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DRAFT
NOTES
April 24, 2023, Labor Management Meeting
1:30-3:00 p.m.
AD-606
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Present from UUP: Don K, Bob M, Alan W, Brendan M, Renee A.
Present from Management: Sara D, Joe S, Harvey, Don H, JoAnn N
Here are the labor/management agenda items:

1. Campus entry and exit license plate readers

   JoAnn: Language will be included for not to track employees and not to clock employees in/out
   Parking services readers are connected internally
   Joe S: This is for UPDs use in case someone who came on campus has an outstanding warranty
   Don K – make sure the video surveillance system will not be abused
   Access will be used ONLY for UPD purposes (Joe S)

2. Are there any plans to update the Student Opinion Of Teaching (SOOT) forms and/or guidance that can be given to departments on how to better use Student Evaluations of Teaching (SETs) in a holistic manner

   Don Hall – Joint task force between Jon K and Jim P and Faculty Senate to try to make SOOTs/SETs more enticing to do so more students can provide feedback
   If anyone wants to provide feedback on best practices, give this feed back to Jon K or Jim P
   Joe S- online courses, feedback on the course structure as opposed to the instructor

3. What sort of guidance does management provide to supervisors about schedules/scheduling people for their typical obligation period?
   --This is stemming from the ever growing list of members that we hear about from about increased workload/workload creep that may be caused by scheduling issues

   Joe Schultz – scheduling is difficult due to the myriad of the positions, its more about an obligation, not about the hours
   More "standard" jobs – core business hours when offices are open to service the customer, usually equate to 37.5 hour work week (8:30 to 5)
   Sometimes the obligation lines up w/ core business hours, sometimes it does not, there is no guidance centrally
   A new director may come in and want to change practices, HR goes back to a department to get an idea is going
   Harvey – When does Taylor Law get invoked?

Joe S – If there is a significant shift in core business hours, dependent upon operational needs

4. What are the numbers of up-to-date/complete performance programs from a campus level? If the information is available, do you have these numbers at a department/unit level?

Joe S – this is waiting on the new system to provide, without it, it would be manual and inaccurate, trying to get a compliance rate isn't possible at the moment, there is an in process revamp being done by ITS.
Sara – July is potential go-live, HR working with Tim C. This is going to work in conjunction with new HR forms system

Joe S – from end user perspective, there won't be much of a change of the HR system, but for HR they will be able to change the routing of personnel. A department can put a volunteer form straight through with missing approvals

Harvey – There is always a paper form, (had it for decades). Put in a file and given to employee, there are still some issues online (corner cases)

Don H—as a supervisor back at Rochester he would get daily emails about program being tardy

Joe S – Had an idea, annual training gives you a day back if you do it between Christmas and new years. Supervisors doing their PP/PE during this period and getting a day back for perm employees (January deadline ones)

Don K- We had this idea come up during the ad-hoc committee, Don likes this idea
HR really good about tracking and contacting supervisors about PP/PE after permanency
Have a "nag" feature
The super nag was shot down
2nd line supervisor can be informed, but can't

5. Are there any plans to digitize the contents of personnel files?

Joe S – No
If people are coming to review the files, they are reviewing the contents (physical of the file), issues with SSNs etc, this would take several years but also would be a very complex project

Don – If someone submits a paper form for pp/pe, how does the workflow work
Sara D – If they aren't permanent, the workflow is not digital yet. 2 systems – SUNY HR and online PP/PE

Brendan – Asking about backdating if a delinquent program is turned in and how the system will handle it

HR – new system should correct this. Still being printed and put into personnel file

Updates on the following items:

1. Ethics training module status (mentioned back in February)
   Everyone from PF (396) had a training session done, plan at this point for new employees to have a session at the conclusion of NEO to have the ethics session training

   By VP area, trainings will be coordinated

   Ethics trainings must be live (every other year), zoom counts, modules online do not, *could we have someone on Live chat?*

   Brendan: How do other SUNYs handle it?
   Joe S: SUNY Albany had volunteered to spearhead this, but the person who stepped up left

   Harvey – Do our employees know how to sign up for these trainings?
   Joe – We are going to try to do this by unit as this is a 30-45 module, scheduled for 2 hours that requires there to be an individual present, either in person or virtually to answer any questions

2. Updates on SUNY Broome partnership/shared services
   Just expansion of BAP, nothing else planned for SUNY Broome/Binghamton shared services
   Brendan M- Daughter was accepted during the spring (BCC), can they take advantage of BAP, BAP admissions are **required** for academic year, dorm space is at a premium

3. Campus construction update, other than phase 1 and 2 of the new lecture hall/classroom building, are there any additional new buildings coming online in the next 2-3 years
   JoAnn-
   > Welcome center – 2024
   > Old Rafuse – Fall 2023
   > Library 3rd floor renovations
   > Pharmacy R&D Fall 2023
   > Ford Family wellness center (next month or so)
   > Tennis Center 50% thru – outdoor areas will be done, indoor courts just some indoor maintenance, resurfacing of indoor courts
   > East Gym Addition 2025, 3 additional courts, raised track, and some additional fitspace
   > Science 3 phase 1