

# UUP ESC Chapter Labor Management Meeting Agenda

July 15, 2020 via Teams

Attendance:

Nikki Shrimpton, Tracey Meek, Beth Berlin, Aaron Gladd

Pamela Malone, David Puskus, Anastasia Pratt, MaryHelen K, Maureen Sidel, Michelle Couture, Kelly Mollica

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.

<b>FALL CREDIT SUMMARY</b>	<b>Fall 2019</b>	<b>Fall 2020</b>
	July 19, 2019	July 13, 2020
<b>Total</b>	<b>49,098</b>	<b>53,118</b>
<b>FALL HEAD COUNT</b>	<b>Fall 2019</b>	<b>Fall 2020</b>
	July 19, 2019	July 13, 2020
<b>Total</b>	<b>6,170</b>	<b>6,530</b>

<b>SUMMER CREDIT SUMMARY</b>	<b>Summer 2019</b>	<b>Summer 2020</b>
	July 8, 2019	July 13, 2020
<b>Total</b>	<b>31,171</b>	<b>34,146</b>
<b>SUMMER HEAD COUNT</b>	<b>Summer 2019</b>	<b>Summer 2020</b>
	July 8, 2019	July 13, 2020
<b>Total</b>	<b>4,681</b>	<b>5,066</b>
<b>SPRING CREDIT SUMMARY</b>	<b>Spring 2019</b>	<b>Spring 2020</b>
	July 15, 2019	July 13, 2020
<b>Total</b>	<b>80,190</b>	<b>75,897</b>
<b>SPRING HEAD COUNT</b>	<b>Spring 2019</b>	<b>Spring 2020</b>
	July 15, 2019	July 13, 2020
<b>Total</b>	<b>10,445</b>	<b>10,303</b>

2. Update on initiatives from the college community. The chapter requests information on any proposals that are moving forward.

*Management explained that they are now beyond reviewing the lease agreements, but operational flexibilities are going to be reviewed.*

3. Follow up on the college's portion of the Federal stimulus CARES Act. The student portion has been distributed--what are the plans for the college portion?

*The college is still learning about the federal relief being provided to New York State. The chapter has noted our support for writing letters to Congress to help urge the federal government to support New York State relief.*

4. Follow up from last month: The chapter requests information on any proposals sent to SUNY regarding a budget decrease. Note: Beth is sending Pamela a summary per last month's meeting, but we will use this as a placeholder in case there are questions.

*Scenarios were sent to us by SUNY as an exercise for the budget's response to our enrollment and expenses for Fall 2020. Management was clear that the scenarios provided by SUNY do not match the reality of our current financial environment.*

5. Voluntary Reduction in Work Schedule (VRWS): the chapter is looking for a way by which a member who utilizes this program to support the college's budgetary needs can be assured it will be used to secure positions at the college.

*The college is not in a position to directly funnel monies acquired through VRWS in order to help secure vulnerable positions.*

*There is a SUNY Central guidelines a comprehensive withhold for promotions across the board..*

## 2. COVID-19 Pandemic Related Issues

1. The chapter has questions about the use of the app:
  - i. What are the tracking capabilities?
  - ii. Will employees be required to use it on their personal phones, and what is the alternative if they cannot use the app?

*SUNY Empire is piloting an app used to provide a daily COVID tracker for onsite work. It's a link to a landing page form. There is a paper form as well for those employees who do not have access to a smartphone. The output of a submitted form is an email back to OHR and Staff. If the employee is self-quarantined they are still seen under the telecommuting agreement.*

2. The chapter requests a copy of the letter from SUNY approving ESC's reopening plan.

*Tracey Meek has a copy of the approval letter.*

3. Regarding the academic tenure clock stop agreement, the chapter would like to discuss the opt out date. How is this being communicated to tenure-track academics?

*Management is in the initial stages of planning communication for our updated tenure process due to the established clock stop agreement. The member must be able to **opt out** of the additional allotted year. We are asking management for a deadline for employees to understand the processing for the upcoming cohort of tenure reviews. It will be placed on the agenda for the future. .*

4. Many questions regarding reopening were answered at the President's town hall, but we are reserving space on the agenda for any questions that may arise in the meantime.

3. Appointment Letters, Renewals, and Course Assignments for Part Time Members:  
the chapter is hearing from many members who have been told they do not have course

assignments--or worse, discovered it by seeing their courses in the term guide with another instructor. The process appears inconsistent and an unexpected way for long-term employees to discover they are being separated from the college.

1. Per last month's LM, everyone was to receive a letter. How many letters were issued, and of those, how many were not renewals v. appointment letters?

*Letters have gone out to the adjuncts. They went out for the last couple of days. They are mailed a letter at home (scheduling and the deans). Tracey will follow up with details of appointment letters and non-renewals..*

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

*Line faculty will be asked first to cover instruction, although adjuncts are being considered.*

*Management does not have a list of courses that would be targeted for line-faculty.*

*Management's focus is to identify the best qualified person (full-time or part-time faculty) who would take the course. The adjunct database is actively being updated so the college can be nimble about resourcing our courses. If any adjuncts haven't been asked for their updated CV, they are asked to email [Laura.Wait@esc.edu](mailto:Laura.Wait@esc.edu).*

3. How are course materials being handled if there is a new instructor, in order to preserve intellectual property rights?

*Management continued to describe their process as based on recommendations provided by SUNY.*

4. **Manhattan Move**: Reserving space for any follow up regarding the move.

*Update provides that after speaking with Metro Governance on July 14, 2020, the college received several responses with viable options. Management's search for a space is meant to forward the growth of our services and academic model. Management decided that we are interested in staying in Manhattan based on our partnership and foundations. We are looking to downsize our square footage so that we can achieve cost savings. We continue to right-size our locations, and have many agreements and opportunities which may help growth. We are going to take a different strategy on how we can advance our academic model which reflects our needs and mission. We don't want to "box" Empire for growth opportunities.*

*Two proposals were drawn based on location needs, branding, safety, and accessible. The Manhattan location lease is up by July 2021. We need to plan moving and potential construction needed to prepare the potential new space. August 2021 is the goal move date. Harry VanArsdale will be surveyed on their use of the space as well. Remote working, shared workspace will all be considered so we are smart about the space we acquire and use for growth moving forward. Touchdown space for students and faculty, related to Harry VanArsdale, is being considered to support the needs of the program.*

5. **Member Title, Location and Supervisor Report:** The chapter requests an updated copy of this report. We used to receive this report from management on a quarterly basis in an excel file format. The report listed:
  1. Last name
  2. First name
  3. Employment Title
  4. Campus Title
  5. Position Location
  6. Department Description
  7. Supervisor Last Name

*No update at this time.*

*In addition, the Office of Human Resources followed up regarding IDA funds and the additional pre-approval form that has been required. When a member submits the forms for processing, Human Resource is going to contact Janay Jackson about the IDA approval.*