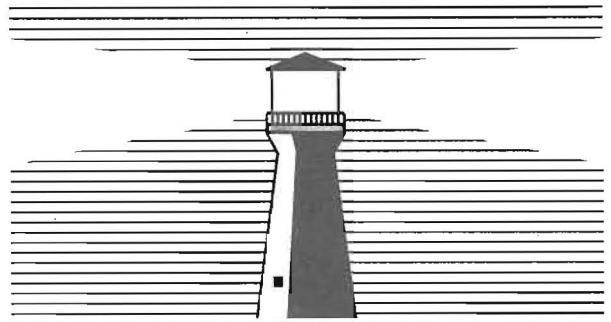




The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

United University Professions

# BEACON



Volume 40, Issue 2

December 2011

## President's Note

Gary Owens, President  
Brockport Chapter UUP

### Moving Forward

As we come to the close of another year let me first say to all of our college community thanks for your hard work this past semester. We actually made it through and I believe a lot has been accomplished. As I am sure all of you are aware we are still in negotiations for a new contract and you can and should keep up with the regular up-dates, of our progress, on the UUP website. I would just say to you be patient and keep your focus. Our negotiation team is committed to arriving at the best contract possible. Let's give them our full support. I also want to report that there is much going on at our campus. Change is in the air, but let us remain calm and keep our eyes open but with a positive attitude. We, as your leaders, are not asleep at the wheel. So remember trust, unity, patience, and wisdom are the ingredients to our success. Now that does not mean you do nothing. It is important that you pay attention and share with us your concerns, observations and ideas. We are only as strong on the campus, as you make us.

Now as you depart for this winter break, I implore you to be safe and enjoy your family and friends. Find activities that can energize and stimulate you, so that when you return you will be refreshed and ready for a new year and a new semester. We will see you in January.

Happy Holidays to all of you and a Happy New Year.

### Negotiations Update: December 2011

UUP's Negotiations Team met with state negotiators Dec. 1-2. UUP received additional proposals from the state, as well as further clarification of the state's previously presented proposals.

Discussion of health benefits and UUP's non-monetary items under a variety of contract articles and appendices also continued.

UUP's negotiations are steadily moving beyond discussion at a general level and are now focused on hammering out the details of possible agreements on a variety of issues.

Two additional meetings are scheduled for December and plans for January meeting dates will be finalized this week.

By the end of December, the two sides will have had 15 formal negotiations sessions, each typically involving many hours of discussion.

## NYSHIP Changes Explained

By Judy Wishnia, COARM Chair

When you retire, your accumulated sick leave pay is used to maintain your membership in NYSHIP. Up to now, the state contributed 90 percent of the costs and 10 percent came out of your sick leave money.

All retirees recently received a notice from NYSHIP that individual premiums will increase from 10 percent to 12 percent. (There are also increases in prescription drug co-pays.)

The announcement stated that the increase was due to a "collective bargaining agreement." Since CSEA at the time was the only union to conclude a contract with the state, we wondered what this meant. Many members questioned if our union had sold them out its retirees.

So what happened?

Here's what we know. The day the legislative session ended, legislators were presented with a bill to adopt the collective bargaining agreement with CSEA. Most legislators did not read the bill, assuming it was a simple approval vote. But the Governor's Office of Employee Relations had added a provision that allowed Civil Service to extend the raise to *all* state retirees. Many lawmakers didn't realize what they were signing. Nonetheless, it is now law.

So where do we go from here? UUP President Phil Smith, working with NYSUT, has promised to do all he can to see what can be done to change the law. We are also worried that another increase may be on the way Jan. 1 once the state examines its health care costs.

We will try to keep you informed.

Join our listserv so you can get updates on all important issues. Interested members should contact Old Westbury retiree Claire Meirowitz at [cmeirowitz@yahoo.com](mailto:cmeirowitz@yahoo.com). Member privacy is protected because the group is considered private and names will not be displayed in Yahoo!'s directory.

### Useful phone numbers, fax numbers, e-mail addresses and websites:

• **UUP Central** - 1-800-342-4206

• **UUP Office** – 585-395-2208

E-mail - [brockport@uupmail.org](mailto:brockport@uupmail.org)

Fax – 585-395-2138

Website – [www.uuphost.org/brockport](http://www.uuphost.org/brockport)

• **Delta Dental** - 1-800-471-7093 [www.deltadentalins.com](http://www.deltadentalins.com)

• **Davis Vision** - 1-800-999-5431 [www.davisvision.com](http://www.davisvision.com)

• **Patrick Domaratz**, Labor Relations Specialist –  
585-454-5550

• **Benefits Office** - 1-800-UUP-FUND

• **Retirees Benefits** - 1-800-342-4206 ask for Walter Apple

## NYSHIP Rates

The NYSHIP Rates for 1012 have been announced. As you may be aware, the Option Transfer Period will run through December 30<sup>th</sup>. Since that date is approaching, it is important that we get this information out to members as soon as possible.

Below are the new 2012 rates for the Empire Plan followed by the current 2011 rates. The rates quoted are biweekly, or what members see deducted on a per Pay Period basis.

2012 Empire Plan Rates

Individual \$28.06

Family \$122.13

2011 Empire Plan Rates

Individual \$27.26

Family \$115.12

Additional information and details regarding other plan rates can be found on the Civil Service website at [www.cs.state.ny.us](http://www.cs.state.ny.us). If you have any questions or concerns, please feel free to contact our Benefit Trust Fund at 800-887-3863.



### **BROCKPORT CHAPTER OFFICERS 2011-2013**

President.....Gary Owens  
VP Academics.....Herbert Fink  
VP Professionals.....Sharon Belle-Render  
VP Membership.....Shannon Sauro  
VP Retiree Concerns.....William Rock  
VP Part-time Concerns.....Daniel Hraber  
VP Publishing.....Brandon St. John  
VP REOC (Academics).....*Vacant*  
VP REOC (Professionals).....Lisa Gerst  
Treasurer.....Danny Too

*New* UUP Field Representative  
Patrick Domaratz, NYSUT  
30 North Union Street, Suite 302  
Rochester, NY 14607  
(585) 454-5550

The UUP Office is located in B4G Cooper Hall.  
Phone: (585) 395-2208  
Fax: (585) 395-2138

**Dear Friends and Co-workers,**

My name is Sandy Persons, and I work in Undergraduate Admissions at the College at Brockport. On October 29, while I was getting ready to leave for Open House, I tripped and fell down the stairs at home. I fractured my leg near the ankle, and have to completely stay off of it for 8 weeks. I had enough accruals to take me through almost half of this, and will run out on November 23. I have notified Human Resources that I will be accepting donations of time to help cover the remainder of the time that I will be disabled. If you or anyone you know has excess vacation days that they would be willing to donate, please contact Debbie Looney in Human Resources. I would greatly appreciate any help you can give.

Thank you,  
Cassandra (Sandy) Persons  
Undergraduate Admissions  
Telephone Receptionist



## **The DSI**

Gary Owens, President

During the past few years, The College at Brockport has experienced a great deal of change. Many new faculty have joined our community as well as several new additions to the professional ranks. This is especially true in those leadership positions on our campus. In the last five years we have added new members to the president's cabinet and new deans.

Both new assistant vice presidents and associated deans, in particular divisions, have come aboard, as well as a number of new chairs and some new directors. As we reviewed the DSI process, which is done each year as one of the agreements of Labor Management, it was apparent that for some reason there was an increasing number of areas of concern involving fundamental criteria and processes as outlined by the College for DSI. Let me give a little history first. Several years ago two taskforces were formed, one for faculty and one for professionals.

There charge was to make recommendations to the presiding president concerning employment issues.

The two taskforces were formed to address what was believed to be a very low morale within our campus community. A report was generated which included, among other things, a proposal for the awarding of Discretionary Salary Increases for both faculty and professional staff. This proposal was accepted by the president and has continued to be accepted to include President Dr. John Halstead. Recognizing that perhaps the reason there exists some discrepancies from the prescribed DSI process, was perhaps because many of those responsible for the implementation of this process had not the access to the outlined document itself. In an effort to be proactive and to hopefully bring all of us more in line with the intent and purpose of the DSI, we are printing a copy of the proposal so that it is available to all of you, as well as providing hard copies to those in leadership positions. Two things I want to stress. One, although our process may have its kinks, it is as my colleagues across the state say, the best process in SUNY. Secondly, I am certainly aware that we have no contract and DSI may or may not exist in the future but just in case, let's be prepared. Finally, I welcome your comments, suggestions, and/or ideas.

### THE BEACON

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## DSI Awards 2010-2011

Listed below are the DSI awards for 2010 – 2011. They are printed here first and foremost so that we can take the opportunity to congratulate those of you who have been recognized for your efforts and achievements in your roles as part of our campus community. For this we congratulate you. Keep up the good work!

Iskra Alexandrov	\$1,200	James Caillier	\$1,200	Teresa Donnelly-Major	\$1,800
Heather Allen	\$2,311	Joanna Camp	\$1,000	Peter Dowe	\$1,540
Matthew Althouse	\$1,200	Mustafa Canbolat	\$1,200	Edward Downey	\$1,200
Vishal Anand	\$800	Michele Carron	\$800	Kevin Dunn	\$1,000
Michael Andriatch	\$2,000	Christian Carson	\$1,200	Kimberly Duquette	\$1,000
Aleta Anthony-Uribe	\$1,000	Elizabeth Caruso	\$1,270	Diane Dwyer	\$1,500
Carmen Aponte	\$800	Gian Carlo Cervone	\$1,000	Terry Eason	\$1,500
Gail Argetsinger	\$1,000	Mark Chadsey	\$1,000	Kimberly Ehret	\$1,000
Daniel Askey	\$1,000	Patricia Chakalis	\$800	Carvin Eison	\$1,000
J. Atkinson	\$2,881	Joyram Chakraborty	\$1,000	George Elyjiw	\$1,000
Maria Augustine Fournier	\$1,000	Marie Chapman	\$800	Pilapa Esara	\$1,000
Amanda Auriemma	\$1,000	Alisia Chase	\$1,200	Marcella Esler	\$1,270
Steven Ayers	\$500	Duncan Chase	\$2,000	James Evans	\$1,200
Virginia Bachelor	\$1,800	Joseph Chesebro	\$1,300	Kathleen Fallon	\$800
David Bagley	\$2,311	Ruth Childs	\$1,200	Moira Fallon	\$1,200
Robert Baker	\$1,200	Michael Chojnowski	\$300	Debra Faria	\$1,200
Sarah Ballard	\$300	Gregory Christo	\$1,000	John Feeney	\$300
Joseph Balog	\$800	Katherine Clark	\$1,200	Joshua Fegley	\$2,311
Linda Balog	\$1,700	Lee Cohen	\$500	Stephen Fellner	\$1,000
Priya Banerjee	\$800	Douglas Collier	\$1,000	Jane Ferris	\$1,000
Mihail Barbosu	\$1,200	Susan Collier	\$150	Debra Fisher	\$800
Susan Barco	\$1,000	Thomas Cone	\$1,200	Rebecca Fletcher Roberts	\$2,311
James Bareis	\$1,200	Tanasee Conner	\$1,500	Robert Flynn	\$300
Gordon Barnes	\$1,000	Brooke Conti	\$1,000	Julie Ford	\$1,200
Justin Beach	\$1,270	Addrain Conyers	\$800	Loriann Forzano	\$1,000
Benoit Beauchamp	\$1,000	Laurie Cook	\$1,000	Laurie Freeman	\$1,270
Patricia Beaudrie	\$1,000	James Cordeiro	\$1,200	Johnna Frosini	\$1,500
Jamie Beers Wilson	\$1,000	Donald Covell	\$1,200	John Gardner	\$1,000
Nora Bell	\$1,540	Charles Cowling	\$1,000	T. Garvey	\$1,000
Kimberly Bilinski	\$1,270	Sharon Crews-Perkins	\$1,325	John Geh	\$1,000
Edwina Billings	\$1,756	Robert Cushman	\$1,000	James Georger	\$1,300
Deborah Birkins	\$2,881	John Daly	\$1,200	Sarah Georger	\$1,000
Aaron Bliss	\$1,500	Eileen Daniel	\$1,500	Alicia Girvin	\$1,000
Monica Brasted	\$1,200	Cynthia Daniel	\$1,000	Stephen Godleski	\$1,000
Zara Brenner	\$500	Jason Dauenhauer	\$1,200	Carol Godsave	\$1,000
Nancy Brinkwart	\$1,000	Kristin Dauenhauer	\$500	Thomas Golaszewski	\$800
Michael A. Brown	\$1,000	Carl Davila	\$1,200	Elisabeth Gonzalez	\$1,600
Serina Brown	\$1,000	Kevin Day	\$1,000	Sheryl Gonzalez	\$1,000
Timothy Brusseau	\$1,200	Melchor De Guzman	\$1,200	Ali Gonzalez Torres	\$1,000
Ann Bunch	\$1,000	Georges Dicker	\$1,200	Arthur Graham	\$1,100
Miriam Burstein	\$1,000	Nancy Di Pasquale	\$1,000	Joan Graves	\$800
Austin Busch	\$1,200	Robert Dobmeier	\$1,200	Kelly Greapentrog	\$1,000
Heidi Byrne	\$800	Colleen Donaldson	\$1,000	Yolanda Green	\$900

Elizabeth Gregory	\$1,000	Sara Kelly	\$2,881	Steven McMaster	\$750
Peter Hager	\$1,000	Donna Kennison	\$1,270	Laurel McNall	\$1,200
Pamela Haibach	\$1,000	D. Kent	\$1,200	Heidi Melens	\$750
Kimberley Haines	\$1,000	Linda Kent	\$1,000	Kristen Merola	\$1,200
Scott Haines	\$1,270	Moonsum Kim	\$1,200	Gary Metz	\$1,000
Crystal Hallenbeck	\$1,000	Richard Klancer	\$1,270	Sherri Micheli	\$1,000
Donald Halquist	\$1,200	Sarah Klein	\$1,000	Steven Mihm	\$1,000
James Hansen	\$800	Phyllis Kloda	\$1,200	Michael Militello	\$1,500
Michael Harrison	\$1,000	Darby Knox	\$2,000	Sanford Miller	\$1,000
Dale Hartnett	\$300	Ferman Konukman	\$800	Molly Miller	\$1,000
Baban Hasnat	\$1,200	Swaroop Korn	\$1,200	Lori Mills	\$1,200
James Haynes	\$2,200	Donna Kowal	\$2,200	Mildred Mills	\$800
Jennifer Haytock	\$800	Francis Kozub	\$800	Sandeep Mitra	\$1,200
Lerong He	\$1,200	Amy Kruppenbacher	\$1,540	Eric Monier	\$1,200
Elizabeth Heavey	\$1,200	Francis Kuhn	\$1,200	Gretchen Morith	\$1,000
Jennifer Hecker	\$1,000	J. Kurtz	\$1,200	Gary Morog	\$1,000
Kristin Heffernan	\$1,200	Rita Kuzma	\$300	Jason Morris	\$800
Mark Heitz	\$1,000	Kadathur Lakshmanan	\$1,800	William Morris	\$1,000
Linda Hendrix	\$800	Katherine LaLonde	\$1,300	Bonnie Morrison	\$800
Timothy Henry	\$1,000	Gary Lapietra	\$500	Hilary Mosher	\$1,000
Lindsay Herbert	\$1,000	Dawn Lee	\$1,000	Paul Moyer	\$1,200
Thomas Hernandez	\$1,200	Noah LeFerve	\$1,270	Matthew Mulvaney	\$1,200
Kim Heyward	\$1,350	Craig Lending	\$800	Daniel Murdoch	\$1,000
Thomas Hickey	\$1,000	Barbara LeSavoy	\$1,200	Edward Murphy	\$300
Mark Hillman	\$1,000	Steven Lewis	\$1,000	Christine Murray	\$1,000
Elizabeth Hinds	\$2,200	Lauren Lieberman	\$1,000	Donald Murray	\$860
David Hoenk	\$1,000	Rachel Linville	\$800	Kim Myers	\$1,000
Markus Hoffman	\$1,700	Amanda Lipko	\$800	Andrea Newman	\$1,540
Michelle Hofstra	\$1,500	Jennifer Little	\$1,000	Dawn Newman	\$1,000
Houston Wilson, Cathy	\$1,200	Leslie Locketz	\$800	Samuel Nicolosi	\$1,000
Catherine Hubbard	\$1,000	Karen Logsdon	\$1,540	Mark Noll	\$1,200
Amy Hudzinski	\$900	Joan Lucas	\$1,200	Megan Norcia	\$1,000
William Hullfish	\$1,000	Alexander Lyon	\$1,200	Christopher Norment	\$1,200
Amber Humphrey	\$300	Anne Macpherson	\$1,000	Susan Novinger	\$1,000
Owen Ireland	\$1,000	Mark Maglietto	\$1,000	Kenneth O'Brien	\$1,200
John Jackson	\$1,000	Lynne Maier	\$1,000	Nancy O'Connor	\$1,000
Alisa James	\$1,000	Joseph Makarewicz	\$1,000	Carl O'Connor	\$1,000
Shaun Jeffers	\$1,000	Jose Maliekal	\$1,500	Justin Oliver	\$1,000
H. Johnson-Steigelman	\$1,200	Mariah Maloney	\$1,000	Suzanne Oliver	\$1,000
Seth Johnston	\$1,000	Frank Mancini	\$1,000	Karen Olson	\$1,000
Sandra Johnston	\$1,000	Sara Margolin	\$1,000	Susan Orr	\$1,200
Valerie Joseph	\$1,200	Morag Martin	\$1,000	Julian Ortiz	\$1,000
Stefan Jurasinski	\$1,200	Judy Massare	\$1,000	Joseph Ortiz	\$1,200
Steven Jurek	\$1,000	Timothy Massey	\$1,000	Virginia Orzel	\$1,500
Mehruz Kamal	\$1,200	Craig Mattern	\$1,000	John Osowski	\$1,000
James Kanous	\$1,000	Diane Maurer	\$1,500	Pamela O'Sullivan	\$1,000
Barbara Kasper	\$1,000	Patricia Maxwell	\$2,000	Gary Owens	\$1,000
Neal Keating	\$1,000	Kyla McCormick	\$1,000	Dona Oyer-Ryan	\$1,000
Maura Keefe	\$1,000	Mary McCrank	\$1,000	Jennifer Padellaro	\$1,000
John Keiser	\$1,200	Cheryl McKeiver	\$1,000	Gladys Pagan	\$1,000

Anne Panning	\$1,000	James Ross	\$1,200	Matthew taber	\$345
Andrea Parada	\$1,000	Janet Roy	\$2,205	Mohammed Tahar	\$1,000
Alison Parker	\$1,200	Andrea Rubery	\$1,800	Paul Tankel	\$1,800
Ann Pearlman	\$1,000	John Sapienza	\$1,000	Law Tarello	\$300
Michel Pelletier	\$800	Megan Sarkis	\$2,311	Manish Tewari	\$1,200
Carole Pelttari	\$800	Natalie Sarrazin	\$1,200	Angela Thompsell	\$1,000
Luis Pereira	\$1,200	Shannon Sauro	\$1,000	Martha Thorpe	\$800
Jonathan Perkins	\$800	Darlene Schmitt	\$1,270	James Tobin	\$800
Susan Perry	\$1,000	Robert Schneider	\$1,200	Jose Torre	\$1,800
Holly Perry	\$800	Karen Schuhle-Williams	\$1,300	Cesar Torres	\$1,200
Susan Petersen	\$1,200	Anthony Scime	\$1,000	Stacie Treahy	\$1,500
Kathleen Peterson	\$1,200	Susan Seem	\$1,200	Barbara Tschiderer	\$1,000
Bogdan Petrenko	\$1,000	Mildred Sefranek	\$800	David Turkow	\$1,000
Kathleen Pezzimenti	\$1,270	Joon Yong Seo	\$1,200	Stacy Turowski	\$800
Patricia Pfister	\$1,000	Shirley Shaw	\$1,325	David Tyler	\$1,000
Kurt Pijanowski	\$1,000	Tate Shaw	\$1,200	Bernard Valento	\$1,270
Karen Podsiadly	\$2,881	Wensheng Shen	\$1,000	Cheryl Van Lare	\$1,000
Julie Ponesse	\$1,200	Dong-Shin Shin	\$800	Nancy Vander Molen	\$800
Brendan Post	\$1,500	Reyantonio Sia	\$1,000	Anne VanGraafeiland	\$1,200
Maryellen Post	\$1,000	Patti Singer	\$150	Pierangela Veneziani	\$1,200
Pamela Powell	\$1,000	Sandeep Singh	\$1,200	Wendy Vergamini	\$1,000
Gabriel Prajitura	\$1,200	Yevgenia Skorobogatovgray	\$450	Kelly Vergin	\$1,270
Faith Prather	\$1,600	Jennifer Smathers	\$1,000	Wendy Vonhold	\$800
Christopher Price	\$2,000	Jeffrey Smith	\$2,100	David Vuletich	\$1,200
Wendy Price	\$1,000	Michele Smith	\$1,500	Melissa Waite	\$1,200
Stanley Radford	\$800	Rebecca Smith	\$1,000	Wanda Wakefield	\$1,200
P. Ralph	\$1,200	Ricky Smith	\$1,000	Kevin Walton	\$1,000
Jennifer Ramsay	\$1,200	Kari Smoker	\$1,200	Kevin Warner	\$1,200
Thambrahalli Rao	\$800	Linda Snell	\$1,300	Nancy Washer	\$1,000
Jennifer Ratcliff	\$1,000	Jessica Sniatecki	\$800	Celia Watt	\$1,000
Logan Rath	\$1,000	Brad Snyder	\$1,200	Elliot Weininger	\$1,000
Tiffany Rawlings	\$800	Sopheha So	\$1,000	James Whorton	\$1,200
Pamela Reamer	\$1,200	Stuart Soloway	\$1,200	Susan Wielgosz	\$1,000
Summer Reiner	\$1,200	Lynda Sperazza	\$1,000	Douglas Wilcox	\$1,000
Darson Rhodes	\$1,000	James Spiller	\$1,800	Christian Wilkens	\$1,000
Mark Ricci	\$300	Richard St. George	\$800	Joseph Winnick	\$800
Paul Richards	\$1,000	Mark Stacy	\$1,800	James Witnauer	\$1,200
Erin Rickman	\$1,540	Adam Standish	\$1,270	Jennifer Wittman	\$1,200
Kara Ricotta	\$1,540	Lindsay Stephany	\$1,000	Tammie Woody	\$1,000
Jacques Rinchard	\$1,200	Joanne Stevens	\$1,000	Rong Yang	\$1,200
Scott Rochette	\$1,200	William Stier	\$1,000	Adam Zapata	\$1,000
Daniel Rogers	\$800	David Strassenburgh	\$1,000	Jie Zhang	\$1,200
Justin Rogers	\$1,270	Juanita Suarez	\$1,000	Ruhan Zhao	\$1,200
Meredith Roman	\$1,200	Melissa Sydor	\$300	Christine Zinni	\$300
Graziela Rondon-Pari	\$1,000	Janka Szilagy	\$1,000	Michael Ziolkowski	\$1,200

FINAL REPORT  
of the  
PROFESSIONAL ROLES and REWARDS COMMITTEE  
November 18, 1998

As Approved by the Faculty Senate  
On November 16, 1998

Submitted to:  
Dr. Paul Yu, President

## **2. Discretionary Salary Increases**

### **RECOMMENDATION**

Revise the Discretionary Salary Increase process.

### **ANALYSIS**

A good portion of the Committee's time and energy has been spent on the topic of Discretionary Salary Increase (DSI). It was also a main topic of conversation at the open sessions we held early in the spring semester. The consensus seemed to be that no one was happy with the process and could tell you what they did not like about it, but could not offer concrete plans to change it. We did a considerable amount of outside reading, but nothing stood out as appropriate to our situation as professionals in education. The following comments and/or proposals are made as a result of our research, and in large part, as a result of our survey of the professional staff. As you will note by examining the attached survey (Appendix B), questions 39 through 48 all focus on the DSI process here at Brockport. Responses to certain questions provide a clearer indication of what the professional staff would like to see become of the DSI process.

Professional staff, responding to the question on how the DSI should be awarded (Q.39: 97, 63.8%), consider the DSI as a reward for achievements and innovations above and beyond an individual's performance program. Listed below in the section on DSI criteria are guidelines for determining awards. We believe the DSI process should not be a means of rewarding individuals for having won the Chancellor's Award (that carries its own reward), for compensating a promotion (that should be paid from a separate College fund), or for correcting salary inequity (again, that should be separate College funds). Also, the process should be defined so that awards are evaluated on the individual's qualifications rather than on the prolific prose of the recommending parties. Not everyone's writing style is the same, and therefore, this ability, or lack of it, should not affect the process.

There seems to be a definite opinion (Q.48: 123, 78.8%) that a DSI should be connected to an individual's performance evaluation. It seems logical that the annual evaluation is the perfect time to determine that someone has gone above and beyond his or her performance program. We recommend that performance evaluation forms incorporate additional options for recommending: promotion, inequity adjustment, and/or DSI for outstanding performance.

If the DSI is to be connected to a performance evaluation, then it follows that every performance program should provide clear guidelines of what must be done in the upcoming year to qualify for a DSI. In light of this act, we recommend that the Human Resources Office prepare a booklet entitled, "How To Earn a

OSI Nomination at SUNY College at Brockport," and make it available to every professional employee and every professional employee supervisor. Referencing the "How to ... " booklet, the DSI topic should be included in discussions between supervisors and subordinates relating to the development of performance programs. As such, this subject must also be included in the management/supervisory training program. A major problem with the OSI process now is that it is reactive, rather than proactive. The guidelines come out after the period in question and individuals must go back to see what they have done that fits the award process. Having guidelines up front would provide individuals the opportunity to plan and prepare for a DSI. We also believe it will add to the quality of nominations. This way, everyone knows what has to be done to qualify.

It also appears quite evident from the survey (Q.46: 127, 81.4%) that staff would prefer a one-page nomination form. While a one-page form may not be feasible, we do agree that the need to reduce the form to one or two pages with attachments is warranted.

It is also the belief, as expressed in the survey (Q.41: 108, 68.8%), that the process include a combination of nomination possibilities, i.e., either by the employee or a supervisor. The survey also indicates individuals are in favor of both division and College level awards (Q.40: 108, 73%).

There is also a strong indication (Q.42: 101, 65.2%) that the minimum DSI should be set at \$1,000. This follows the reasoning that it is a reward for performance above and beyond normal duties, and as such, should result in a measurable increase. While it reduces the number of awards, that, in and of itself, speaks of the quality required to be recognized.

DSI dollars should be divided among divisions by FTE rather than by a percentage of salary. This eliminates the impact, inherent in the previous process, of any differences in total salaries among the various divisions of the College.

While there is no clear evidence of who should comprise the committees evaluating the DSI nominations, it is our perception that it should be a fair and impartial body of peers who are close to the level of the nominees.

If adopted, these recommendations will create a DSI process that is fair and is a clear indicator that SUNY Brockport values the outstanding performance of its professional staff.

### **Specific DSI Guidelines**

DSI criteria areas are weighted to support the campus' goals, mission, vision, and values.

The revised DSI process should be phased in over two years. The Criteria listed with the Instructions, Cover Page, and Form should be accepted and used as the basis for award determinations for the 98-99 awards and for future years. Beginning with the DSI process for 1999-2000, there will be up-front knowledge of the criteria needed in order to be considered for a DSI.

Conduct an election for the 98-99 DSI period. Names would be drawn from a pool of UUP-represented professionals for each division excluding Librarians who elected to use the faculty model for the DSI awards. Those who are elected would be eligible for committees that conduct the reviews of all OSI

nominees for the College-wide awards and for awards within divisions. There may be directors on the committee. It is unlikely that there would be a whole team of directors elected within a single division.

Create an elected body from each division and for the College-wide review committee. Within each division, UUP-represented professionals elect six people. All the elected committee members and alternates along with the administrative designees would meet to establish a common review process.

The College-wide committee will have one representative from each division and the President's designee. If the top "vote-getter" was not nominated for a College-wide DSI, that person would be eligible to sit on the composite, College-wide review committee. If the highest vote-getter from a division was nominated for a College-wide DSI, then the next individual from that division serves on the College-wide review committee. That means that no individual would be reviewing College-wide DSI packages while also competing for one. The College-wide committee would review its nominations first. Any nominations that did not receive a College-wide DSI would be forwarded to the divisional committees for further consideration.

**OPTION A:** The division committees are formed from the top four vote-getters (two alternates) and one representative chosen by the respective Vice President or President. Each division committee reviews the nomination packages from within its own division. Individuals nominated for division DSIs would not be allowed to assess their own nomination packages. Alternates would replace members whose files may be under consideration.

**OPTION B:** Comments received since submitting the Interim Report indicated that it is likely that individuals forming the elected review committees would themselves be nominees for DSIs and unable objectively to rank themselves along with all other nominees. It was suggested that we try this option: division committees review nomination packages from a different division, not from their own division. Each division committee would randomly draw a division name at the time the reviews were to take place. Possible benefits derived include: improved chance of an objective review of the nomination package itself instead of a perceived subjective evaluation of the individual. Improved knowledge and appreciation of another division's staff and contributions to the College. It changes past practice that was perceived as political. Drawings would take place each year and a division would not review the same division in consecutive years. A possible disadvantage mentioned was: review committees may not understand the value of the work or achievements in different divisions.

For its possible benefits, the Professional Roles and Rewards Committee recommends Option B as a one-year pilot that is then evaluated to determine if it should be continued.

Supervisors and individuals complete the nomination packages: cover page, nomination form of no more than two pages, performance program, and performance evaluation. The nominator should indicate whether the individual is being nominated for a College-wide award or for a division award. Individuals nominated for the College-wide awards should have demonstrated significant involvement and contributions to the College beyond their own department and division. If departments have more than one employee nominated, then all supervisor(s) below the President/Vice President levels are required to rank all the nominees for submission to the DSI Review Committees. If the President or Vice Presidents nominate individuals (including direct reports who are eligible for a DSI), then they are to rank each of their own nominations and forward them directly to the appropriate review committee.

The DSI Review Committee assesses all of the nominees and determines who is eligible for a DSI. The committee will develop a single, composite, final ranking of all the candidates and will forward the entire list to the respective Vice President/President. The President and/or respective VPs make the final decisions and determine the DSI award amount. The President's Office or Vice Presidents will notify all successful nominees of the individual awards. Vice Presidents will personally advise unsuccessful nominees and let them know where they stand regarding future success as nominees.

The minimum award is \$1,000 and is prorated by FTE because part time professionals are also eligible for Discretionary Salary Increase Awards, e.g., 1.0FTE = \$1000, 0.5FTE = \$500, 0.25FTE = \$250. Unless the performance is extraordinary, keeping the award at \$1,000 results in more individuals receiving DSI awards.

The draft Discretionary Salary Increase Package follows.

INSTRUCTIONS, COVER PAGE, CRITERIA, AND NOMINATION FORM  
FOR  
DISCRETIONARY SALARY INCREASE  
PERIOD COVERING JULY 1, 1998-JUNE 30, 1999

**INSTRUCTIONS**

Complete Cover Page. Check "College" or "Division" DSI award. Each level supervisor must rank order all nominees. Where n=total number of nominations, each nominee will be consecutively ranked 1 ... n.

Complete the enclosed Nomination Form that follows these Instructions and Criteria. The nominating letter should succinctly outline how the nominee demonstrated excellence in the DSI Criteria. A maximum of two (2) pages will be reviewed, no exceptions. Additional pages of nominating remarks will not be considered in awarding DSIs. Please note **format specifications**: right and left margins must be at least ½" and font can be no smaller than 12 cpi.

Attach Performance Program and Performance Evaluation for period under review.

DSI packages will be reviewed by committees elected by UUP-represented professionals among all UUP-represented professionals plus a representative selected by the appropriate VP or President. College-wide DSI packages will be reviewed first. Nominees who do not receive an award at the College level will be forwarded to the appropriate division committee for another review. Review committees will forward their recommendations to the appropriate Vice-President or President for final determinations of awards and award amounts.



### College and Public Service (10-20%)

- Quality/quantity of service to external constituencies
- Participation/leadership in admitting, retaining and/or interacting with students
- Participation/leadership in departmental/divisional committee work
- Participation/leadership in College-wide committee work
- Participation/leadership in community/public service
- Volunteer work/service

### Chosen Profession (10-20%)

- Currency in profession as evidenced by professional development that results in improvement of service to appropriate constituencies
- Publication of articles, reviews, and/or technical reports
- Receipt of grants and/or awards
- Obtaining an advanced degree, professional certification, or taking significant coursework
- Classroom teaching
- Presentations at on-campus functions, e.g., Scholars' Day, or at professional conferences
- Leadership role in local, state, or national organizations or professional associations

Each nominee must have demonstrated consistently high work/service that is above and beyond agreed upon performance indicators for the period being reviewed for a discretionary salary increase and that is substantiated by the performance evaluation and DSI Nomination Form.

## **NOMINATION FORM**

**NOMINATOR:** Describe why Nominee deserves to be awarded a DSI ... 2-page limit.

**Format specifications:** right and left margins must be at least ½” and font can be no smaller than 12cpi.

Attach Performance Program and Evaluation for period.

### **3. Distribution of DSI Funds**

#### RECOMMENDATION

Reserve 10% of the College's funds for the President's use. The remainder of the College's total DSI pool of funds should be divided based on each division's percentage of the College's total of all eligible, i.e., full and part-time UUP-represented professionals, filled FTE lines.

#### ANALYSIS

A percentage apportionment by FTE is fairer than using either the head count or the total salaries in a division as a distribution model. Eligible employees' lines should be the basis for this since the awards are determined based on individuals' contributions and not on how much money they make or whether they are able to work full-time or part-time. Part-time individuals are eligible to receive a DSI according to the UUP contract and should be included in this determination. The number of awards available within divisions should be based on the percentage of full-time equivalent lines generated by both full and part-time individuals eligible to receive an award. This gives individuals in lower salaried areas an equal chance of receiving a DSI award.