	
	Chapter Assistant Add'l Hours	<u>\$6,550</u>	
	Other (Explain) _____	<u>\$0</u>	
	Total Estimated Expenditures		<u>\$23,023</u>

OVERAGE (SHORTFALL) (\$3,739)

The amount of shortfall, if any, should be your Supplemental Allocation Request
 Requests for supplemental allocation funding should accompany this chapter budget form. All supplemental allocation
 funding requests will be presented to the Finance Committee for final approval.

Expenditures not directly related to terms and conditions of employment
 should not exceed 5% of the normal chapter allocations.

The recommended amount for the 2026-27 fiscal year is: **\$814.20**

RETAIN ONE COPY FOR YOUR FILES

 Chapter President or Treasurer

Date of chapter budget vote: _____

Results of chapter budget vote: In favor _____ Opposed _____ Abstained _____



UNITED UNIVERSITY PROFESSIONS

Supplemental Allocation Project Outline - 20__-20__

Utilize the table below to outline each expense to be covered by supplemental allocation funds.

General Chapter Information

Chapter Fund Balance as of December 31, 2025 \$8,561.45
 How many bargaining unit members have signed a membership card? 1153
 How many non-members do you have at your chapter? 247
 How many members serve on the chapter Executive Board/Committee? 40
 How many times does the chapter Executive Board/Committee meet? 1 per month
 Is the chapter required to use on-campus catering? yes
 Is the chapter required to pay rent for the office? no

Release Time

Does the chapter have a president on release time? yes
 What percentage release time? 30%
 How much supplemental allocation funding is needed for release time? (A) _____

Chapter Assistant

Is there a chapter assistant? yes
 How many hours does the chapter assistant work per week? 25
 How much supplemental allocation funding is needed for the chapter asst.? \$3,739 (B) \$3,739.00

Previous Funding

Did the chapter receive supplemental allocation funding in the prior fiscal year? No
 If so, how much was the chapter awarded? _____
 Please attach a brief report detailing how the funds were used in the prior year, including outcomes.

Proposed Projects/Items Requiring Supplemental Funds

Project Name	Project Goal	Budget Break Down as Applicable						Total
		Catering	Room Rental	Tent/Pavilion Rental	Entertainment	Giveaways	Other*	
Enhanced social media and	Increase member engagement	none	none	none	none	none	none	\$0

* indicate associated cost (C)

Project Name	Project Goal	Budget Break Down as Applicable						Total
		Catering	Room Rental	Tent/Pavilion Rental	Entertainment	Giveaways	Other*	
Attend "welcome Wednesday"	Increase membership	none	none	none	none	none	none	\$0

* indicate associated cost (D)

Project Name	Project Goal	Budget Break Down as Applicable						Total
		Catering	Room Rental	Tent/Pavilion Rental	Entertainment	Giveaways	Other*	
Gather none edu contact info	Enhance our ability to communicate	none	none	none	none	none	none	\$0

* indicate associated cost (E)

Project Name	Project Goal	Budget Break Down as Applicable						Total
		Catering	Room Rental	Tent/Pavilion Rental	Entertainment	Giveaways	Other*	
								\$0

* indicate associated cost (F)

TOTAL SUPPLEMENTAL ALLOCATION FUNDING REQUESTED \$3,739.00

(Sum of A-F)

Date of Approval from Chapter Executive Board _____
 (Please attach meeting minutes.)

 Chapter Treasurer

 Chapter Officer

Addendum

The supplemental allocation is to offset the cost of the additional hours for our chapter assistant. The additional hours for our chapter assistant are for projects around member engagement, member development and communications, and are as follows:

1. Developing a new webpage, Newsletter and Enhancing Social Media Presence - all this is aimed at enhancing member engagement and communication. The background of contract negotiations offers lots of content to share so this is an especially opportune time to undertake this project.
2. Increasing outreach to new hires is our second goal. HR has transitioned from once a semester welcome event to monthly open houses. Our chapter assistant is going to attend this on behalf of the chapter and follow up with invites. We also plan to develop outreach for those who do not attend. Our chapter assistant has already created "essential information" postcards, a handy format for members to take away.
3. We are developing our list of alternate contacts for members. This is a great time to undertake this project as we have lots of contract and legislative updates to share. We are also searching for a new campus president - this could lead to a more scrutiny regarding UUP communications than we currently experience.