

UUP ESC Chapter Labor Management Meeting Agenda

May 20, 2020 at 2 pm via Skype

In Attendance:

Labor: Chapter President Pamela Malone, VPA Anastasia Pratt, VPP Dave Puskas, OC Mary Helen Kolisnyk, Secretary Kelly Mollica, LRS Maureen Seidel

Management: Presidential Designees Nikki Shrimpton, Tracey Meek, Beth Berlin

Funding and Initiatives: The chapter requests any update(s) of State, SUNY or college initiatives and/or funding that could impact or would be of interest to the chapter membership, including current enrollment and status of the college budget.

Final spring enrollment, and summer and fall projections.

Beth Berlin provided a breakout of numbers, using a comparison of numbers from May 20, year-over-year.

TERM	SP19	SP20	SU19	SU20	*FA19	*FA20
HEADCOUNT	10,507	10,465	4,505	4,719	2,494	3,022
CREDITS	81,984	79,351	30,845	33,209	20,740	26,756

Current college budget information.

Pre-COVID, the college was working on reducing expenditures, thus reducing our deficit. So much of our funding relies on enrollment. Although it's good news that our enrollment numbers are flat, it does not aid our initial focus on reducing the deficit. Management is continuing to look at how we can right-size our budget and reduce all expenditures. (ie: real estate contracts, technologies where there are duplicative softwares offered.) Analysis of previous Fall terms show an enrollment reduction of 3%. The college is hopeful that we will not exceed this projection.

The chapter requests information regarding the college projections of 10% and 25% reductions in state support.

Management has been working with SUNY Central and the state budget director to discuss our continued focus on reducing expenditures. SUNY Empire has been asked to come up with a scalable way to reduce costs if required. There hasn't been a confirmed plan considering the decisions made at the federal level.

Other initiatives and ideas regarding revenue and/or expenditures.

-Additional information from management will be announced regarding decisions for our Manhattan location. They are working locally with employees to field suggestions and research additional opportunities that may yield from refocusing our physical footprint.

-A marketing campaign will be rolling out at the beginning of June to help with Fall enrollments. The campaign strategy focuses on distinguishing our college as an online founder, different from competitors who are now switching to online. Marketing is also looking to continue partnership celebrations by creating a virtual component during this new era.

-As mentioned during the Senate on May 15, 2020, the President's Office is organizing the suggestions provided from the college community to categorize ideas into themes and prioritize subjects.

Impact/allocation of the Federal stimulus CARES Act. What is the intent for the college's portion?

Allocations for students will be administered through Student Accounts. SUNY Central has asked that we individualize our assessment of students' stimulus needs. Final responses from the college will be presented in June. Depending on the final outcomes of the federal stimulus will allow the college to understand how a portion of this money will be utilized for administration purposes.

COVID-19 Pandemic

Work/Life Balance for our members: potential dates?

The Office of Human Resources mentioned that they haven't scheduled another PE/Faculty Office hour, so this will help to strengthen focus for our collaborative efforts. We are planning for a joint management collaboration to support UUP members with ideas surrounding Work/Life Balance. There will be three events, (June 11, June 18, June 25 from 11am-12pm) that will serve suggestions surrounding:

- I. Taking Care of Children*
- II. Taking Care of Elderly/Aging Individuals*
- III. Taking Care of Yourself*

More information will follow.

How many part-time or adjunct members needed to transition their course(s) to online.

There were 79 study groups that were affected by our state mandated pause in Spring 2020. 12 courses were taught by part-time faculty. 67 courses were taught by adjunct faculty. All courses needed to transition, but they did so in different ways:

-26 courses went fully online (asynchronously)

-53 adjusted the communication styles (remote learning) using a combination of phone/email/video conferencing

Compensation for extra work related to the crisis.

Management is willing to review examples raised by the UUP Chapter, in instances where employees were being asked to work additional hours or duties beyond their performance program. Our chapter suggested utilizing our extra service agreements that already exist to compensate employees.

Any additional ways this is impacting the college or its employees.

A question regarding our remote working contract with the state was raised by one of our members. Management says that our state contract will more than likely be extended. We aim/hope to begin phasing in staff by July. The college is still awaiting instructions on timeline but are working on developing plans for 'onsite work' to begin.

Discussion of plans for returning to buildings, and how that will be done safely.

Management informed the UUP chapter about an Onsite Work Committee that has been developed in order to develop initial plans and concerns about the workforce returning to our locations. There are different concerns and plans that need to align with the different regional economic development centers around the state. This committee will be discussing how we will implement a rotation of employees working onsite, how that functions, temperature checks, and a continuation of the COVID Tracking system already in place. Our chapter requested management to consider having a UUP representative in order to focus on chapter concerns.

Fall semester: "ESC 3.0 moving forward." Are there any plans in place that are different than previous semesters?

The largest adjustment from previous semesters is the regional approach on having face-to-face courses. Downstate will primarily be virtual to abide by guidelines. Upstate will have the opportunity to provide face-to-face interaction considering our classroom sizes. Management is recognizing that not all participants (both faculty and staff) might not be comfortable with in-person participation. The option to opt-out will be provided to all.

What will change about our work in the fall, and how will the fall restart look different?

This information was covered in previous responses.

New Employee Orientation:

Please keep the chapter in the loop as management progresses with onboarding new employees.

Proposed Conflict of Interest Form: discussion of any mandatory subjects of bargaining contained in the form. This was on last month's agenda and was inadvertently skipped.

The chapter explained our position that this is a negotiable time. Management's focus is to create awareness of the laws surrounding conflict of interest and how we might be affected by companies owned by employees. If you or your family own a business, management is looking to avoid subcontracting, which could lead to unfavorable legal situations. We are discussing ways to protect members' private information and how it should be used solely for compliance purposes.

Dates for 2020-21 Labor/Management Meetings

The chapter proposed the following dates, can they be finalized?

6/17/2020 (already scheduled)	12/16/2020
7/15/2020	1/20/2021

8/19/2020
9/16/2020
10/14/2020
11/18/2020

2/17/2021
3/17/2021
04/21/2021
05/19/2021

Labor Management meetings will utilize Microsoft Teams moving forward.

Organizational Charts

The chapter requests any updated organizational charts.

Continual agenda request.

Management Agenda Items

-Early retirement incentive program

An idea was raised about an early retirement incentive program. The Office of Human Resources is looking at a phased program with guidelines. This would allow an employee to reduce your percentages in order help with phasing into their retirement. Management is still working on the actual language and confirming logistics.

Eligibility will be for continuing appointments and the idea is to stay above 50% in order to keep health insurance. The specifics of the employee's agreement would be worked out individually and directly with OHR.

Tracey Meek is sending a one-sheet to provide initial information. Voluntary Reduction in Work Schedule (VRWS) was brought up by our LMS Maureen Seidel, Pamela Malone strengthened the suggestion.