

# UUP ESC Chapter Labor Management Meeting Notes

October 14, 2020 via Teams

**In attendance:** Labor: Officers: Contingent Officer Mary Helen Kolisnyk, President Pamela Malone, Secretary Kelly Mollica, VP for Academics Anastasia Pratt, VP for Professionals Dave Puskas; Labor Relations Specialists Maureen Seidel and Michelle Couture

Management: Officer in Charge Beth Berlin, Interim Vice Provost for Academic Affairs Nikki Shrimpton, Assistant VP for HR and Interim Chief of Staff Tracey Meek, Chief Financial Officer Chief Operating Officer Lexi Bonitatiubus

1. **Changes in Administration: in addition to reserving space to discuss the changes and their impacts:**
  1. **The chapter requests organizational charts for all divisions within the college.**

*Charts are in the process of being updated and will be shared with the chapter when available.*

2. **The chapter requests a list of all UUP members whose college title, state title, or supervisor changed as a result.**

*The bulk of the changes occurred with our Regional Operations Coordinators and a few administrators who are returning to their faculty lines.*

3. **Are there other expected changes?**

*The college is currently in search for a dean of nursing and filling faculty retirements. No further organizational changes are in the works at this time.*

2. **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, such as:
  1. **Current and projected enrollment figures.**

SPRING CREDIT SUMMARY	Column Labels		Difference	Percentage vs. previous year
	Spring 2020	Spring 2021		
	October 16, 2019 05:39 AM	October 14, 2020 12:00 AM		
<b>Grand Total</b>	<b>10,363</b>	<b>10,085</b>	<b>-278</b>	<b>97.3%</b>

SPRING HEAD COUNT	Column Labels		Percentage vs. previous year
	Spring 2020	Spring 2021	

	October 16, 2019 05:39 AM	October 14, 2020 12:00 AM	Difference	
<b>Grand Total</b>	<b>1,216</b>	<b>1,164</b>	<b>-52</b>	<b>95.7%</b>

FALL CREDIT SUMMARY	Fall 2019	Fall 2020	Percentage vs.	
	October 9, 2019 12:00 AM	October 14, 2020 12:00 AM	Difference	Previous Year
<b>Grand Total</b>	<b>83,037</b>	<b>88,390</b>	<b>5353</b>	<b>106.4%</b>

FALL HEAD COUNT	Fall 2019	Fall 2020	Percentage vs.	
	October 9, 2019 12:00 AM	October 14, 2020 12:00 AM	Difference	Previous Year
<b>Grand Total</b>	<b>10,404</b>	<b>10,768</b>	<b>364</b>	<b>103.5%</b>

*To further the discussion, it was pointed out that we are falling behind in our incoming application numbers. The landscape continues to be new territory on gauging behaviors of our students during the pandemic. Although the new numbers are down, the conversion rate of these students is higher. In addition, we are noticing that our students are enrolling in more credits than in previous years.*

## **2. Updates on any initiatives to generate enrollment.**

*The college is focusing on streamlining our enrollment process and helping to fine tune services to our students. Areas of development include pre-enrollment process, and identifying ways to utilize the CARES Act funding to improve our technology.*

*For the Spring 2021, we are looking to market our course offerings including our 8-week sessions, community college partnerships, and the ISTOP Student Services website which is moving toward a 24/7 self service function.*

### 3. Update on state funding

*Lexi confirmed that we do not have an update regarding our state funding. This status reminds us that the money is not being allocated right now and that we shouldn't be expecting funding till the second half of the year. We did prepare our budget for this delayed allocation. In addition we are not expecting to get more than 80% of our state funding as well. This is another element that we have been preparing for.*

### 3. COVID-19 Pandemic Related Issues

#### 1. Regarding reopening, some questions include:

- i. **What is the turnaround for the tests? Is that turnaround an issue in terms of exposure to others?**

*Anyone who experiences symptoms related to COVID should seek testing through their own health provider. The test kits that will be distributed amongst employees who are on-site, are administered as a prevention measure. The self-administered test will be distributed and with overnight mailing, the results should be received within 36 hours. On a cycle of every two weeks, randomized testing will be conducted.*

- ii. **Discussion of equipment needs if a member returns to work, and then must/should/requests to work remotely.**

*As is the case for normal requests, submit a tech-ticket and IT will respond with a temporary or permanent solution. Individual work accommodations are being received through OHR (Lindsay Holcomb). Even working outside of a telecommuting agreement, these accommodation requests can be raised to the Office of Human Resources.*

2. **Follow up on members who worked additional hours at the start of the pandemic. A list of members who notified the chapter of the fact that they worked additional hours was sent to Tracey, Nikki and Beth. We would like to follow up on this list, and what might be done to compensate these members.**

*The chapter approached management with a list of employees who indicated they are requesting compensation for extra work in order to respond to COVID restrictions in Spring 2020. Administration requested that would to analyze the responses submitted by the UUP survey (for those members that indicated transparency of their submissions). Extra service agreements must be organized through the support of a supervisor, so Administration is interested in soliciting feedback. A follow up will be discussed in a future labor management meeting.*

4. **Oncall/Recall List: Are there members being placed on the oncall/recall list this year, according to the UUP Agreement? If so, the chapter requests a copy of the list.**

*An explanation of 'Oncall/Recall' furthered the discussion of how this status is related to our utilization of essential employees. The Office of Human Resources will follow up with a list to better clarify expectations of particular roles.*

5. **Manhattan Move: In addition to reserving space for updates and any last-minute questions, members currently have the following questions:**

1. **What is the timeline for construction and the move?**

*Construction will start in January 2021 with a projected 26 week project. Since we had the conversation that there won't be any face-to-face instruction until Fall 2021, the Administration is beginning to coordinate individuals coming in the*

office to gather their personal items and destroy irrelevant/outdated files. By the end of December, after courses are completed, we hope that staff and faculty will have had the opportunity to come and clear personal items.

**2. Who will receive individual space, who will receive shared space, and who will not be assigned space? Upon what criteria are these decisions being made?**

*There are multiple discussions occurring regarding space allocation. Deans have been connecting with faculty/part-time faculty. It was noted that adjunct faculty should reach out to their supervisors regarding any questions about resources needed or to provide feedback. Tai has been meeting with student service professionals. Nathan has been meeting with Harry Van Arsdale members.*

*Administration adhered to a series of questions so that conversations are consistent with all members. Decisions are being framed around:*

- Which location best serves your commute to work?*
- Which days of the week would best support your on-site needs?*
- Are there certain times of the day that you tend to need to be on-site?*
- What is your schedule? What works best for you?*

*OAA is also reviewing previous on-site course schedules and the historical demands.*

**3. What does shared space actually mean? Multiple workstations in one space? Alternating use of the space?**

- i. If it is alternating times, what happens if someone has to change their days? Whose obligation is it to make sure it is shared appropriately?**

*Administration commented that they have been navigating varied models at different locations over the years and have examples of what worked when multiple employees were rotating shared workstations. Their decisions on the best approach will be developed once feedback is fully solicited. There will also be swing space available for last minute resource needs, if this should arise, or a student walks in needing a private discussion.*

**4. How is the college determining employee individual needs? What is the process to ascertain the needs and plan accordingly? For example, if an employee wants to work in a college office, will they input into the decision?**

**6. Locations Closing: Discussion of topics discussed in the locations meetings, next steps, timeline, and any other issues.**

- 1. The chapter requests a list of the dates on which each location will close, and information regarding the location reassignments for UUP members at each location.**

*The Office of Human Resources will provide the chapter a list. We don't have many UUP folks affected, so the conflicts should be limited. Beth has been also looking into additional space allocations at community college campuses (supporting the Latham location closure as an example. They will be sending a calendar as well.*

- 7. Hire/Termination List: there are a few glitches with the list that we would like to problem-solve.**
- 1. The list does not include current employees who move into the UUP Bargaining Unit.**

**2. It would be very helpful if the bargaining unit (or M/C) designation were included in the list.**

*Transfer members will be difficult to identify based on how the report is generated. OHR will reference the PAF report, adding a bargaining unit field isn't an issue. They will also be supporting us with information regarding retirements.*

**8. Work/Life Balance**

- 1. A discussion of ways the college's commitment to employee's ability to achieve a work/life balance can be realized; for example, the number of meetings, and scheduling meetings during what is traditionally lunch time.**

*The Office of Human Resources acknowledges the concern and mentioned that this will be raised with supervisors. It was recommended that members place a block on their Outlook calendars to help with indicating individual breaks allocated. Working from home, each member may organize their lunch break differently. Administration will try to avoid scheduling events during the traditional lunch hour.*

*Management's Agenda Items:*

*The Office of Human Resources mentioned that they are noticing a trend of employees not providing advance notice of their retirements. There hasn't been enough advanced notice to help provide transition of job functions and organizing the use of remaining vacation time. Vacation time still needs to be approved.*

*At the Town Hall, a question was raised about reimbursement of phones. The college is reviewing a variety of alternatives, right-sizing solutions for the particular member. One approach doesn't work for all employees.*