

## **UUP ESC Chapter Labor Management Meeting**

April 17, 2023, via Teams

Chapter: Pamela, MaryHelen, Kelly, Sophia, Janet, Dianne, Michelle C. (LRS)

Management: Lindsay, Nathan, Bryan Solchyk

### **Funding and initiatives**

- Update on the college budget and enrollment.
- Reserving space for the NYS Budget if passed.

**Discussion:** Nothing new to report. Still waiting for news/info.

### **Restructuring of divisions**

The chapter requests before-and-after organizational charts for all divisions, to include recent announcements and vacancies, and sub charts. At the time of the preparation of this agenda, from the President's website:

- **Academic Affairs:** The current chart is available online but the sub charts are broken links. The chapter requests all current sub charts, and the proposed org chart and sub charts.
- **Communications:** The current chart is available but we believe this is or has changed.
- **Administration and Finance:** the current chart is online. The chapter requests a new chart based on recent changes.
- **Advancement:** the chapter requests a chart prior to the Vice President's hire, and a current one.
- **Enrollment Management:** If the online chart is not current, the chapter requests an updated one.

In addition, the chapter requests before-and-after org charts of any departments undergoing changes.

**Discussion:** Management states that sub chart links work; HR will work to update outdated charts; more detailed version of org chart around July 1 when all changes complete; regular Provost emails contain org charts as they're updated; some positions are still not filled and structure may be less finalized.

### **Involuntary Changes in Responsibilities for Professionals**

Reserving space to discuss cases of professionals whose responsibilities have been changed by management. The chapter is extremely concerned over the way some of these have taken place, with little or no advanced notice, discussion or input from the professionals involved. The chapter recognizes management's right to assign work, but would like to discuss the well-being of those affected, impact on climate and civility, and the professionals' careers.

**Discussion:** Management states that different instances have different circumstances, that college titles can change at any time, and that having ample time to have full discussions about upcoming changes would be ideal though pragmatically this isn't always possible. At times, moving an employee with their campus title does not align with the new position or re-org so there's a need for a title change. *The Chapter reiterates the importance of having discussions with employees before re-assigning work and changing a Professional Title because of the impact it has on an employee, as well as all of the parts of this process that are part of the collective bargaining agreement.*

### **Surveillance of Employees**

- The chapter submitted questions regarding the use of cameras and content in surveilling employees and we are reserving time for those answers:

1. Please provide a list of all locations that have cameras. What are the current purposes of the use of cameras at the Metro and other locations?
  2. Please provide a list of cameras by location, and where they are installed each.
  3. Are the cameras installed, meaning they only capture images in a specific field of vision, or can they be tilted/panned/rotated to capture different images/fields of vision? If the latter, is the movement of the camera based on movement or a manual manipulation by an operator of the camera? If this information varies by location, please indicate in the above lists.
  4. Do the cameras have the capability to zoom in or out? If this information varies by location, please indicate in the above lists.
  5. What data do the cameras installed at the Metro capture? Still pictures, video, or both sound and video? If this information varies by location, please indicate in the above lists.
  6. Who can view the images captured by each surveillance camera? Please provide the list by name and title.
  7. Does Empire have a policy or procedure (formal or otherwise) specifying what kind of content the above individuals should report as they view the recordings, how they should report what they see, and to whom? Again, we are seeking a list of individuals by name and title.
  8. What is the formal or informal video recording retention policy? How long are the video recordings retained, and where? Who has access to the retained recordings? What is the process for requesting/reviewing video footage captured by the Metro cameras?
  9. Are any of the cameras at any location being used to surveil an employee or employees in the course of their work?
  10. Does Empire intend for the images captured by the cameras at the Metro or other locations to be used in the personnel review process and/or disciplinary proceedings?
  11. Please provide a list of individuals whose picture has been collected and disseminated by email or other means in the last 6 months.
- Does management surveil employees in any other manner such as building access or computer logins? If so, under what circumstances and how often does this take place?

Discussion: Management states that no discipline happened as a result of this instance, that policies were followed, but that management would have preferred it be handled differently. *The Chapter reiterates that the responsibility for this incident falls squarely on Management because this may likely be past practice (preceding current Safety & Security staff).* Management will look into this further as this is possible but not something they are currently aware of. Additionally, Mark Spain's job/duty is to monitor security cameras at all times to ensure the safety of all SUNY Empire locations and to review cameras for incidents. *The Chapter understands Mark's role and it is our understanding that taking still images or using the camera in ways that are not appropriate has been presented by former management as a tool for Operations Managers to use. There needs to be a deeper conversation about who the "investigative agency" is at Empire, what are employees calling Safety & Security about in regards to looking at the cameras; are students & employee privacy being protected with camera usage, who has the authority to go to security to ask to review footage and under what circumstances?* Management states that multiple groups investigate different groups- i.e. HR would investigate employee issues; student issues are investigated from a different group, etc. Current policy is from 2021. HR will work with security and operations employees to ensure understanding of policy. A separate meeting will be scheduled to address the questions asked by the chapter. NO written answers were provided and there is a meeting to be planned for the week of May 1.

### **Faculty Chairs & Academic Coordinators**

Reserving space to discuss, including but not limited to:

- The chapter requests a list of all faculty who have accepted the chair position with their release time amounts and stipends.

- How is the training going? Have all been provided their required release?

**Discussion:** Info is forthcoming later this week.

### **Stipends for Temporary Work**

Reserving time for an update on any progress or suggestions on making a review of coverage during times of vacancies a step in the posting process.

**Discussion:** Management has regular conversations with Deans, AVP and other higher management about vacancies, more regularly than usual. No current updates or changes are happening to the existing posting process. Employees are receiving compensation where appropriate. *The Chapter states that a proactive step in the posting process is necessary as supervisors are still reporting that Deans are turning down compensation requests before they reach HR.*

### **ESA Timing**

The issue of very late ESAs remains unresolved. See the following email—was this a one time issue? What steps are in place to prevent this from happening in the future?

**From:** Undergrad Payroll <UndergradPayroll@esc.edu>  
**Sent:** Tuesday, January 24, 2023 2:45 PM  
**To:** Julie Gedro <Julie.Gedro@esc.edu>; Mary Mawn <Mary.Mawn@esc.edu>; Nicola Allain <Nicola.Allain@esc.edu>; Gina Torino <Gina.Torino@esc.edu>  
**Cc:** Amber Evans <Amber.Evans@esc.edu>; Cheryl Yost <Cheryl.Yost@esc.edu>; Kathy Lytle <Kathy.Lytle@esc.edu>; Liza Rieger <Liza.Rieger@esc.edu>; Frank VanderValk <Frank.VanderValk@esc.edu>  
**Subject:** Time Sensitive - Adjunct Mentor ESA's have been created and are ready for signature today.

Hello Everyone!

The ESA's have been created and are ready for your signature. The mentor will need to sign by 5PM today in order to receive their 1<sup>st</sup> payment for Mentoring on 3/1/23. Once you sign it should auto generate an email letting the mentor know they have ESA's to sign off on.

Thank you in advance for your attention to this matter.

Best,  
Kate  
*Always reply with history*

Kate Scacchetti  
SUNY Empire State College  
Undergrad Payroll

**Discussion:** Management is looking into this matter. ESAs should be generated two weeks prior to a term start for courses listed in the term guide.

### **Course Caps—Follow up from February**

Please send the list from February of all courses with a cap greater than 25. The chapter requests a list of all sections from Fall 2022 and Spring 2023 for which enrollment was over 25.

**Discussion:** Caps are based on a judgement for a number of factors. 25 is a standard for certain types of courses. Ed Planning has a 100 cap because a mentor is deciding how many of their students are enrolling in Ed Planning for the term. *The Chapter will review the data and follow-up.*

### **April 24 Union Collective Action**

The chapter will be holding a lunchtime event in front of 113 West. We will notify security and facilities that we will be there.

