

**UNITED UNIVERSITY PROFESSIONS  
LABOR MANAGEMENT MEETING  
WEDNESDAY, FEBRUARY 17, 2016  
SEYMOUR 228  
NOON**

**A G E N D A**

- I. Structural Dysfunction**
  - A. Performance Programs (lack thereof)
  - B. Training of Supervisors
  - C. College Closing
- II. Idiosyncratic Dysfunction**
  - A. APT variance/process
  - B. Dysfunction in departments
  - C. Civility/Bullying
- III. Communication Issues**
  - A. Notification of labor rights
- IV. Staffing/Adjunct Instructors**
  - A. Compensation
  - B. Rank

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**NOTES**

**V. Structural Dysfunction**

- D. Performance Programs (lack thereof): Joe Torre: 40% of Professionals are working without a Performance Program. How are they being evaluated without one? Dr. Macpherson: If the President and VP's make the importance of the Performance Program known, serve as role models, this will help. MC's also need a Performance Program—we will work on addressing the issue. Wendy Cranmer: HR is restructuring and adjusting responsibilities. A new staff member will be in charge of performance management—notifying supervisors when a Performance Program is needed. There will be a new database for new hires to track evaluations/performance programs. In the next 3-4 months we should be back on track. VPs will be notified when supervisors are not completing so it can be addressed in division meetings.
- E. Training of Supervisors: Joe Torre: Supervisors are inadequately trained. We need better training to avoid dysfunction. Also training on work place civility. Dr. Macpherson: We need to train people who came into roles without exception. Twice a year all chairs/directors should have a training that is HR/Provost lead. Mary Ellen Zuckerman: Different schools and chairs have different needs. We need to look at technical things. Pat Domaratz: We need to let the chairs know what they are supposed to be doing—especially those chairs who have to supervisors both Faculty & Professional staff. Dr. Macpherson: We will look into creating a training on skills, managing healthy conflicts, etc., for both chairs and directors.
- F. College Closing: Joe Torre: This is in regards to formal periods (holidays) where Professionals are required to report. The functions asked of them to take are not part of the Performance Program nor close to their job description. Also the Librarians are not doing tasks constant with their job descriptions. The REOC staff is sent to main campus to stuff envelopes for admissions. Pat Domaratz: Could these staff members come up with proposals for tasks they might be able to do within their job description such as REOC members going to area malls to recruit for their program? Dr. Macpherson: One thing we may be able to do is send out an earlier reminder of when shut downs are to occur so these employees can work with their supervisors for better alternative work options.

**VI. Idiosyncratic Dysfunction**

- A. APT variance/process: Joe Torre: The School of Business & Economics has 3 APT Documents in place and a cross department APT committee. Each department should have their own APT committee—this goes back to training supervisors. Mary Ellen Zuckerman: We asked the previous Dean to work with Faculty on policy document. What policy procedure steps there are. With Dan leaving and a new interim Dean coming in we should wait until a new Dean is hired to do this.

Pat Domaratz: The problem is we have Faculty up for APT review and being denied and then they want us to grieve but there are various documents floating around. Mary Ellen Zuckerman: We are working to get the situation corrected.

B. Dysfunction in departments (See below B/C combined together)

C. Civility/Bullying: Joe Torre: Screaming in the halls, threats to APT committees. We are interested in a long term solution to this dysfunction. Wendy Cranmer: A number of things we are looking at with the Organizational Development Management consultant we have. We are looking at root causes, commitment from management, how we can training our leaders, bring an expert on contract resolution for chairs/directors, workshops, coaching, holding people accountable. Pat Domaratz: It is important to include Deans in all of the above. Dr. Macpherson: We need to empower people to deal with conflict. Joe Torre: We just hope to have a commitment on improving this. Wendy Cranmer: HR is committed

## **VII. Communication Issues**

B. Notification of labor rights: Joe Torre: We would like a commitment to stronger communication for someone denied tenure/contract appointment ending, etc. Our Faculty/Professionals are not aware of their appeal rights and should be notified of the labor rights. We are just asking for an additional sentence at the bottom of the denial letter letting them know they can appeal and the time frame they have to do so. Dr. Macpherson: We will look at other SUNY campus letters and see what kind of success they have had with this.

## **VIII. Staffing/Adjunct Instructors**

A. Compensation: Joe Torre: We are not competitive with local community colleges on what we pay our adjuncts. We pay what we cannot what they are worth. Dr. Macpherson: I am concerned about adjunct/faculty pay and we need to look at all options. We also need to have a bigger conversation around how we utilize who teaches classes. Pat Domaratz: We should look at having evaluations for non-tenured Faculty and link these evaluations to pay increase over time. If someone achieved a term, 4 semesters, and has a good review/evaluation before term they deserve a pay increase.

B. Rank: Joe Torre: Looking at rank for adjuncts could also be an incentive to keep them committed to Brockport. Dr. Macpherson: We will keep this on the table but it won't be resolved in the near future. We will investigate.