

UUP ESC Chapter Small Table Minutes
Meeting with Chapter VP for Professionals Dave Puskas & AVP for HR Tracey Meek
October 16, 2019 from 2-4 pm

This month, Chapter VP for Professionals and AVP for HR Tracey Meek will meet in a small-table format to discuss issues such as:

1. Upcoming Discretionary Raises—some specific questions:

- a. What is the timeline for communication at each of the member, supervisor, and cabinet levels?
- b. How does the college decide what amount goes to each department?
- c. What is the status of the compression component, and what communication will surround that portion of the DSIs?

- **The goal is to present several options to Cabinet on 10/28.**
- **Currently working on looking at titles and running regression analysis to determine compression.**
- **Working timeline is to pay this out in December.**
- **HR needs to know:**
 - **The total number people affected,**
 - **Then look at titles based off regression analysis,**
 - **Then send individual letters to employees who are affected.**
- **HR is looking at what we have done in the past and what other SUNYs are doing so as to not re-invent wheels.**
 - **This is tough to do without seeing compression info.**
- **Once we have a template we will know how to work on this in upcoming years.**

2. Performance Programs: General discussion including an update on the program to track the statuses.

- **Sister SUNY (either Potsdam or Plattsburgh?) uses PeopleAdmin.**
 - **PeopleAdmin is good but it needs work.**
 - **PeopleAdmin currently doesn't link with SUNY HR system but it will eventually.**
- **Binghamton built their own system**
- **Alfred uses InterviewExchange for performance management tracking**
- **Why not capture ALL employees on or about September 1?**
 - **This should be a future topic of conversation between Meek & Puskas.**
- **IT recently presented ServiceNow training.**
 - **This gave HR an idea to use a reminder ticketing system for upcoming Performance Programs/Evaluations.**
- **Maureen Seidel's Performance Program training was awesome.**
 - **We need to do more, and to have them more frequently.**
 - **Book another soon:**
 - **Late January? Maybe early February.**
 - **Keep 1-hour, definitely no longer than 90 minutes.**
 - **The Skype component seemed to work well.**
 - **It definitely did need moderation.**
 - **Should do an evaluation on the program.**
 - **What did you like, what topics would you like to see, etc.**

- **Good suggestion for Professional Concerns Committee to take on.**

3. Safety and Security: A discussion of this topic, including changes in the department.

- **Jankowski's position HAS been posted.**
 - **It is a UUP position.**
- **Antonio Bazzoffi will not permanently be the day-to-day security person as Jankowski was.**
 - **Need someone "in the seat" until we have a hire.**
 - **The Jankowski position, once filled, will report to Bazzoffi.**

4. Liberal Leave: a follow up from last month—in particular, members are asking about December 26 and 31. Liberal leave does not shut down the college, but rather the President grants overarching approval for use of vacation time.

- **Supervisors should be talking with their employees about these dates.**
- **Attempting to find ways to minimize hours – open late, close early.**
- **Don't see liberal leave coming back this go-round (this holiday).**

5. Other issues related to professionals, if needed.

- **Meek and Puskas agreed that if we have important issues to not wait until L/M to discuss if we can get a handle on things earlier.**

Respectfully submitted,

Dave Puskas