UUP ESC Chapter Labor Management Meeting Agenda
April 21, 2021 via Teams
Attendance:
ESC Chapter – Pamela Malone, Jason Russell, Mary Helen Kolisnyk, Kelly Mollica, LRS Michelle Couture.
Management – Lindsay Holcomb, Nikki Shrimpton

1. **<u>Funding and initiatives</u>**: 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. **Updates on any initiatives to generate enrollment.**

        Focused on strengthening a relationship with the Department of Labor potential growing partnership. Next month we will focus on a better way of reporting out enrollment numbers.

    2. **Update on state and/or federal funding.**

        No update since the recent Town Hall about funding coming into the college. There isn't anything new at this time.

2. **<u>Issues related to part time academic members</u>**
    1. **Continued discussion of the changes to the spring payroll schedule, which had a nearly 2-month gap between semesters of paychecks. In looking at the last few years, there has been variance in the length of time between checks. The chapter proposes that if the gap is greater than 28 days, and additional date is added. Please see below.**

        Office of Human Resources responded by saying that they would take a deeper look at shortening the span of time between paychecks. They will help to look into the reasons behind why the gap was widened. The discussion ranged to discuss possible solutions to help us figure out a way to shorten the gap.

    2. **Reserving space for any unresolved appointment letter issues.**

        We are currently caught up with unresolved appointment letters for part-time faculty, but they should be physically mailed to employees. Full-time faculty appointments are being confirmed with Deans.

3. **<u>Reopening</u>**
    1. **Discussion of reopening plans-the chapter has received many questions about reopening, and it seems there is inconsistent information.**

        SUNY is asking colleges to submit reopening plans. The information that is sent out is all apart of the plan. Everything is available on ESCs website. SUNY asked for these reopening plans all along, but with telecommuting being adjusted, we are now in a position to provide information on returning.

    2. **Include in the discussion cleaning protocols and who will be responsible.**

Saratoga – our crew. Other locations are the contracted groups. CDC guidelines have adjusted to one cleaning per day. It's going to be up to staff to clean their own areas. Everything we do will uphold to the state/federal maintaining. Facilities will clean common areas, bathrooms, hallways. What area will our employees be responsible for? Cleaning supplies will be provided to individuals as they will be responsible to clean their own workstations. The chapter requested a guideline of information used for cleaning protocols. We asked management to also speak with landlords on their local guidance. Accommodation Form is to be filled out requesting accommodation and reasons the employee is willing to provide. Members should not be supplying their supervisor's medical documentation directly and it should be forwarded directly to HR. Supervisors have varied knowledge about the accommodation. They will be updating their request for accommodations into two forms: Medical and time/reporting locations.

Masks will be required.

The college has provided clear messaging to the landlords. We are looking for the college to be advocates of safety for our locations that are not owned by the college directly.

Everyone has been informed of their location space. Employees will either have their own office, shared office, or touch-down mobile spaces for people to report to. If someone is not aware of their location, they need to speak with their supervisor.

3. **The chapter requests a copy of any reopening plans submitted to SUNY.**

4. **Faculty Workload**
    1. In previous meetings, management assured us that deans were told faculty workloads should be at 100 percent of target as the goal. Shortly thereafter, an announcement was made stating that 110 percent would be the goal. What happened?

        Management stated that targets have not changed. +/- 20% has always has been the range of expectation. During Jim's administration, he asked for faculty to be at the higher end of their expectation considering our budget shortfalls. Individual campuses are expected to be at +10% targets, thus individuals could still be expected to be in the plus side of the range.

    2. We have shared the COGNOS report information with the membership and have been told the reports are not accurate. We would like to devise a plan to fix and ensure faculty have access to data regarding their assigned students.

        Due to complexities of reporting and concerns over the consistency of the census date, we are not sure if the targets are being calculated accurately in COGNOS. Another report that uses data warehouse is being developed, rather than Banner, to determine targets and counts. The Deans are watching the numbers very closely. We are requesting to utilize a pilot of faculty to help test out the new workload dashboard created. The COGNOS report is built on multi-semesters.

5. **<u>Faculty Hires</u>**

    1. What are the plans for permanent funding for faculty hired under grants?

       The Chapter is concerned about grant-funded program and if grant money is not extended, what happens to the positions? From a financial perspective, should we be concerned about the sustainability of PRODiG hires. There is danger when the money runs out.