

UUP ESC Chapter Labor Management Meeting Notes

May 19, 2021 via Teams

Attendance:

ESC Chapter – Pamela Malone, Jason Russell, David Puskas, Mary Helen Kolisnyk, Kelly Mollica, LRS Michelle Couture.

Management – Lindsay Holcomb, Nikki Shrimpton

1. Outcome of Recent Chapter Elections

- o We are pleased to announce the following elected officers of the ESC Chapter as of June 1, 2021:
 - i. Pamela Malone, President
 - ii. Jason Russell, Vice President for Academics
 - iii. Kelly Mollica, Vice President for Professionals
 - iv. Mary Helen Kolisnyk, Officer for Contingents
 - v. Sophia Mavrogiannis, Secretary
- o In addition, Michelle Paine has been elected Chapter Treasurer and Tony Costa will remain our Grievance Chair

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:

- o Enrollment

Please see the enrollment summary attached at the end of these notes.

- o Updates on any initiatives to generate enrollment.

Enrollment reports are generated centrally through Cognos. Reviewing yesterday's enrollment report, we first focused on the Graduate Programs' increase with registrations and head count. We asked management to provide us some insight on the enrollment initiatives. They responded identifying more concerted outreach to connect with current students to register for the next term. Continuing students are provided outreach by Student Success efforts.

Management believes that we did pick up from other institutions due to COVID. Anecdotally, we are witnessing this draw for transfer services. However, forecasting our enrollments for Fall 2021, management is planning to be flat. Office of Communications and Marketing has a new campaign starting in June. This should help with our decrease in leads. Additional efforts are being focused on resourcing the top half of the funnel.

Regarding COVID and the desire to return in-person, the last survey that we distributed to students, we may have only addressed needs at the Park Ave location. Follow up on the results of that survey can be addressed next month.

- o Updates on state and/or federal funding.

No additional information on any incoming funding beyond what has been shared at Town Hall and other public meetings.

1. Issues related to part time academic members

- o Following up, the chapter wishes to confirm:

i. The college will add an additional ESA due date in cases of more than 28 days between paychecks.

- o **Follow up on multi-term ESAs.**

Office of Human Resources begins processing the term pay period based on the confirmed Add/Drop dates. The first checks are processed 30 days after the start of the term using those Add/Drop dates. Management stressed that final numbers must be confirmed in order to adhere to best practices. The chapter provided an example of the span of time between Fall 2020 and Spring 2021. Even if an adjunct was teaching in both terms, they saw a check gap of 56 days. It was explained that the ESA contract is seen to confirm the courses that are taught and we only schedule one term at a time. OHR mentioned that they focus on providing a payroll calendar for adjuncts with advanced notice.

- ii. **Appointment letters for part time academics should be coming out in June, and all will be for 12 months**

Management has been proactive on confirming reappointment contracts, aiming for the end of May – early June. Very few (less than 5) may receive a 9-month reappointment contract. The targets would be pro-rated from 12 to 9 months in order to redistribute the load in those cases.

- 1. **Faculty Handbook**

- o **Who are the current management representatives on this committee?**

Kim Stote, Lindsay Holcomb, Nikki Shrimpton.

- 1. **Reopening:**

- o **Discussion of Timing and Communications**

i. The chapter has heard from members who are concerned with only a 1-month phase in approach. In addition, communication from the college seemed to indicate a) that members should speak to their supervisors to achieve a proper work/life balance (sent in February); b) that reopening would be in the fall—which for most, they assumed September (sent in March); then c) reopening 100 percent by August 1 (sent in April). This has created a great deal of stress, especially on members with children.

Pamela helped to set the stage with management about the concern with how the roll out of communication began back in March 2021 when concerns of work and life balance was more prevalent. The conversation has changed quickly since then. Our discussion first brought us to ask if there may be different protocols depending on if you are vaccinated or unvaccinated. Management responded that there should be across the board changes in protocol rolling out shortly. Things will be changing and protocol will be separated for vaccinated and unvaccinated employees.

There are conversations happening at the State level about the telecommuting agreement. It has been also pointed out by System Admin that any agreements at the campus level will be denied. No local agreements will be honored. We explained that with our contract, our employer has the capability to honor case-by-case accommodations. Office of Human Resources explained the development of the “Alternate Work Schedule Form” specific to COVID to support time and location requests. This form can be submitted at any time during the Phase-In Period.

Many of the following questions are addressed in a FAQ document about Return to Onsite Work that the administration published this week.

o Committees

- i. The chapter learned there is a new return to onsite work committee focused on communications. Who are the members of that committee, and what is the charge?

This is a disbanded subcommittee that was just to provide support with onsite activities when employees physically arrive at locations.

o Health App

- How will Covid-like, but not Covid, symptoms be handled? For example, will an employee with allergies be allowed to come to work? Or work from home? They might respond yes to some of the questions.

Management is trying to approach the attestation form with smarter verbiage to avoid conflicting issues like seasonal allergy symptoms. Office of Human Resources confirmed that employees will speak with their supervisors to confirm if they should work or take time off. If you are hesitant to download the app on a smartphone, you could also submit an online attestation form from a computer.

- ii. Will the Daily Health Report be available on all ESC computers? There is concern over using the kiosk and members would rather use their own ESC laptop. Will members have to redo the app if they leave the building?

If you leave campus for an extended period of time, you would be asked to re-attest. You will be only asked once a day to fill out the attestation form. We confirmed with Office of Human Resources that this ENVOY app will never be used for time and attendance purposes.

o Testing

- i. For members who must be tested individually after a positive pool test, will insurance cover the test? If not, will the college?

Testing will be covered by the college.

- ii. Please describe in more detail how the pool testing works—are they in groups by department, building, etc. How quickly do we receive the results?

Pool testing is currently spread out over a scheduled hour. People will trickle in and we haven't had any issues with too many people gathering. Management discussed that there might be a huge decrease in testing based on vaccinated or unvaccinated employees. In addition, they plan to split testing at multiple locations in Saratoga. They have come up with a way to create a flow pattern at 113 West.

- iii. How is/will testing be handled to avoid large groups of people together at once?

They will not be pool testing at all locations across the college.

- iv. What are the expectations of members and students who are only in the building during the evenings (i.e., study groups)?

Anyone student or staff on site for more than an hour will be required to be tested; can do individual test kits when appropriate and for smaller locations. Planning for testing students at other locations is under review, especially for those evening time frames.

o Space

- i. What is the plan for shared offices in close proximity? Will masks be required if no one else is present?

A mask is currently required unless found in a closed space. This is subject to change.

ii. What is the definition of a “closed space”?

A closed space is any place with a door. I.e.: Conference Room, Office Space.

iii. Will areas that have been mostly vacant for over a year receive a deep clean?

*Facilities and the Cleaners are speaking with landlords about how to handle every location at the college both leased and owned properties. **SEE FAQs.***

iv. How is airflow being examined at all locations?

Facilities are examining both cleaning and airflow at all locations.

v. What will the protocol be for covering the front desk at 111 West?

For those workspaces that are shared, the person leaving the space is expected to clean after themselves, and the new person would be responsible before using the space. It will also be allowed that individuals providing temporary relief for reception coverage are allowed to take a laptop and sit in a close proximity to the front. In Park Ave, there are two floors, they have assigned staff to be at those reception areas. It is not an employee’s responsibility to enforce mask wearing.

vi. In 111 West Avenue, the faucets in the bathrooms have been problematic for years (you have to hold down the facet to get water). The chapter requests a date by which they will be fixed.

The public bathroom in 111 West on the left-hand side needs fixing. Lindsay will email Pamela with a date.

o Exceptions

i. The chapter would like to confirm that members should use the Reasonable Accommodation form for all personal, medically related reasons; and the Alternative Work Location form for all other requests.

ii. What guidance is being given to supervisors to ensure consistency in decision making?

Cabinet members have been talking to their teams about how to support employees through supervisor advice. The Cabinet is explaining that these forms should be used and processed from the supervisor to HR. OHR has offered to help and mediate with supervisors. OHR is concerned of the consistency of the requests, so they will all be funneled to a centralized place.

o Cleaning and other protocols

i. How will adherence to the protocols be monitored in our own buildings? In rented space?

ii. What time will the daily cleaning be? What about evening events—will there be a special cleaning afterward?

iii. Is the ticketing system the best way to alert the college to issues related to cleaning or facilities that are related to covid?

iv. Who will enforce all protocols, including mask wearing?

***See FAQs.** Due to a lack of time during our meeting, we decided to defer our cleaning and other protocols with a follow up after further investigation of the recently distributed Return to Work FAQ.*

1. Questions regarding specific locations

o Metro Park Avenue Space

i. The chapter requests a map of assigned space for the new location.

Last week, Facilities shared the map of the assigned space for the new location on Park Ave. with those members. Management will follow up with the map for the Chapter.

ii. Updates on the timeline of the move into the space.

During the month of July, employees will begin to move into the space.

iii. Will all employees have windows in their offices?

Not all offices have windows, Nikki believes that there are no windows on the interior.

o Empire Plaza location

i. Are there employee-only restrooms available?

Mandatory subject of bargaining, management is trying to locate a non-public bathroom for members' use.

- o Regarding UUPers who have been reassigned a location from one that has been closed, what are the distances they must now travel? Are they given the option of an alternative work location?**

Employees who have been moved are asking for the option to work closer to home or telecommute. Working from home is being considered when we close down locations. Management made the decision based on where space and capacity exist. The Albany area locations do not support multiple staff, so those employees were moved to Saratoga.

Office of Human Resources explained that they are trying to work with individuals with case-by-case basis. If there are any questions, they can be directed to Lindsay Holcomb.

1. Requests for data

- o The chapter requests a list of professionals with expired or missing performance programs.**

Office of Human Resources has been focusing on improving the process – they are working on getting the program back to its normal state. They are going file by file, employee by employee. Priority is given to those who have long outstanding programs. OHR is having a very difficult time with supervisors to completing performance programs. A list of overdue performance programs will be sent to the chapter.

- o The chapter will be submitting a Taylor Law request for data regarding all full and part time faculty targets and actual assignments for the last three years.**

1. Workload Consultation

How has the college been adhering to the 1995 Workload Consultation settlement?

- o Social behavior sciences, business, human services all did March 2021.
- o Nursing January 2021
- o SMT started the in the planning committee earlier this month, then take to the whole school
- o Arts and Humanities started at the planning committee in March, will take to whole school on June 15
- o Grad started the conversation at the May 11 school meeting, then the planning committee then back to the school level.

Enrollment Summary 05-18-21

ENROLLMENT SUMMARY

In year-to-year comparisons, prior to term start, we now calculate the percentage of the registration period for the current term, and make the comparison to the equivalent point in the prior term's registration period. After the start of term, we will compare to the equivalent day of the term. The total 2021/22 budget target is flat compared to last year and the stretch target is up 3% overall. The total 2020/21 budget target was -3% from the prior year and the stretch target was flat from the prior year. Each college's contribution to the target is assigned per OAA guidance. The enrollment numbers represent active enrollments only; withdrawn and ZWs are not included, so the numbers decrease as the term progresses. Targets are based on the census date, so the Percentage to Target is accurate prior to census, but becomes increasingly less accurate after census as withdrawals and ZWs are processed.

FALL CREDIT SUMMARY	Fall 2020		Fall 2021		Difference	Percentage vs. Previous Year	Up 3% Stretch Target	Percentage vs. Target	Flat 0% Budget Target	Percentage vs. Target
	May 19, 2020 12:00 AM		May 18, 2021 12:00 AM							
10-Sch of Undergraduate Studies	22,538	22,512	-26	99.9%	71,941	31%	70,232	32%		
20-Sch of Graduate Studies	2,187	3,522	1335	161.0%	7,654	46%	7,041	50%		
20-Sch of Graduate Studies										
NYSUT	0	0	0	0.0%	2,368	0%	2,178	0%		
30-Sch of Nurs & Allied Health	1,623	1,586	-37	97.7%	4,902	32%	4,762	33%		
40-Harry VanArsdale Sch of Labor	0	8	8	0.0%	4,189	0%	4,067	0%		
50-International Education	0	128	128	0.0%	2,750	5%	2,670	5%		
Grand Total	26,348	27,756	1408	105.3%	93,804	30%	90,950	31%		

FALL HEAD COUNT	Fall 2020		Fall 2021		Difference	Percentage vs. Previous Year
	May 19, 2020 12:00 AM		May 18, 2021 12:00 AM			
10-Sch of Undergraduate Studies	2,281	2,255	-26	98.9%		
20-Sch of Graduate Studies	387	618	231	159.7%		
20-Sch of Graduate Studies						
NYSUT	0	0	0	0.0%		
30-Sch of Nurs & Allied Health	306	236	-70	77.1%		
40-Harry VanArsdale Sch of Labor	0	2	2	0.0%		
50-International Education	0	28	28	0.0%		
Grand Total	2,974	3,139	165	105.5%		

SUMMER CREDIT SUMMARY	Column Labels		Difference	Percentage vs. Previous Year	Flat 0% Stretch Target	Percentage vs. Target	Base -3% Budget Target	Percentage vs. Target		
	Summer 2020								Summer 2021	
	Row Labels	May 12, 2020 12:00 AM							May 18, 2021 12:00 AM	
10-Sch of Undergraduate Studies	28,550	28,641	91	100.3%	27,735	103%	26,865	107%		
20-Sch of Graduate Studies	2,569	3,190	621	124.2%	2,598	123%	2,525	126%		
20-Sch of Graduate Studies										
NYSUT	0	0	0	0.0%	4,635	0%	4,496	0%		
30-Sch of Nurs & Allied Health	2,929	3,277	348	111.9%	2,805	117%	2,777	118%		
40-Harry VanArsdale Sch of Labor	808	107	-701	13.2%	122	88%	96	112%		
50-International Education	381	375	-6	98.4%	588	64%	570	66%		
Grand Total	35,237	35,590	353	101.0%	38,483	92%	37,329	95%		

SUMMER HEAD COUNT	Column Labels		Difference	Percentage vs. Previous Year		
	Summer 2020				Summer 2021	
	Row Labels	May 12, 2020 12:00 AM			May 18, 2021 12:00 AM	
10-Sch of Undergraduate Studies	3,618	3,620	2	100.1%		
20-Sch of Graduate Studies	575	704	129	122.4%		
20-Sch of Graduate Studies						
NYSUT	0	0	0	0.0%		
30-Sch of Nurs & Allied Health	510	594	84	116.5%		
40-Harry VanArsdale Sch of Labor	154	21	-133	13.6%		
50-International Education	76	96	20	126.3%		
Grand Total	4,933	5,035	102	102.1%		

SPRING CREDIT SUMMARY	Column Labels		Difference	Percentage vs. previous year	Flat 0% Stretch Target	Percentage vs. Target	Base -3% Budget Target	Percentage vs. Target
	Spring 2020	Spring 2021						
Row Labels	May 11, 2020 12:00 AM	May 18, 2021 12:00 AM						
10-Sch of Undergraduate Studies	59,754	61,312	1559	102.6%	63,935	96%	61,945	99%
20-Sch of Graduate Studies	4,783	5,917	1134	123.7%	5,215	113%	5,068	117%
20-Sch of Graduate Studies NYSUT	1,689	2,907	1218	172.1%	2,745	106%	2,663	109%
30-Sch of Nurs & Allied Health	4,284	4,609	325	107.6%	4,432	104%	4,388	105%
40-Harry VanArsdale Sch of Labor	5,791	3,686	-2105	63.7%	5,791	64%	4,757	77%
50-International Education	2,711	2,615	-96	96.5%	2,724	96%	2,642	99%
Grand Total	79,012	81,046	2035	102.6%	84,842	96%	81,463	99%

SPRING HEAD COUNT	Column Labels		Difference	Percentage vs. previous year
	Spring 2020	Spring 2021		
Row Labels	May 11, 2020 12:00 AM	May 18, 2021 12:00 AM		
10-Sch of Undergraduate Studies	6,597	6,711	114	101.7%
20-Sch of Graduate Studies	904	1,082	178	119.7%
20-Sch of Graduate Studies NYSUT	441	695	254	157.6%
30-Sch of Nurs & Allied Health	755	827	72	109.5%
40-Harry VanArsdale Sch of Labor	1,342	862	-480	64.2%
50-International Education	363	354	-9	97.5%
Grand Total	10,402	10,531	129	101.2%