

**UNITED UNIVERSITY PROFESSIONS
LABOR MANAGEMENT MEETING
WEDNESDAY, MARCH 26, 2014
ROOM B-116 SEYMOUR
NOON**

AGENDA

1. During the fall 2013 semester UUP in cooperation with the College conducted a survey at the campus on on-call/re-call. As you are aware it is the College's obligation to identify those employees who are to be designated as on-call/re-call. The information from this survey has been provided to the College's Human Resources Office. We are asking you to please indicate when it is expected that a list will be prepared identifying those individuals as on-call/re-call as the new contract requires.
2. Let me start by stating publicly that UUP strongly believes that the position of the Affirmative Action Officer on the campus of The College at Brockport is an essential position for so many reasons that I won't take the time to express them now. We also believe that filling this position should be a priority of the College and those who are responsible for initiating this action. The position requires both established experience in the field and a record of success and should be filled through a complete search on the national level. We also believe that the information available concerning positions such as this one, in our state and across our country indicates that there should be great care in where this position is housed on the campus and the level of autonomy it should hold. A strong and active Affirmative Action Office is essential to a legitimate campus that holds diversity as one of its top goals. We are asking what the intentions of the College are in regards to maintaining this important position.
3. Over the past several years the cost of travel, particularly the cost of hotels and dining, has increased considerably. The College has in place a local policy that does not provide advanced financial assistance to those faculty and professional staff traveling on college business or traveling to serve the interest of the College. This local policy places a hardship on many faculty and professional staff who may not have the required funds or the available credit line on a credit card in order to complete the travel required. Several of the alternatives provided by Mark Stacy, Director of Procurement and Payment Services, and Karen Riotto, Assistant VP Finance and Management, in many cases are impractical and also places a hardship on those traveling or on other members of the department they work. In addition, there are many more hotels, particularly those outside of NYS, who do not accept college purchase orders as suggested by Ms. Riotto. Recognizing this increased cost of traveling that exists today, coupled with the number of junior faculty and professional staff we have on our campus today, we believe that the present local policy is both insensitive and does not support the mission/goal of the College as it relates to travel for these individuals and the remaining campus community. We believe some reconsideration of this local policy to provide financial support is needed, and the development of other alternatives to support travel.

4. The new contract between UUP and the State of New York requires that the College take the necessary steps to ensure that a current performance program is on a file in a designated location (Human Resources Office) within the prescribed time as outlined in the agreement between UUP and NYS. We understand that there are several employees that are without current performance programs. We are requesting that the necessary action be taken to ensure that there is a completed performance program for each professional at our college for 2013 – 2014 and each subsequent year as prescribed.

5. As the College comes to the conclusion of the revision process of the Appointment Promotion Tenure (APT) documents for each academic department, we in UUP would like to voice concerns and make the following requests:
 - a. There are a number of junior faculty who are at different points of time on their tenure clock, as a result the introduction of new APT documents may now have several new and/or significantly different requirements than the original document that was in place when they came into our college. We are requesting that there be put in place some form of agreement or clause that allows those junior faculty effected to be given a fair and reasonable opportunity to achieve tenure.

 - b. It has been brought to our attention that during the process of establishing a governance document considerable contention existed and other questions concerning how the document should be determined have existed. One of the questions that arose during this disturbing process was what members of the college community would or should have voting privileges within a academic department. We are concerned about the impact of such a contentious issue as this on the college community and especially the effect it may have on those junior faculty within the department. We are asking that the College assist in reviewing the present policies and taking the necessary steps to establish clear and consistent policies through academic college community.

6. There has been a continued reliance on a consistent number of adjunct faculty throughout our college. Many of them who have been employed by the college for four or more consecutive semesters. We are requesting that those adjunct faculty be provided with a term appointment by the College. We know that many of these faculty will be teaching during the fall and spring. For this reason we believe that providing a term appointment serves in the best interest of the College and those part time faculty members. We request that this is done in accordance to the appendix A-30 of the agreement between UUP & NYS.

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NOTES

- b. On-Call/Recall Survey: B. Willis: Preparing communication with VP's. Making sure that everyone understands the proper use of the terminology of on-call/recall in order to effectively find who qualifies for such status. Would like to have finished by June or July but cannot guarantee the list will be done by then. Will at least have a follow up by then and will continue to work together with UUP.
- c. Affirmative Action Officer: G. Owens: UUP believes position is important and we need to find someone with experience, background knowledge as to what we do on campus. Dr. Halstead: Agrees finding an Affirmative Action officer is important. Wants to step back and look to see how the role best functions for the college based on past performance and need. B. Willis: Having a holistic view of the HR department will help fill the Affirmative Action position. G. Owens: Asks that the college is expedient in moving towards filling the position. Dr. Halstead agrees and wanted to add we press on to find someone highly qualified.
- d. Assistance to Faculty and Staff Travel: G.Owens: Young faculty may not have the resources or credit card limits to pay for hotels, travel expenses etc., and has requested we look at the Local Policy for other options. Ideas include department charge cards or other mechanisms to help this policy. Understanding travel may be contractual. B. Willis: From a risk management standpoint the college is reluctant to give cash advances. Beau and Karen are looking at other options one of which may be looking at state travel cards and issuing them as a onetime need. As the cards have to be issued to a person rather than a department. G. Owens: Appreciated the consideration.
- e. Performance Programs: G. Owens: Professional jobs are based on Performance Program and cannot be evaluated without this document. It is extremely important to have prompt and effective evaluations and performance programs. It is equally important to have Performance Program readily available for employee review. B. Willis: If a Performance Program has not been put in place we have failed our employees; agrees on importance, however, that being said these are union supervisors that are not filing Performance Programs. G. Owens: Look at holding a training for supervisors on how to fill out Performance Program. Also, this has been a very busy year for supervisors of Professional employees who have had to work extra. Dr. Halstead: Create incentives for supervisors to complete within timely manner.
- f. APT: G. Owens: Concern for Jr. Faculty who are on the tenure track.
 - G. Owens: Can we come up with an effects clause or agreement for Jr. Faculty who are half way through their tenure when new document goes into place. They have been working towards old document and may not have time to meet standards of new document. Dr. Halstead: The College policy has not changed. Departments are to create their own documents. D. Scheidt: The College policy is the final determining factor in tenure, this has not changed. APT is a guidance set by the department that

- aids in shooting for standards of the college policy. The department document is to be used as a tool but will not be what final portfolio is critiqued from. G. Owens: So clause is not allowed? Will leave on table and see how this matches up. Jr. Faculty should not be held at the standard of the new document when they are half way through completing the old one. B. Wills: The department does not give tenure—the president does. Dr. Halstead: In reviewing portfolios will try to get the best alignment; department, Dean, Provost, President.
- G. Owens: Concerned with behavior and how it's affecting Jr. Faculty. Although departments have some freedom in decision making there needs to be clarity or a policy in regards to what type of voting happens in a department. Jr. Faculty are intimidated, scared and don't know what to expect. They are afraid of how to vote. D. Scheidt: It's the practice of the department to make decisions—how department works. Department governance policy internally. Dr. Halstead: Have conversation with incoming Provost.
- g. Adjunct Faculty: G.Owens: Many adjunct faculty have been with us a long time. Contract states we need to offer a one year temporary appointment to these faculty members who have taught four semesters or more. The union is just asking that this happens. D.Scheidt: Appropriate and makes sense. Will be less paperwork for the college. Amy Kahn will look into details in how to handle situations that may arise such as a class being canceled, etc.