<div align="center">

NOTES
UUP Labor Management Meeting
Monday, January 23, 2017
1:30 - 3:00 p.m., AD 712

</div>

Present: S. Atav, S. Massey, B. Roth, D. Wood, S. DeClemente-Hammoud, V. Hampton, J. Schultz, Provost Nieman, K. Avery, S. Crane

Meeting Began at 1:35 p.m.

Benita Roth welcomed all to the January Labor Management Meeting. BR NOTE: Because of visitors to the meeting, agenda items were discussed in a different order. They are presented here in their original order in the interests of clarity.

New Items from Management:

Performance Programs and Evaluations

Management (Joseph Schultz): (Handed out a copy of a memorandum dated January 11, 2017 to All Supervisors of UUP Employees regarding Change in Performance Program and Performance Evaluation Cycle for UUP-Represented Employees with Permanent Status. The memo also appeared in Dateline and is discussed at HR 101 Boot Camps. UUP should feel free to post it to the uup listerv.) Many pieces of the puzzles should be resolved after tomorrow's meeting with ITS and what came out of this from questions from senior staff. People don't like the forms that come out of complying with Appendix A28 [of the contract].   If the process was a bit more user friendly and they could just do a summary. Give them an option. ITS has created a formula to automate the process once we know how well we use it. We have personnel file issues already. Once we figure out what we are looking at after the meeting tomorrow, we will pull together a subcommittee to make it more user friendly.

UUP (Benita Roth): I have been invited to the same March 8 meeting. I can't make it.

UUP (Darryl Wood): Joe and I have been invited to a professional staff meeting.

UUP (Benita Roth): Fran should go to that as well.

Management (Joseph Schultz): Then we do the joint training. I don't think that is going to happen that quickly. Do we want to put together a joint training for mid-February?

UUP (Darryl Wood): I think we should do that regardless. In some ways it is less important as much as it is important that this be done. Set of items to be completed short-term, long-term. How it is going to be evaluated, potentially secondary sources, etc.

UUP (Benita Roth): Contractually there are parts that have to be included.

UUP (Darryl Wood): What it is going to do is create some type of tracking system.

Management (Joseph Schultz): We want this to be some type of track, stores, one-stop shop.

UUP (Benita Roth): The decision was a more an online form.

Management (Joseph Schultz): The tracking was key. You would go in and prepopulate the form. If that is the case, we have to figure out how do we want to handle this. Do we want to have HR print off a copy?

UUP (Darryl Wood):   You are far ahead.   My memory of the meeting in December is we should have a tracking system of some kind.   We have now moved beyond that, which is fine.

UUP (Benita Roth): Tracking is key, because we are concerned with compliance.

UUP (Darryl Wood): The Agreement talks about office personnel file. You have control of that.

Management (Joseph Schultz): One option could be is we store it and if someone wants it we can go in and print it off.   We are just more interested in what they have to say.

UUP (Darryl Wood): The third paragraph in bold. Done on an annual basis. You have extended it by six months.   Here is a potential concern. As long as we are able to work it out at some point. Technically the performance program is good to this and that date. We have a six month performance program. As long as we can deal with it down the road. As long as we know that this is going to become potentially problematic.

Management (Joseph Schultz): Yes we know. It took so long to get it to the draft as it was.

UUP (Darryl Wood): As long as we know that there might be a one-time problem, and we are willing to work through that.

Management (Joseph Schultz): Yes.

UUP (Benita Roth): I see commitment in this memo and from President Stenger.

UUP (Darryl Wood): The move to go to digital is potentially really good.

UUP (Benita Roth): I wrote to UUP chapter presidents. Most wrote back and said that no one is doing it (posting performance programs and evaluations) electronically.

Management (Joseph Schultz): In terms of timing on the training?

UUP (Darryl Wood): Send me some dates, and we'll work something out.

Compliance Training Over the Break

Management (Joseph Schultz): The amount of work that it has created for us! December we ran the numbers really quickly. We had 400 people take it. 100 took it outside of work hours. Senior staff has said we don't want to penalize people. If done Tuesday-Friday we may tell that person the audit doesn't allow you they might for example get a half time of comp time. We had

some people taking it on the observed holidays. We are working through them one by one and trying to be flexible.

UUP (Darryl Wood):   Sounds clearly like you are doing the right thing. If they are getting a ½ comp day it will be clear that they actually get that. I am more concerned about the supervisor.

Management (Sara DeClemente-Hammoud): They worked on Friday and took a half day and took the training while they were there. These are problematic.

UUP (Darryl Wood): You are trying to do the right thing.

New Items from UUP:

Transitioning Graduate School of Education staff to CCPA: UUP would like to know what the plans are for transitioning staff from GSE to CCPA, and when the transition will take place, as several staff in the GSE office are UUP members and are concerned about what they will be assigned to do going forward.

UUP (Benita Roth): We have received questions from both GSE and CCPA faculty and staff about this transition. Situations involving academics and how they will be affected and a few redundancies are potential among staff.   For example, assistants to deans -- there are currently two while of course only one will be needed going forward. We would like a time line of plans for staff. What efforts will be made to keep them in place? People under contract, etc.

Management (Provost Nieman): As fate would have it, a meeting is taking place today with staff and Deans in GSE. Faculty and staff have voted in both units last fall.

UUP (Benita Roth): This is going forward?

Management (Provost Nieman): Yes and there weren't cliff hangers of votes. We have a proposal to the Faculty Senate Executive Committee. The bylaws require that Faculty Senate advise the President and make a recommendation to the President. Document part is the rationale for this and steps that we are taking this spring. This (the merger of the two entities, GSE coming under CCPA) will take place July 1, 2017. The education faculty and staff are not moving downtown. They are staying here and will become a Department of Education or whatever they want to call themselves. They will remain on campus. We don't have room for them downtown. Some discussions have been made with faculty in GSE and the opportunity to move downtown. Particularly literacy and special education, who work closely with schools and initiatives. Some faculty from CCPA would move to this campus, based on faculty willingness to do so.   The college students administration program would rather be here than downtown. Most students have internships on the main campus. A Chair maintains an office on the main campus. Looking at staff. At this point they need to do an assessment. Dean Laura Bronstein will review and then have conversations. Most of the staff in GSE will continue to do what they do now in a department rather than a school. They will need someone to supervise student placements, to do a budget. It is possible the person could work with the budget and assist the Dean. They have identified Candace Mulcahy as potential chair, and I believe she is willing to do it.   We hope we will be able to make more effective use of staff. Most will continue to do what they do now.

UUP (Benita Roth): Just change in name rather than fundamental nature?

Management (Provost Nieman): Laura has plans -- She has a number of steps that she plans to get faculty to participate in a visioning process that they have down there. Engaged with school and have a voice with the school. I think things will evolve in a good way.

UUP (Benita Roth): And fairly soon.

Management (Provost Nieman): Yes.

UUP (Benita Roth): I think it was difficult for some staff not knowing what the time line was. Some people knew, some people didn't - may have been creating some anxiety with faculty and staff. Hopefully this will smooth their lives out a little bit more. They have gone through a lot. To go from dean to interim dean and another interim dean....

Management (Provost Nieman): I look back over the documents involved in creating two schools out of SEHD. One of the reasons for doing it was the potential for growth in education. The growth in education (enrollment) has been 214 to 236.

UUP (Benita Roth):   There are structural difficulties in New York State re: enrollment of students in teacher education programs. Thank you. This is very good information.

Management (Provost Nieman): The staff will feel that they will be engaged. They are going to be engaged.

UUP (Benita Roth): If there is enough work to go around, they will be needed, and usually there is.

Management (Provost Nieman): CCPA's graduate enrollment has grown significantly, 50% in the last four years. They will be adding a Bachelor's in Social Work. There will be plenty of things for people to do, and I think we will have more effective use of the personnel. Laura and staff plan to spend one day a week on campus (that is, here on the main campus).

Ongoing Items from UUP:

Parking: UUP would like to know about any new technology that will be used in keeping track of parking on campus. We have heard that a new license-plate reading technology will be coming to campus. We are concerned both with the possibilities for intrusion into privacy through such technology and the possibility that the costs of such technology will be passed onto members through registration fees.

UUP (Benita Roth): We want to know about any savings that are planned for from using smart technology license plate reading. I did an informal poll of other UUP Chapter Presidents about the use of this technology on other campuses. Just to find out if we are going to be setting a new standard. The answer I got was, "no." We have two concerns:

1. What the savings are that are anticipated by use of this technology. We want any savings to be passed on to our members. The registration fee was raised two years ago.

2. Intrusion into privacy though this technology and what this might represent if used incorrectly.

Management (Susan Crane): I can assure you it will not be used incorrectly. The information we gather from you is no different from want we have asked for. The exact same information when we start. Instead of a permit on your windshield, your license plate is now your permit.

UUP (Benita Roth): This is a big campus, with multiple campuses. In a parking lot or paid visitors lot, how would you check the vehicles?

Management (Susan Crane): The vehicles are equipped. The vehicle is driven around and takes (pictures of) your license plate. If a car is registered as a resident and parked in a community lot, you get a ticket.

Management (Joseph Schultz): A car that someone will drive through the lot. It is not connected to the DMV, at least initially. (BR -- emphasis added). If there is an issue with scanning, the person will physically go to the car and do the citation.

UUP (Benita Roth): It will roam around a bunch of campuses.

Management (Susan Crane): Yes.

UUP (Serdar Atav): It is a bit different than is being done currently. Right now you are not taking any shots of peoples' vehicles. Someone is just walking around. The issue of intrusion of privacy is a concern. Now you are taking pictures.

Management (Susan Crane): The only time this is done is when you get a citation.

UUP (Benita Roth): You don't store the actual pictures. You have information about what the license should be and if there is a citation you would store it?

Management (Joseph Schultz): Car goes through the lot, scans all 100, records license plate number and the other 99.   Data is stored in a server somewhere behind a firewall. After 180 days, there is some purging process unless there is a violation. The license plate and time recorded, will eventually be purged out. The 180 days is the industry standard, is what we are told. If you get a citation, it is stored differently.   Information about the person is not stored, just the license plate information.

UUP (Darryl Wood): I am the only vehicle that is not registered. Will someone stop and give me a citation?

Management (Susan Crane): Yes. It will stop, push the print button and put the citation on your windshield.

UUP (Darryl Wood): So it drives around in a vehicle. It has stored a record that has been kept of every other license plate in that parking lot. This record is going to go someplace.

Management (Susan Crane): Firewall server for 180 days. It is the industry standard.

UUP (Darryl Wood): What are the situations under which this information might be used?

Management (Susan Crane): Very difficult. The only time we would use it is if we are subpoenaed by some law enforcement division.

UUP (Sean Massey): We don't have that information now.

Management (Sara DeClemente-Hammoud): They can check every one by handheld now.

UUP (Darryl Wood): There is no record kept now. Only illegal people are the information you keep together.

Management (Susan Crane): Currently there is no record in some circumstances unless they are in the paid lot.

UUP (Darryl Wood): You are going to create a record.

UUP (Serdar Atav): Why are you keeping the data? Why isn't it being expunged immediately? Good people data is not expunged.

Management (Susan Crane): I will find that out.

UUP (Darryl Wood): Swipe card entry and exit not on this campus and essentially it all went away. Maintaining a record of when people are in a particular area. I see some really serious problems here.

UUP (Benita Roth): Assuming a car with technology is looking for badly parked vehicles. One sweep, two sweeps? Can someone get several tickets a day?

Management (Susan Crane): It depends on how many hours they park.

UUP (Benita Roth): Not four tickets in one day? Can the program some repeat tickets?

Management (Susan Crane): If you are in a metered lot more than four hours, we'll give you another citation.

UUP (Benita Roth): How much do you anticipate you will save? Why do it if not to save money?

Management (Joseph Schultz): Currently employed right now. The only savings I saw at this time are the savings on the registration sticker. I got the sense that there is no expectation that the fee would go lower or higher with this.

UUP (Benita Roth): Why? Not saying it is bad or good. But why?

Management (Susan Crane): To keep things moving to tell you the truth. Monroe Community College has been using this successfully. SUNY Brockport is looking at it. Downstate somewhere (is also looking at a license plate reader). Stony Brook? It is not just for Binghamton. Keeping up with the times and moving forward. It is difficult for us to do. We have to be able to take care of it.

Management (Joseph Schultz): The technology can be used to indicate empty spaces. Based on this technology it can show vacant spots on this campus.

Management (Susan Crane): Technology will help with regards to that. Just bringing us up to one of those at the premier level, honestly.

UUP (Benita Roth): What is "industry standard?"

Management (Joseph Schultz): Why are we keeping data and not expunging it immediately....

UUP (Sean Massey): Currently no connection with driver data and no plan to go beyond that?

Management (Susan Crane): If anyone has any questions, please email me.

UUP (Benita Roth): There will be more questions.

FLSA: UUP realizes that the FLSA shifts in exempt vs. non-exempt employees has been in flux due to recent court rulings. We would like a summary/update on what management has actually done -- that is, who has had a salary raise, who will be obligated to report time/hours, what mechanism for reporting has been established and what kinds of processes/policies for decisions about overtime use (that is, pre-approval vs. emergent situations) have been established.

Management (Joseph Schultz): It (the court decision) was explained to all the supervisors and some supervisors did have conversations with their employees. If someone was verbally promised a $3500 increase for FLSA reasons, they would have had to add some permanent and significant duties. They should continue. Over about $500, we didn't require a justification.

UUP (Benita Roth): That raise is still going through?

Management (Joseph Schultz): Anything verbally agreed upon. In terms of numbers, we don't know. The paperwork isn't saying we are doing it for FLSA purposes. We don't have a breakdown.

UUP (Benita Roth): I only had one person contact me.

Management (Joseph Schultz): It (raising salaries) was a local campus decision made by the President. If they were promised verbally, it was honored.

UUP (Darryl Wood) Sense of numbers of people affected?

Management (Sara DeClemente-Hammoud): 10-20 a handful initiated prior to court ruling.

UUP (Darryl Wood): Any particular area?

Management (Sara DeClemente-Hammoud): Each division handled them. Some from each division.

Management (Joseph Schultz): One area, maybe three people in Athletics. They made the decision to raise the salary of the Assistant Athletic Trainer and the incoming salary of the other two Assistant Athletic Trainers, because their jobs were essentially exactly the same. Since the FLSA raises were done by Obama's Executive Order,   what we were told is by the end of February, Trump could actually undo it with another Executive Order.   If Trump does it, the Texas case would be moot.

__Retirement: UUP Binghamton has obtained a folder that UUP Statewide gives to all employees contemplated retirement. We would like to talk about how the material in this folder can make it/does make it to potential retirees. Additionally, at the October 2016 labor management meeting we asked for the names of retirees so that we could let them know about their benefits upon retirement. Management stated that they were often not given much notice about retirees' plans. Nonetheless, we asked for notification and left the discussion off with management inquiring as to which points in the retirement process would be good ones to funnel a real-time message/notice to UUP about the represented employees' retirements. Progress?__

UUP (Benita Roth):   We want employees to retire as members as there are benefits they can get.

Management (Kimberly Avery): Corinna Kruman puts together a packet. We do have them now and fairly recent. When they are planning for retirement, we give them this packet and they get one from us as well. We meet and Corinna does the benefits piece. She has a different package for professionals versus faculty. She has those. I will check with her on her supply.

UUP (Benita Roth): They have to be members when they retire in order to access certain benefits.

UUP (Darryl Wood): If they are a member (when they retire), they have a window, perhaps a year, to join as a retired UUP member. If they are not currently a member when they retire, they are lost.

Management (Kimberly Avery): They have to become a member before they retire. We can give them the package. I can add that, "if you are not already a member of UUP, you need to do it prior to retirement."

Management (Joseph Schultz): How do they know they are a member?

UUP (Darryl Wood): On the pay check it says Feepayer or Member.

Management (Kimberly Avery): A/S and then member.

UUP (Darryl Wood): Then they would know if they are or not. Obviously the real benefit is so they can continue to receive in retirement dental and vision.

Management (Kimberly Avery): They will have COBRA only (if not a member) and then it will end. We do talk a bit about the union stuff. I can impress upon them the date, etc.

Management (Joseph Schultz): It goes in stages and we might not hear from them again. At that point in time we could look them up.

UUP (Benita Roth): The specific complaint is that they didn't know (about joining to get benefits in retirement).

Management (Kimberly Avery): I didn't know that either, that you need to join. Joe is right. Once we get the letter, we schedule meetings.

UUP (Benita Roth): It helps me to know that you give them this.

Management (Kimberly Avery): I will send it to Linda. A lot of times they say they are thinking about it. I ask them to send me a copy of the letter. Once I get confirmation, I can put it on my schedule to contact Linda. We get more notice from faculty. UUP professional is supposed to give at least 30 days written notice.

UUP (Benita Roth): If you could confirm...

Management (Kimberly Avery): Do you want a list?

UUP (Benita Roth): Do 2016 as well, if you could.

Management (Kimberly Avery): Name, date, anything else?

UUP (Benita Roth): Email. There is a role for retirees in the Delegates Assemblies and Executive Board.   Jo Schaeffer from Cortland coordinates this.

Management (Kimberly Avery):   Do you want to differentiate?

UUP (Benita Roth): No. Just a list.

Boot camp for supervisors: UUP and management have discussed created a kind of "boot camp" about nitty-gritty elements of supervising that would be aimed at first time or new supervisors (particularly but not only faculty, such as chairs and program directors). We would like to know about what is currently covered in "boot camp" and contribute to the curriculum.

UUP (Benita Roth): You guys were talking about this in the last couple of meetings. Especially not only faculty, but we are particularly worried about faculty supervisors. We would like to know what is part of the training. We would like to know what you tell them or what if possible we could tell them.

Management (Joseph Schultz): The audience is really administrative assistant to chair on down. Intermediaries between dean and chair. These are the people on the ground doing the work. A chair or a director could sign up. We have had such a turnover in administrative assistants. What do we do? What are the rules? These people are hitting the ground running.

UUP (Benita Roth): First of all I apologize. I didn't' realize it was aimed at staff rather than faculty.

Management (Sara DeClemente-Hammoud): There are five sessions, about 1.5 to 2 hours per session.

UUP (Benita Roth): You would be hard pressed to get faculty to participate in that much training. Are there parts that could be aimed for chairs and directors knowing what they should be doing?   My chair supervisors one or two people. It is just a handful. The Chair of Psychology supervises 100 people. Can part of it (the curriculum) be adapted to a three-hour session?

Management (Joseph Schultz): Form our standpoint, we see chairs when they become chairs. They will contact us, and we will sit with them and do a one-on-one. Classified employees, professional employees, this is what we do.

UUP (Benita Roth): If they don't ask, they don't get?

Management (Joseph Schultz): Harpur has a more formal setup. We might go there upon request from Harpur. Usually it is the chairs that call. I think it is something I would have to bring up at a Deans' meeting.

UUP (Benita Roth): The Provost did something last year for chairs, in part because we asked about training for new faculty supervisors. You bring it up at the Deans' meeting -- that would be good.   We would like to reach out and offer our service. I think that would be very useful. As a first step to actually reaching those people who do not reach out.

Management (Sara DeClemente-Hammoud): Transactionals, search committee, how to be hired and appointed, evaluation cycles, what role they play, basic overview on hiring, and time and attendance. When you hire in the first 45 days.   At the very high level, the professional sessions are longer.   2.5 hours the last time.

UUP (Serdar Atav): Modules we have to complete. Why wouldn't Chair people be required to do some online training? They can do this online. The most essential things.   Anything can be better than nothing.

Management (Joseph Schultz): Issue we run into. The conscientious ones will do this, yes.   I realize if we were to create a training, the same people will do it. The online training is required as well but they don't take it.

UUP (Benita Roth): Online modules. They are horrible. Our concerns all mesh here. We need training for Chairs and Program Directors who don't know what they don't know to know what

they don't know. A supervisor does not have bad intent, they just do not know. If you would talk with the Deans to do a more global reaching out that would be good -- "We want to do this, is this ok?" Basically, "Look, we have five chairs in Harpur who are new and haven't contacted us. They were appointed September 1 and it is now November 1. We want to contact them." I assume you have to go through them.

Management (Joseph Schultz): Yes. To get feedback and input on what they think would work.

UUP (Benita Roth): I would, of course, like to make it mandatory.

Management (Joseph Schultz): Possibly a starting point would be performance program and evaluation training. This could be our starting point for a training program. What it is and why you need to do it. We might be able to build around that.

UUP (Benita Roth): That would be good.

UUP (Darryl Wood): I think Harpur has Chairs, Management has Chairs, Watson, CCPA, Pharmacy.

Management (Joseph Schultz): The Engineering and School of Management Chairs don't change. In Harpur, it is a three-year cycle. In the other schools, most of the chairs have been around a long time.

UUP (Darryl Wood): I think it is a good idea.

UUP (Benita Roth): In many situations it is just because people don't know what they are doing.

Making things easier for employees seeking to apply for consideration under the Americans with Disabilities Act (ADA)
At the October 2016 labor/management meeting, UUP asked that a link be set up on the Office of Diversity, Equity and Inclusion's (ODEI's) website that directly links to forms that a represented employee would have to fill out to begin the process of requesting accommodation. We were assured that this would happen in a timely fashion. Progress? UUP has looked for this link and not seen it, but possibly we are looking in the wrong place.

Management (Valerie Hampton): You do not. We got involved and started to revamp our website. I can put it in now, but it might move again. But we can put it in now.

UUP (Benita Roth): So when would the link start?

Management (Valerie Hampton): Probably next week or something.

Meeting ended at 2:38 p.m.