

**UNITED UNIVERSITY PROFESSIONS
LABOR MANAGEMENT MEETING
WEDNESDAY, JUNE 18, 2014
ROOM 228 SEYMOUR
10:30 A.M.**

AGENDA

1. As a follow up to our meeting on March 26, 2014, we are requesting an update to the status of the issue concerning On-call/Recall outlined in the agenda item during this previous meeting and as indicated in your response.
2. Please share with us the status of the College's effort to move in towards the filling of the important and needed position of Affirmative Action Officer as outlined in the March 26, 2014 meeting.
3. Please provide information on the status of the College's responsibility as outlined in item number 4 of the agenda from the March 26, 2014, Labor Management meeting concerning completed and up to date performance programs for professional employees. We would like to add the evaluations, of professionals, as outlined in the agreement between UUP and NYS.
4. It has come to our attention that there are plans by the College that involves the consolidation of several functions/areas of the College (combined service center). Our concern would be whether this action would result in:
 1. The loss or elimination of UUP positions
 2. The overlapping of work load duties by other college employees other than UUP, or duties not identified as identified and outlined for UUP employees. Also the changing of duties presently done by UUP employees, other than those duties the UUP individuals were employed to do that also may be outside of their original classification
5. During the past few years there have been a considerable number of professional employees who have continued to take on more and more duties and responsibilities adding to those duties they were employed to do. As the College has lost employees many of these employees have taken on those duties doing more with less as loyal employees. Several of these employees have submitted requests for promotions as outlined by the contractual agreement between UUP and NYS to the College. Some have been supported by their supervisors but not by the College with explanation being that there are "Budget Constraints." Also there are others who we believe were approved but not processed in a fair and timely manner on behalf of the employee but benefitting the College financially. In addition, there are presently several review committees activated for UUP to review requests for promotions as a result of either no action or the result of an answer of no to the request. We in UUP are requesting fair and equitable process that results in:
 1. A timely review of the legitimacy of a promotion request by UUP employees based on the criteria agreed to in the contract between UUP and NYS and not budgetary or other reasons. "An honest and fair salary."
 2. That those promotions that are justified and supported are expedited in a reasonable time that the employee receives a just payment as a result of the promotion.

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NOTES

1. On-Call/Recall Survey: G. Owens: Where are we on the process of on-call/recall? Follow up? Dr. Halstead: We have asked for guidance from SUNY. V.P Staff/Provost are looking at the list. Amy K: V.P/Provost group are look at the list as well as a clarification of the definition sent from SUNY. August 1st we will have the list from SUNY. B. Willis: Management will need a month to review list (August being a very busy month) and Sept 1st we'd like to send out the 30 day notice. Dr. Halstead: Sept 1st is much more realistic.
2. Affirmative Action Officer: Dr. Halstead: Overall assessment of HR is taking precedent over the search for the Affirmative Action position. Although, we still believe the Affirmative Action is very important, we want to look at all of the consultants reports first and then will be better able to see what best for the college. G. Owens: We understand, however, please know, we feel very important that the office should be disconnected from HR. Dr. Halstead: Your point/position is clear; we need to look at it from all aspects. B. Willis: We will encourage the committee to look further than historical use of the position and use it to increase diversity across camps.
3. Performance Programs: G. Owens: Realizes that recently an email was sent out to directors on the topic. A Kahn: We have sent information to staff via email as well as the Daily Eagle. Continuing to follow up on if/when reports are being finished. G. Owens: There is a condition in the contract that if a Performance Program is not available from this year then the supervisor cannot evaluate the Professional. You can only be evaluated from the date that the Performance Program was completed. Dr. Halstead: Constructive steps have been taken—we are holding people accountable.
4. Consolidation of functions/areas of the College: G. Owens: We are concerned with the elimination of positions at the college as well as overlapping duties (UUP/Classified employees.) If either one of our concerns are happening we need to address the situation and be proactive. Dr. Halstead: Shared services are what SUNY expects. Every campus is doing it. G. Owens: I understand shared service, it's not what we do it's the process and purpose. Take into consideration contract and expectations and try not to lose employees. B. Willis: We need to look thoughtfully at positions—especially economically. We have several areas with duplicative administrative support. How can we put together redundant positions? We need to engage appropriate staff. We are struggling with how to construct a meaningful change-management/labor. G. Owens: I appreciate your approach—just continue to pay attention to the details and how employees will be affected.
5. Promotion Requests: G. Owens: We are an institution sailing in a beautiful place. My only concern is that we don't miss the details—the people. In terms of promotions everyone is doing more work. If duties are significantly increases a request for a promotion is due. This

being said, “Budgetary Constraints” is not a legitimate reason for denial according to our contract. Also, when a promotion is granted please work to create less lag in the employee receiving what’s due to them. Let’s be expedient. Dr. Halstead: In these “turbulent waters” our job is to manage through and provide leadership. This institution is guided by principles. Beau is working to review financial sustainability. We value the workforce. B. Willis: Our workforce is the foundation—human capital. We have never given a rejection for promotion due to budget. G. Owens: It was in writing from supervisor that the denial was for budgetary reasons. B. Willis: This is not coming from the process (HR) it is misconstrued by supervisors/directors. We do need to find the reason for workload creep in classification. G. Owens: I appreciate and trust that a process is being developed to combat this; however, it is my roll to bring it up so my constituents trust I am addressing concerns.