

UUP ESC Chapter Labor Management Meeting Agenda

November 18, 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 David Puskas; Labor Relation Specialist 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.

1. Follow up from last month:

1. The chapter requests organizational charts for all divisions within the college.

Officer in Charge Berlin has the organizational charts and will be sending them to the chapter.

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

There wasn't a large group of UUP members that were affected by recent organizational changes. Regional Operations Coordinators and a few faculty members were among our chapter. Tracey Meek will be sending a spreadsheet for reference.

3. 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.

With the new phone policy that was implemented, the chapter wanted an updated of management's expectation of oncall/recall status. Management has done work to identify targeted groups, but at this time, they do not have any employees which would require this status. The union confirmed that if employees are contacted with college business after their normal business hours, they are not obligated to pick up the phone. If an employee is expected to come into the office after business hours, reimbursement would need to be discussed, as it is outside the expectation of your performance program. This status not meant for unforeseen circumstances.

4. 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.
Please send the list to the group.

Management is not ready to provide a full listing of each location's details, but provided information on the following moves:

Latham - March-April

Manhattan - January

We are trying to acquire a list of which UUP members is assigned to affected locations and which location they are expected to move to. Initial locations of focus Manhattan, Garden City, Latham. Tracey Meek will follow up with a listing.

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	Spring 2020	Spring 2021
	November 17, 2019 06:20 AM	November 18, 2020 12:00 AM
Grand Total	32,936	34,696

SPRING HEAD COUNT	Spring 2020	Spring 2021
	November 17, 2019 06:20 AM	November 18, 2020 12:00 AM
Grand Total	3,823	4,004

We are concerned about the lower volume of incoming new students. Our enrollment numbers aren't currently reflecting this reduction, but we are increasing efforts within the Office of Enrollment Management to help with this potential impact. School for Graduate Studies enrollment is expected to increase, while SoNAH enrollment has a flat projection.

Harry Van Arsdale is expected to decrease because of student resources. The College has had positive discussions about partnership development with IBEW union members. They potentially have a cohort of students for Spring 2021.

2. Updates on any initiatives to generate enrollment.

Overall initiatives have focused less on immunization requirements (due to virtual course work) and more on processing student acceptances, and increasing communication and services for nondegree students. OA has adjusted financial holds with a higher threshold. Financial Aid is developing a document for applying students to understand 'professional judgement'. This can directly support applicants who have been financially impacted by COVID-19.

Increasing partnership efforts with the Navy Community College through a grant awarded by SUNY System Admin. SUNY central has awarded only Empire to help develop online courses for military students. With our college's expertise servicing military populations, this could be a potential growth opportunity.

Rio Salado Community College (of Maricopa Community College, AZ) recently updated their agreement with SUNY Empire. Rio Salado is a premier online community college that could connect many graduates who want to complete a bachelor's, online, and through SUNY.

The Office of the President is also announcing members for The Educational Planning Task Force which will support ideas to better retain students with degree completion.

3. Update on state funding

No information was provided on either the federal or state-level. We are monitoring our expenditures, and are making progress. An update will be made available at the end of the second quarter. Our fiscal health is moving in the direction we need it to. However, there is no communication coming from state or federal funding.

3. **COVID-19 Pandemic Related Issues**

1. 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. Have the members been contacted? Is there another status with payments to this group?

A list was sent to management about the additional hours noted. Any member who is already receiving extra service (adjuncts) are already being compensated additionally.

Management was concerned about how to quantify the extra work, however there are examples where several needs were met with comp time. Supervisors were provided communication to figure out what work was done to support the discussion of reimbursement.

Pamela requested notes from Tracey's findings. The chapter will circle back with those employees who raised concern to check to see if there are lingering concerns.

There is conflicting information about how Cares Act funding works.

4. **Questions regarding the Manhattan move, and Other Location Closings:** In addition to reserving space for updates and any last-minute questions, members currently have the following questions:
 1. There is concern, especially in Manhattan, about the cost of moving items out of their offices. This includes work related, but personally owned, items (such as books and other reference materials). Moving these items can be costly and inconvenient--especially in an area where public transportation is required. The chapter requests information on how to accommodate these members--with compensation for moving costs, or college-provided moving resources.

The cost of moving items -not all members have a vehicle and are not required to have a car for their job. How can we accommodate our members who would incur expenses? Beth acknowledges that members have been located at Hudson Street for many years. The college is willing to pay for moving items that are college-owned from one location to another. We are asking for confirmation from management on what is defined as "personal items" vs "college-owned" items. The chapter provided examples of our faculty who have a number of resources in their offices for the courses they teach. Management stressed a need for members to look at their items with a lens of purging documents. Boxes will be provided for offices to move items to the future location where bookshelves will be supplied.

If additional days are needed to support the move, additional days would be available. The days that you move are considered work time.

2. In addition, there is concern over moving these items in NYC during the winter months with an increase (and expected further spike) in COVID cases in the city. Will there be temperature checks at the door? What other precautions are being made? This could apply to other locations as well--you may recall, there were issues of safety when the move from 113 West occurred.

Management is focused on working to devise plans which allow our members to stay safe. Due to the situation that occurred during the recent 113 West move, management is aware of the high expectation of health standards and available resources. There is additional concern of the possibility that the state might be shut down, which would halt being able to move our items. We have a tight timeline for moving

items. CDC has established current criteria in order for us to ensure public health. Masks, hand sanitizer, individual moving supplies in each office so there is a minimal exposure between members. Management is spreading out assigned moving days into four cohorts. This will allow us the ability to stay socially distant.

3. There is a similar concern with the NYC location if there are protests or other events that may impact the ability to coordinate the moves.

Management will be aware of local activity and comply for safety.

4. The chapter requests an update on the space in the new Manhattan location--is there a map available, with office assignments? What are the dimensions of the new offices?

120 square feet per office space, larger offices have two desks. People should know the size of their locations before they pack. Most offices will have one desk. There are a small number of offices with two desks within the space.

5. Last month, we were told that supervisors were meeting with Manhattan based employees to determine their needs, preferences, and other input. We have been told this is not being consistently applied. Is the questionnaire described last week in use? Is the administration tracking the conversations and outcomes? Are there employees who have not yet had their meeting with their supervisor?

We explained how members are concerned about the assessment their needs. We asked management the status of supervisors' conversations. Nikki is overseeing faculty needs and Tai is overseeing professional needs. If a member hasn't spoken with their supervisor, they should email Tai or Nikki, copying their supervisor.

6. We were told last month that the supervisors of adjuncts were being consulted on their behalf. The membership is demanding a separate meeting with the adjuncts, who deserve to have a voice in the process. Also related to adjuncts, can papers, etc. that are at Hudson Street be mailed to them?

There was a request from the membership to offer a separate meeting for adjunct instructors. Considering the ratio of adjunct instructors at Harry Van Arsdale, an invitation is forthcoming from management. UUP suggested an evening session to accommodate their schedules.

7. In the new Manhattan location, will there be space for adjuncts to store teaching materials?

If there are items that needs to be sent to the future location, there will be a modest amount of storage space available for adjunct instructors. Management needs specific information in order to best prepare needs, so please speak with supervisors to confirm.

8. Regarding shared offices, what is the maximum number of people who will be in an office?

Two or three members would be potentially sharing a space, although only two individuals can occupy a large office at once time. If there are instances where people are sharing desks, there would be dedicated space where they can have a safe space for personal belongings. There may be instances that employees will be sharing a desktop computer with multiple login profiles. They are trying to find complementing schedules, however, the chapter asked management to think of how the member's roles align. This would help our members feel their roles are valued in the planning of the new space.

9. What is the appeals process if a member is assigned to a location that is not their preference or most convenient to them?

Management is almost sure that they understand all of the requests and are able to accommodate almost all members. Please speak with your supervisor to raise those individual needs.

10. What if there are items to be moved that an employee cannot move by themselves? Will there be assistance available?

If you need accommodations for moving items, members are being asked to contact the Office of Human Resources.