

UUP ESC Chapter Labor Management Meeting Notes

June 17, 2020 via Skype

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1. **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.
 1. Final spring enrollment, and summer and fall projections.

Credits and Headcount are trailing a bit behind, but we have time to make up as the deadline approaches. We are also waiting for Harry VanArsdale enrollment counts to come in. We are looking very hard with marketing campaigns. Extending the application deadline. Because of COVID, it slowed down our applications.

2. Other initiatives and ideas regarding revenue and/or expenditures: the chapter requests a summary of the initiatives put by employees.

What management is seeing so much good work from our college to help address the funding gap that the college has been experiencing. Individuals across the college have participated in the process in different ways. We are still projecting that we will be under budget for the next term. What we haven't factored in is when we will see funding come from SUNY Central. We are continuing to learn more about the roll down effects of funding from the federal government and the State Government. We are avoiding layoffs as much as possible.

There is more work to be done to close the deficit. Manhattan lease will end 2021, so we will be identifying opportunities for cost savings at that time. The first RFI went out earlier in the year. Management placed out a second request for information for our Manhattan location, strategically, because of the current COVID environment. We received several proposals back. Management is looking to keep lines of communications opened, especially for those employees who are in our Manhattan location. Management is going to utilize a survey to help pull

suggestions together from our employee base to help with our strategy on where our offices would ultimately be moved to.

3. Impact/allocation of the Federal stimulus CARES Act--follow up on discussion for the college's portion.

We have not yet heard about our institutional portion of funding. We have been identified for federal stimulus - 50% must be paid directly to students. The remainder can be used for lossed revenue or COVID expenses. 3.4 million dollars for our allocation. We have removed our proposal, secured approval, notification went out to 3,000 students. 300+ students have processed an application. There will be another wave of outreach to increase the applications. SUNY Empire is trying to avoid being disadvantaged because we don't have dorms, however, we have been impacted because our campus footprint is based on leased spaces.

4. The chapter requests information on any proposals sent to SUNY regarding a budget decrease. For example, what was the college's plan if funding was reduced by a certain percentage?

The next steps with the list of ideas that have been raised. Some ideas are already in motion, some ideas may have processes or obstacles related to implementation. They use the list to make sure we are thinking through ideas. Management is looking for feedback from the union to identify which ideas which we feel are dire.

2. COVID-19 Pandemic--Reopening

1. What is the timeline for the return to locations?

They set a committee up (including our UUP representative Deb McElligot), into sub-committees regarding function and from a regional perspective due to the different phases of opening across the State. Higher Education will not be identified until phase IV. We are not anticipating before July 17.

2. What are the plans for protecting employees, testing, temperature taking, or tracing?

Our work environment (both physical and acute care issues, and long term), thinking about the calls we have set up with the members:

- (1) *Employee Screening Organizations*
- (2) *Employee reports*

They are identifying the pros and cons for all options. How do we roll these employee programs out across 30 locations. We are already working with identifying ways of self-identifying COVID tracking. OHR is sending a few representatives for Contact Tracing so we have internal resources. The Department of Health will be the main contact for administering any tracing.

3. Are there discussions regarding alternate schedules?

Management has discussed that all along, even while working remotely. For colleagues trying to balance family/work, we are asking employees to work directly with supervisors. If we are only going to have a percentage of employees in the office, we will rotate schedules.

3. New Employee Orientation:

1. The chapter requests participation in the new mentor orientation on September 14-15.

A presentation was provided during the New Employee breakfast. Our chapter is requesting that we are seen as an agenda item. We will reach out organizers to confirm.

4. Individual Development Awards

1. The college is requiring an additional college “pre-approval” form reimbursement. What is the purpose of the form?

*Reviewing the IDA process, members were being asked to submit a “pre-approval” process form in order to confirm the grant funding. Considering our new administrative mandate, all expenses must complete the “**SUNY Empire State College Purchase Pre-Approval Request (4/2020)**”. We raised concern on behalf of the members for why this additional form is being requested*

considering IDA funds are separate grants. Management is going to follow up with IDA organizers to confirm its use.

5. Appointment Letters

1. When have/will the appointment letters be issued?

Deans have until the end of June to submit their PAFs by July 1, 2020 in order to give enough time for the Office of Human Resources. No matter the adjustment, everyone received a letter (Nonrenewal, Renewal Term and Temporary Appointments). (Adjuncts and Part-time line appointments). Part-time appointments run September 1 - August 31.

2. Has the college issued any non renewal notices since March 1? If so, the chapter requests a list of members who have been issued non-renewals.

Management confirmed that there haven't been any non-renewal notices since March 1, 2020.

3. The chapter requests a list of courses taught by adjuncts who will be offered in the next term by full time faculty instead.

Management explained that they make the best use of their faculty and then for specialized topics that can't be covered, the college will use adjuncts. The explanation provided that management is not adjusting the way they identify adjunct instructors for Fall 2020.

Management Agenda Items:

- *Guidelines for conflict of interest. It's not a SUNY policy, it's an educational piece on awareness. Ethical Advisor (Tracey Meek) will be seeking designation of authority to discuss individual cases.*