

UUP Labor Management Meeting Notes

Monday, December 15, 2014

1:30 - 3:00 p.m.

AD 712

Present: Sheila Doyle, Joseph Schultz, Heather DeHaan, Fran Goldman, John Oldfield, Benita Roth, Darryl Wood, Timothy Faughnan

Meeting began at 1:33 p.m.

New Items from UUP (Note: these notes show agenda items in the order in which they were originally submitted, and thus are not in strict chronological order)

UCTD training on “active shooters:” UUP attended this training and felt that it was useful. Can the video shown during the training be part of the required module on workplace violence? Although it only covers part of the spectrum of workplace violence, it is at least specific to a college campus. UUP would also like to know what is happening with the module on sexual harassment – we have heard from management that this module is being revamped but have not seen it. We would like to.

Timothy Faughnan, Binghamton University Chief of Police joined the meeting at 2:30 p.m.

Management (Timothy Faughnan): How may I help you, in the context of compliance training, or just general?

UUP (Benita Roth): A couple of issues. Heather and I attended different sessions [on active shooters] and although we received some information, we thought it could be better. We both had some questions.

Management (Timothy Faughnan): Fire away, no pun intended.

UUP (Heather DeHaan): Very much appreciated that the staff member came [to give the workshop]. It took a long time, and the one central theme was to get through an active shooter situation, one had to have a “survivor mentality”. That could have been convened in 10 or 15 minutes.

Management (Timothy Faughnan): How long was the program?

UUP (Benita Roth): I had to leave after an hour. I think it was an hour and a half. With faculty, the noon time offering might interfere with coming to the training because of timing. The presenter from the university police said the original presenter could not be there.

Management (Timothy Faughnan): The presenter who usually does the training is ill. I don't think you got our best presenter; the person who covered was thrust into the situation. I apologize. I have done some [presentations] myself. It is a great program. Obviously the video is very good, point by point. The video is merely a springboard for the conversation. The issue of an active shooter is so complex there is no one thing to do. You might hit someone. I might barricade myself in a room. Given the space you have, do what you can do given what you have. We try to use it as a springboard. When I've done it, I turn it over to you.

UUP (Benita Roth): One thing I noticed is in the beginning she asked some students some informational questions. If it were me I would have asked "what are your concerns?" For example, I have always been concerned that we can't lock the door from inside....

Management (Timothy Faughnan): We do have instructors specifically for this. [Management describes the process of picking the right video to show] I choose it. Especially in higher education we screen all of this. Especially after Virginia Tech, but this is a piece of what we want to do. Maybe there is something better out there now, but at the time I think it was the best out there. There continues to be interest in this particular topic. All it takes is one time, and it is too many if we fall below that.

UUP (Benita Roth): I want to echo what Heather said, that there were some pieces of info in the presentaton. I want to suggest scheduling it at different times.

Management (Timothy Faughnan): Getting faculty to attend some of these is very difficult. I hope I didn't insult you.

UUP (Benita Roth): Have you every solicited individual departments?

Management (Timothy Faughnan): Yes. We try to advertise the availability through our contacts and other means. School of Management, some have offered it through the staff. Best when we make it available and then they ask us. If there are better ways, suggestions on how we can increase attendance.

UUP (Benita Roth): We can help you serve lunch.

UUP (Heather DeHaan): There can be a cultural difference between faculty and professional staff. Faculty also don't like things that tell them they are not going to like the survival mentality. Faculty will go watch this and say this isn't what I wanted but they did want the tips.

Management (Timothy Faughnan): Have been doing this for 32 years. The survival mentality is really what you need. This is one of the few times I will tell faculty that this is what you need. This is my field that I am expert in. Sometimes we change the presentation depending upon the group - students, faculty, staff.

Management (Joseph Schultz): We address workplace violence issues when we do the physical walkthroughs. There are some specific things that are very important. It is at the department level. Everyone has a different kind [of layout].

Management (Timothy Faughnan): What I ask is, give us another chance. If we missed our mark, I'd like to do it again. We offer them around the clock. We do it 7, 8 or 9:00 p.m.

Management (Joseph Schultz): We send a questionnaire to every head on campus --we can include that there is this program [on an active shooter].

Management (Timothy Faughnan): We will do it for 2 people or 30 people.

UUP (Benita Roth): In terms of the video, it is copyrighted material. Is there anything you've found that isn't?

Management (Timothy Faughnan): If you Google it, you can find things out there but they change. We pay licensing fees. They recommend we don't let it out because it is supposed to be part of the training. One is focused on college/university and one for the rest of the world. Same script and video, but the film is different. We use the one tailored to the university

UUP (Heather DeHaan): I went to the most recent session. There were specific instances where staff were saying we have nowhere to go.

Management (Timothy Faughnan): How it is given and how it is perceived change. Maybe you didn't get our best presentation.

UUP (Benita Roth): I got two pamphlets on active shooter. Here is what the university police do for you.

UUP (Heather DeHaan): I didn't get any.

Management (Timothy Faughnan): Pamphlets are useful, but they are a boilerplate. What does this mean to you? The whole focus of this is that it is very different for everyone. I have nowhere to go. I want to address that person's concern each time. Regardless of your circumstance, we are going to increase your chances of survival. You need to know that, and you need to be confident that you can do that. One of the things I really focus on is what gunshots really sound like. "I heard it, but I didn't know it was a gunshot." It needs to continue to develop. I am all for it. If I didn't come up here, I wouldn't have known this. Thank you.

Management (Timothy Faughnan): (Handed out copies of "Binghamton University Emergency Response – Guidelines.") Just to give you a very brief historical perspective, our very first flipchart had nothing about active shooters. We didn't really want to talk

about it. Initially there was resistance to putting out anything other than the nice stuff. Classroom management, mental health issues, we are broadening it and trying to reach a wider space. We have started to reach out with mental health.

UUP (Benita Roth): A lot of people are not experienced in mental health.

Management (Timothy Faughnan): Mental health is the biggest issue on this campus. Really loading up at this time of year.

Management (Joseph Schultz): Tim, it would be a good idea to invite the university police to the New Faculty Orientation.

Management (Timothy Faughnan): Anything else? I can stay as long as you want me to. Please feel free to bring me back. Anything I can do. If you need more copies of the Guidelines, just let me know.

Travel funds: There are two ongoing issues re: travel. First, currently, travel reimbursements are placed directly into accounts (i.e. bank accounts) without notification. Do employees get an explanation or notification of any kind when these funds come in? Second, we would like a proper "travel website" for faculty/professionals. While we thank management for the information we have received, it is incomplete and not easy to navigate through. . Other SUNY schools have much more effective travel websites, and we should consider producing something of our own. Here are some sites that are more user-friendly (with the Cobleskill one being the best):

<http://www.upstate.edu/travel/perdiem.php>

<http://www.cobleskill.edu/about/administrative-offices/business-affairs/travel.asp>

http://www.oneonta.edu/admin/acctspayable/over_rate_auth.asp

http://www.albany.edu/accounting/travel_reimbursement.html

UUP (Benita Roth): Travel reimbursements now go directly into accounts. Can employees get a notification? We would like to encourage a faculty website.

UUP (Heather DeHaan): Stress that criticism is not of any office in particular, just that it seems hard to get information.

Management (Joseph Schultz): I forwarded the item to a person who was responsible for travel and when I heard back, I got the sense he was very insulted. He said that the smaller schools actually ask us for guidance. When I read it, I could see why he was insulted by the phrase "We would like a proper website." I asked him to come to the meeting, and let's discuss it. He would consider attending a future one, but not this one.

UUP (Heather DeHaan): It was not meant to be a communication to any particular department.

UUP (Fran Goldman): I called [another staff member charged with dealing with travel]

Management (Joseph Schultz): Some would be willing to come to the meeting, but another was quite insulted.

UUP (Benita Roth): I am a little confused [by staff feeling insulted]. I don't think it is insulting. It isn't my job to make sure that management/confidential or even some higher placed professionals are stroked. I also really want to stress that I hope that he can come to a future meeting because it would be good to have this [travel site] become a better site.

Management (Joseph Schultz): There is a way to say this.

UUP (John Oldfield): One of the issues that has amazed me is the fact that if you give someone correct criticism, they are not used to getting it. I know people that have been here for 35 years that have never been told they can do a better job. One of the things we were trying to do is be constructive. We looked at these [other] websites and they are better and easier to navigate. Some big schools, some small. That is not an issue. We go to where we find good ideas.

Management (Joseph Schultz): I will attempt to get them at the next meeting. [Management mentions several individuals]

UUP (Fran Goldman): I know that some responsible for travel have come to Harpur staff meetings and have been wonderful and always willing to answer our questions. But sometimes it is not clear going to federal and state websites and rules as they are not always clear

UUP (Benita Roth): We have excellent support in Sociology, but not everyone has good support staff that can help with doing travel correctly.

UUP (Heather DeHaan): The history dept. went through transitions from one staff member who knew everything to others who are trying to master the system.

Requests for promotion/raises in June for professionals/evaluations: How many of these did we get and how many were granted? How up to date are we on evaluations?

Management (Joseph Schultz): We had about 60 requests. There are still a handful in the hopper that have gone back for more information. I think more of them are going to come in. Salary increases, a handful of promotions.

UUP (Darryl Wood): Of the 60, every one of them has been or already been approved?

Management (Joseph Schultz): The amount of success rate appears very good. We put in the matrix of the percentage. Some are going over the matrix.

UUP (Fran Goldman): The workload has increased exponentially in the last several years.

UUP (Darryl Wood): Does this suggest that the university should do a larger analysis of the salaries? You would rather do it piecemeal.

Management (Joseph Schultz): These are a case-by-case basis.

UUP (Darryl Wood): Last window you said there were more. Talking well over 10% in the year have gotten salary increases. I would think that if the next window is somewhere in the 50-70% range. At least there should be some consideration of a larger analysis. I think the system is working, because most are getting it. There needs to be some larger analysis on the campus. There is a larger problem we are thinking about.

Management (Joseph Schultz): We will wait until the next window in January.

UUP (Benita Roth): How up to date are we on evaluations? NOTE: the next part of the discussion has to do with when the best time is for professional UUP employees to have their evaluations down by their supervisors.

Management (Joseph Schultz): We are in the midst of an effort to get information out to vice presidential areas. These are saying here is where we are. We are still struggling with the SUNY system as a tool to track it. We are used to the Oracle system.

UUP (Benita Roth): Do you have a timeframe when VPs will be informed?

Management (Joseph Schultz): The information will go out the end of month. Between now and April timeframe. I'm guessing about March or April.

UUP (Benita Roth): When someone completes an evaluation, it goes into the SUNY system?

Management (Joseph Schultz): It comes to our office, and we manually put the information in.

UUP (Fran Goldman): In Harpur College, they go to the Dean's Office. Do the other schools have a collection point?

Management (Joseph Schultz): They generally come from the Chairs. We are sending the data to the Provost's Office and then they go to the schools via the Provost's Office.

UUP (Fran Goldman): Do we still have the timeframe? Otherwise it is on the anniversary.

Management (Joseph Schultz): We have had a request to rethink the May point. May 15 is just not a good time period.

UUP (Fran Goldman): If you don't do it by the end of the school year, a lot of Chairs are not around in the summer. If they are permanent, they pick May. Chairs are supposed to be there, but it is sporadic in the summer. For those who are on term appointments, whenever their term they are due.

Management (Joseph Schultz): For professionals who are permanent, we pick the May date. Standard date of permanent people.

UUP (John Oldfield): By limited observation, they have so many evaluations they are responsible for in order for them to complete them they would have to do a whole month of doing nothing but evaluations.

Management (Joseph Schultz): If you have 10 people you can begin in March and end in July. March administrative services and January for the operations people. Do some before, do some after. Just get them done.

UUP (John Oldfield): Perhaps communicating that out a couple times would be good. All the years I've been here everyone in Computer Center thinks it's May.

Management (Joseph Schultz): We are open to suggestions, but May doesn't seem to be working.

UUP (Darryl Wood): More information out to people to know what their options are is very important.

Management (Sheila Doyle): Interesting breakdown of permanent vs. non-permanent. Very helpful. It would at least tell you why there are problems. It would be very interesting.

UUP (Benita Roth): I have no clue. At least VP'S will be informed by the end of December.

Management (Joseph Schultz): I am hoping for a timeframe of April.

UUP (Benita Roth): So if you hear from supervisors, I have 20 to do then we need to talk about maybe a window for the permanent employees (in other words, supervisors should not have to do a lot at one time).

Management (Joseph Schultz): The salary petitions require an evaluation.

UUP (Benita Roth): We encourage people to petition for a salary increase.

Management (Sheila Doyle): 20/20. No new money after that so be careful.

Ongoing items:

Leadership development seminar: UUP would like to see any current evaluations of the program and would like to know what efforts are being taken to recruit chairs and other faculty supervisors to the program.

UUP (Benita Roth): We talked about how difficult it is (to train good supervisors, and to get chairs and other faculty in supervisory positions to sign up). We would like to do some brainstorming. A separate training; a separate program. Content should be the same for Chairs as others?

Management (Joseph Schultz): JoAnn (Navarro) doesn't think this (evaluations of program) will be compiled until January. The current chair of the Faculty Senate Executive Committee is taking the training.

UUP (Benita Roth): I have emailed him as well. We have members within the UUP Executive Board who have taken the training. Chairs need to know more about conflict resolution because conflict happens. Would like some type of tweaking and retooling.

Management (Joseph Schultz): Are you asking for a more proper training? [Note: Management is making a joke here.]

UUP (Darryl Wood): Looking for more that are more user friendly, obviously.

UUP (Benita Roth): Talking to the FSEC chair is a great idea. We want to see continuing evaluation of the program. It has also been opened up to others that are not a supervisor.

Management (Joseph Schultz): Anyone can be nominated.

UUP (Benita Roth): Good idea. Need to have some continued tweaking. Chairs need to be schooled.

UUP (Fran Goldman): The program has been in Dateline, what is the response? What kind of response are you getting from people?

Management (Joseph Schultz): I don't deal with it directly, but each time we offer it we max out. I haven't been involved in the curriculum piece. When we do max out, maybe we can go with a new and improved one.

UUP (Benita Roth): I would think for most professionals if they haven't done it they would think of it as a resume builder.

UUP (Fran Goldman): I wonder if there is some resistance from supervisors.

Management (Joseph Schultz): Some questions on guidelines on the mentor piece. Both mentor and mentee were looking for some guidance.

Management (Sheila Doyle): . We did have a mentor meeting. They also asked for more mentors because some have had more than one at a time. Broaden mentor pool so they could only mentor one at a time.

UUP (Benita Roth): Professionals move up if they are skilled. Chairs are usually impressed into the task more often, and they are not expected to be Chairs for life.

Management (Joseph Schultz): Harpur has that model, the other schools not so much.

UUP (Heather DeHaan): Because no one else wants to do it.

UUP (Benita Roth): Most chairs do a three year stint, others more. That could be taken into account.

UUP (Heather DeHaan): Most Chairs are only in briefly. They will not thank us if this becomes mandatory. Any training should be very hands on, targeted, and short.

UUP (Benita Roth): They are already getting workload creep.

UUP (Fran Goldman): I understand they also got a \$1000 stipend.

UUP (Benita Roth): Harpur College is doing some type of review in general on equity issues and lists are being made of the underpaid. This is just starting to filter back to me.

UUP (Fran Goldman): I heard there is now a base salary that rose over \$10,000. Being hired at \$70,000 instead of \$60,000.

UUP (Benita Roth): If there is, there are many markets embedded in others

Management (Sheila Doyle): People coming out of school now. There are more variables now.

UUP (Benita Roth): Will be talking more. This will be ongoing.

Dateline and getting information to employees: At the last meeting, management said it would research the possibility of revamping/retooling Dateline and other communications with employees. Dateline has become a somewhat unwieldy “kitchen sink” kind of daily bulletin, and it is not clear that all UUP-represented employees receive it.

Management (Joseph Schultz): Met with Dateline editor and are discussing the format.

UUP (Benita Roth): Communication is hard, it is not easy.

Management (Joseph Schultz): Someone's first reaction is well, we can change the format, but we have a certain number of people who don't read anything and still complain. We are still never going to solve the problem if people are not going to read it.

UUP (Benita Roth): An information system should not be opt out or opt in, it just is – that would decrease their excuse for not reading it. That's part of what I'm talking about for Dateline.

Management (Sheila Doyle): There is an administrative assistant level position that decides what goes in there. In any case, are they qualified to decide what is the need to know?

UUP (Benita Roth): Why is that the system?

Management (Joseph Schultz): Beginning to hear back. When I heard conversation it is difficult to even figure out. Payroll, benefits information, where do you stop it? When Dateline started it used to list at the top the five things that were happening. I preferred the old Dateline.

UUP (Benita Roth): I have complaints from people that their things get put at the bottom. It would be work for someone but you could go back to Dateline and go through and look and see what kind of announcements were made.

UUP (Fran Goldman): Before with things at the top, this is important, I need to click on this. Part of this is that we don't have INSIDE anymore.

Management (Sheila Doyle): It is, but it is online.

UUP (John Oldfield): If you decide something is important enough than say it is important enough.

Management (Joseph Schultz): If they want everyone to see this, it appears in a Dateline addition. Everyone is signed up for it, but they can opt out of it. Not just employees are involved in the Dateline.

UUP (Heather DeHaan): When it first came out, it was mostly about events not important announcements.

UUP (Benita Roth): I am happy and I imagine others on the Executive Board would be happy to meet with the Dateline editors. I am happy to meet with them.

Management (Joseph Schultz): Let them get back to me.

UUP (Benita Roth): I think this discussion should be had with the people directly responsible for it.

Recent movement of offices from Library North: At the last meeting, UUP asked management to inquire into how this move was handled, and why it resulted in the Harpur dean's and staff having nowhere to go.

UUP (Benita Roth): I heard the asbestos removal was supposed to happen in a weekend.

Management (Joseph Schultz): The concerns started with asbestos abatement, was not supposed to be down more than a weekend. First phase happened at the time it happened. The first period would be disruptive, as they were putting up a wall. The plan was in January they [Harpur dean's office et al] were moving to O'Connor Johnson - Phase two. There was no plan to move them in the First Phase. Part of the demolition was supposed to be completed over the weekend, and they did not anticipate the dust and all. My understanding is that they would come in on a Monday and that would have all been done. Staff said, "We can't work here." So they had to scramble to find them a place.

UUP (Benita Roth): Our information suggests that they were starting to feel ill. Besides the dean's office, there was the Writing Initiatives, with 5 full-time positions and 20 TAs servicing 1600 students, and ceiling tiles are hanging down as they tutor. No one told the Writing Initiative folks what was going on, and after they saw the dean's office leave, they said to themselves "why are we still here?" My understanding is that there were a series of meetings and visits. Some involving the Provost, some not. In fact, Writing Initiatives asked management "what do we tell our students?" They did not receive any information about what to tell their students. We could use the word "debacle" at this point.

Management (Joseph Schultz): I got the sense with the Deans and Environmental Health and Safety, I wasn't involved in it, but got the sense that physical facilities' preference was that Harpur would have wanted to leave right at the beginning of the [spring] semester. I think that one week was going to be disruptive. In the big picture, Harpur would have rather they left.

UUP (Benita Roth): Is there someone who is a communications specialist for facilities, (There is) The project coordinator for the actual design of it? They would have been meeting to say here is Phase One, here is Phase Two.

Management (Joseph Schultz): Message was through the Dean's Office.

UUP (Benita Roth): Big need to communicate.

UUP (Fran Goldman): I don't know the timing, but why not until January? Was there some emergency?

Management (Joseph Schultz): It was a fire code issue.

UUP (Fran Goldman): You could have gone out that door for years.

Management (Joseph Schultz): That appears to be the case.

UUP (Benita Roth): Not everyone was told about the moves. I think some program director or perhaps some others were just not communicated with.

UUP (Benita Roth): Someone needs to review who and how someone was communicated with and when.

Management (Joseph Schultz): I will do some research on the Writing Initiative and the Writing Center.

UUP (Benita Roth): I know that the Dean was working out of the Marketplace when she met with the Sociology Department.

Meeting ended at 2:51 p.m.