

**UNITED UNIVERSITY PROFESSIONS
LABOR MANAGEMENT MEETING
WEDNESDAY, MARCH 11, 2020
SEYMOUR 228; 12:00**

AGENDA

- I. Human Resources:
 - A. Performance Programs Update
 - B. Staffing Transition Update
- II. REOC Workplace Climate and Other Concerns: continued discussion
- III. Health, Safety and Contractual Provisions: COVID-19 contingency plans
 - A. Are there written policies and procedures in place, such as a crisis management plan, for infection control and occupational health that specifically address readiness for a potential pandemic outbreak? If so, please provide a copy of all such policies and procedures. If not, are there specific plans to develop such policies and procedures, and when will they be provided to UUP?
 - B. Are there any essential personnel identified in the plan? Who are they, and what are their roles during an outbreak?
 - C. Has a pandemic coordinator and response team (including campus health services and mental health staff, residential life staff, campus police, communications staff, physical plant staff, food services director, academic staff and student representatives) with defined roles and responsibilities for preparedness, response and recovery planning been established?
 1. This team is responsible for articulating strategic priorities and overseeing the development of the operational pandemic plan. We formally request that UUP have designated representatives on the planning team. These would be specific union-appointed representatives separate from UUP employees who may be on the team in their work capacities (e.g., campus health staff, residential life staff, faculty members, etc.).
 2. Has the College included local and/or state health departments and other community partners in establishing organizational structures to manage the execution of a pandemic influenza plan? When will these relationships be established?
 - D. Does the plan incorporate scenarios that address College functioning based upon having various levels of illness among students and employees, and different types of community containment interventions?
 1. This includes planning for different outbreak scenarios, such as variations in severity of illness, mode of transmission, and rates of infection in the community.
 2. Issues to consider include: cancellation of classes and public events; closure of campus, student housing and/or transportation; assessment of the suitability of student housing for quarantine of exposed and/or ill students; contingency plans for students who depend on student housing and food services; contingency plans for maintaining research laboratories, particularly those using animals; and stockpiling nonperishable food and equipment that may be needed in the case of an influenza pandemic.
 - E. Are there systems, policies or procedures in place for early identification and isolation of suspected or confirmed coronavirus cases on campus? If so, please provide details about all such systems, policies and procedures. If not, are there specific plans to develop such policies and procedures, and when will notification of these be provided to UUP?

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Notes

Attendance: Dr. Macpherson, Jim Wahl, Dr. Katy Heyning, Dr. Roosevelt Mareus, Dr. Alissa Karl, Jamie Guillian, Heather Packer.

Absent: Dr. Katy Wilson, Dr. Michael Andriatch, Lorraine Acker.

IV. Human Resources:

C. Performance Programs Update

1. Seventy Five percent of performance programs are completed, and they appreciate UUP following up on this important program. This is one of their biggest priorities.

2. Staffing Transition Update
 1. HR Director position – Thirty-Six people have applied for the position and by the end of March they will have a short list of candidates. They are also searching for the Training and Development position and for the Diversity and Recruitment position.

V. REOC Workplace Climate and Other Concerns: continued discussion

- a. Dr. Alissa Karl stated there is a fearful climate at REOC. Staff at REOC are concerned about backlash. They have been told not to create “drama” and not to ask questions regarding issues. Staff feel discouraged from talking with Human Resources about their individual compression analysis. Supervisors questioned why staff members were talking to Human Resources. This situation is concerning since staff typically talk to HR about resources. staff need to communicate with HR.
- b. Dr. Mareus, Dean of REOC, had no idea that this situation was occurring with supervisors in relation to staff speaking with HR. He believes the phrase “drama” can be interpreted in different ways. Dr. Mareus stated he supports HR and the UUP. He did agree there are some issues currently at REOC. Dr. Mareus originally requested HR to visit staff at REOC. Dr. Macpherson agrees that the wording “drama” may be interpreted differently and everyone should use professional language especially when supervisors communicate with staff.
- c. Alissa mentioned having a workshop about professional communication.
- d. Dr. Macpherson suggested Dr. Karl and Dr. Mareus meet for lunch at the Bistro and keep updated on issues at REOC. Dr. Mareus’ assistant will contact Heather Packer and schedule a lunch meeting.
- e. Dr. Mareus will talk about issues at the REOC leadership meetings. He invited Dr. Karl and Jamie Gullian to the next leadership meeting. Dr. Marueas’ assistant will contact Heather Packer and schedule the meeting.
- f. Jamie Gullian stated they agreed with meeting the REOC leadership and discussing issues about HR and suprevisors.

VI. Health, Safety and Contractual Provisions: COVID-19 contingency plans

- F. Are there written policies and procedures in place, such as a crisis management plan, for infection control and occupational health that specifically address readiness for a potential pandemic outbreak?

1. Yes, they do have a crisis plan. Once they are through the busiest part of the issues, then they will provide UUP with the "crisis management plan" with the Union. There is also very confidential information in the "crisis management plan" therefore they need to review before sharing with UUP. If so, please provide a copy of all such policies and procedures. If not, are there specific plans to develop such policies and procedures, and when will they be provided to UUP?

2. There is also very confidential information in the "crisis management plan" therefore they need to review before sharing with UUP.

G. Are there any essential personnel identified in the plan? Who are they, and what are their roles during an outbreak?

They do have essential personal available. Right now, they are taking daily calls from EOC, Daily SUNY President calls, local government calls, and local site calls.

H. Has a pandemic coordinator and response team (including campus health services and mental health staff, residential life staff, campus police, communications staff, physical plant staff, food services director, academic staff and student representatives) with defined roles and responsibilities for preparedness, response and recovery planning been established?

1. This team is responsible for articulating strategic priorities and overseeing the development of the operational pandemic plan. We formally request that UUP have designated representatives on the planning team. These would be specific union-appointed representatives separate from UUP employees who may be on the team in their work capacities (e.g., campus health staff, residential life staff, faculty members, etc.).
2. Has the College included local and/or state health departments and other community partners in establishing organizational structures to manage the execution of a pandemic influenza plan? When will these relationships be established?

a. Right now Brockport is doing an exceptional job and have to work with many layers in the county, state and local governments. We are now following county health policies because they have more stringent guidelines than the state. We will be receiving guidance from SUNY for all campuses soon. The benefit of the SUNY system is that everything is coordinated but it takes longer.

I. Does the plan incorporate scenarios that address College functioning based upon having various levels of illness among students and employees, and different types of community containment interventions?

3. This includes planning for different outbreak scenarios, such as variations in severity of illness, mode of transmission, and rates of infection in the community.
4. Issues to consider include: cancellation of classes and public events; closure of campus, student housing and/or transportation; assessment of the suitability of student housing for quarantine of exposed and/or ill students; contingency plans for students who depend on student housing and food services; contingency plans for maintaining research

laboratories, particularly those using animals; and stockpiling nonperishable food and equipment that may be needed in the case of an influenza pandemic.

a. We are trying to manage the situation and prevent a rapid spread. The college is following health and city protocols. The SUNY Chancellor will be releasing guidance to all campuses soon. Please follow your symptoms and if ill stay at home, If you have a fever, can't breathe, and cough contact the doctor. Please ask staff to review the Facts and Questions on the Brockport website.

J. Are there systems, policies or procedures in place for early identification and isolation of suspected or confirmed coronavirus cases on campus? If so, please provide details about all such systems, policies and procedures. If not, are there specific plans to develop such policies and procedures, and when will notification of these be provided to UUP?

1. Please ask staff to review the Facts and Questions on the Brockport website. Provost Katy Heyning said that she has a conference call with the SUNY Provost about all classes going online. Dr. Heyning has been very impressed by faculty taking the potential online classes very seriously. They will have resources on campus assisting staff with online classes. Looking for potential for students needing to take classes another semester. 434 people responded to the Provosts' survey. 50 people said they would help with peer support creating online classes remotely. The library will remain open and the campus will not close. Dr. Macpherson is aware that professors will get different results from students' surveys. They will have food services on campus but with different service. Monroe County suggested closing a school for six weeks if one student have the Coronavirus.

2. Dr. Heyning stated we must be mindful not all students have computers and resources at home. So, they are keeping the library open and campus open.

3. We need to be mindful with staff to make sure to follow policies and procedures and treat staff the same.

4. Dr. Heyning stated they are concerned about Adjunct professors.

5. Dr. Macpherson and Dr. Karl agreed there are many complex issues at all levels.

6. Dr. Karl stated that is great the issues are being solved and they are preparing for escalating issues.

7. Dr. Karl will send out a communication to members about today's meeting.

VII. Smoke Free Campus

a. Jim Wahl stated Brockport will be a smoke free campus in the near future. They have been obtaining information from SUNY Postdam about their smoke free campus. A number of campuses are reviewing a new policy of smoke free.