

UUP ESC Chapter Labor Management Meeting Agenda

January 20, 2021 via Teams

In attendance:

Labor: Officers: Contingent Officer Mary Helen Kolisnyk, President Pamela Malone, Secretary Kelly Mollica, VP for Academics Jason Russell, VP for Professionals David Puskas; Labor Relation Specialist Michelle Couture.

Management: Interim Vice Provost for Academic Affairs Nikki Shrimpton, Assistant VP for HR and Interim Chief of Staff Tracey Meek

1. Follow ups from recent meetings:

1. New Hire/Termination List

- a. Management had agreed to list the BU on the report, and it is not listed. There is a field “Employee Description” and we could also just confirm that new UUP members will be listed as “Professional/Non Faculty” or “Faculty” and in no other category; as well as confirming that no other BU are in those categories.**
- b. Retirees are not identified on the termination list.**
- c. Process for notifying the chapter of current employees but who are now new to the UUP BU (previously CSEA or MC).**

The Office of Human Resources is providing data to the Chapter regarding new hires and terminations on a quarterly basis. We were unable to identify a report to notified the Chapter of retirements. HR provided a checklist for employees, one of those items to inform the Union about their retirement. There aren't any codes available that would distinguish retirement vs. moving out of the bargaining unit.

- 2. Regarding the chapter request of “a list of the dates on which each location will close, and information regarding the location reassignments for UUP members at each location.” We are looking for the two lists identified last month: an employee report and the second with location and list of offices that have moved. There was also discussion of sharing a list of the location requests and results.**

The Office of Human Resources provided the chapter an employee listing of all members and which office they are currently located at. This will help us to support those members potentially impacted by moves in the upcoming year. This list includes adjuncts. There will be employees who will not be returning to a location, to which their location will be “Remote”.

- 3. The chapter requests organizational charts for all divisions within the college.**

The Office of Human Resources will be sending the updated President's Office org chart. We have received OA, ITS and OAA.

- 4. Part time contracts and incompletes: continuing the discussion from last month**

The conversation regarding part time contracts (references found on pg 10 of the Faculty Handbook), responsibility to bring work with students to closure. You must finish up the work they are doing with students if they are not continuing with the college.

5. Number of part time academics whose 9-month appointment was not extended.

Deans had individual conversations with those affected, if members were being extended, they were notified. These decisions were based on enrollment trends (current and historical). The chapter asked if a non-renewal letter was sent for those impacted. A letter will be sent to a member once a PAF is processed. If a member leaves, payroll would estimate a payout of vacation accrual.

Deans will review upcoming enrollments for the Fall term and will determine if we would restore part-time academics who were not renewed. Within the Spring term, some PT lines were restored (nearly half of these lines). There will be continual review.

Management commented that there are a variety of reasons why reassignments are adjusted from part-time to full-time faculty. We mentioned that the chapter is aware of examples where part time lines have either reappointed or were not extended. The chapter is looking to understand how decisions are made and the follow up that will take place.

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.

By credit: Year over year we are up 3907 credit hours (SP21 at 83034 credits v. SP20 79128 credits). By headcount Spring 21 is 9722 (all—UG, grad, nursing) spring 2020 is 9273 but still going through deregistration process.

2. Updates on any initiatives to generate enrollment.

Working to strengthen partnership development.

3. Update on state and/or federal funding.

Holding budget steady, last time received 5.6M in state funding, so far none. The college is in a tight cash flow and we have gone below 10 percent SUNY requirement for reserves.

3. COVID-19 Pandemic Related Issues

1. Reserving space to discuss any updates, concerns or any other information regarding the pandemic. This month, we will ask about testing and vaccines, as well as communication plans for both.

SUNY Empire will not be a vaccination site. The college does not have a precedent; we have not participated in distributing the flu shot or other immunizations in the past.

Regarding testing, we will be testing all employees who are at our location on a weekly basis. SUNY is requiring weekly testing. Pooling in Saratoga will take place at 113 West Avenue. The kickoff is the last week in January. Whoever is in the building that day would be tested. We will use our swipe logs to identify folks on-site.

4. **Questions regarding the Manhattan move, and other location closings**

1. **Reserving space to discuss items of concern related to moves, including but not limited to expenses related to the move; transparency regarding office assignments at the new Manhattan locations; and safety and security concerns.**

Office of Administration has been working with individuals to better confirm a schedule for members to come in to pack up items. If we have a situation where books should be donated, we have had discussion with a company. Individuals have been alerting HR of concerns and support has been arranged for those who cannot come in person.

Nikki asked Deans to distribute the room assignments and providing information for those who are sharing offices. Tai was tasked to coordinate PEs assignments. If adjustments are needed, Nikki is willing to work with individuals. Floor plans have been distributed. We talked about having our facilities director taking photos of the future space to show members actualities.

Questions were raised about the cleaning protocols within shared offices. Buildings are all managed differently, so Administration need be reaching out to individual building managers. We are asking that the future cleaners for Bronx and Manhattan locations are vetted so we have an understanding of protocol.

5. **Discretionary Salary Increases**

1. **Update on the progress to determine both Discretionary and Compression Salary Increases, and the timeline and communication plan for each.**

Administration has worked with supervisors and deans to identify discretionary/merit raises. An email notification will be sent out to the membership to provide opportunity to self-advocate.

Compression salary increases are calculated through information provided from SUNY Central. Regression analysis is done and the payout would occur on the 24th pay period.

Discretionary increases will be on base salary.

6. **Request for Workshop**

1. **The chapter requests a workshop (or information session) on payroll. There have been a couple of member concerns and information on the process would be helpful to members.**

Management responded favorably and would also check to see if there are training already available through NYS or GOER.

7. Presidential Search
1. Update on timeline

Management confirmed that they would like to include the union in the interview process. The actual schedule and format has not yet been confirmed, but we want to ensure that the chapter is included to set good tone. OHR extended nominations for the search committee until Friday, January 22. College Council is still working to identify a recruitment firm. A target start date for the President is July 1, 2021.