

Subject: UUP New Paltz Chapter Part-Time Labor-Management Meeting Notes
11:00am March 28, 2012

Administration Attendees: Interim Provost Torsney, HR Director Blades, HR Associate Director Papa, Executive Assistant to the Provost Gould

UUP Attendees: Beth Wilson, Alan Dunefsky, NYSUT Labor Relations Specialist Capowski, Secretary Hanley

Agenda Items

1. Streamlining the re-appointment process for lecturers (see attached notes from Yvonne Aspengren). What elements of this discussion does the Administration feel could be implemented? What would be the timeline for implementation?

Per Executive Assistant Gould, existing documentation must now be revised and new documentation drafted to implement the desired changes. She anticipates presenting updated procedural documentation to Faculty Governance for review and comment early in the Fall semester. Wilson offered union assistance should it be needed at any point in the review process preceding implementation.

2. Timeliness of adjunct contracts. What specific steps is the Administration taking to ensure that adjuncts receive their contracts for Fall 2012 and Spring 2013 in time to ensure that they are paid in a timely manner?

Wilson noted that our fundamental concern is that people get their paychecks. Gould stated that she and Associate Director Papa were now working together on this issue. Papa indicated the Appointment Request Form (ARF) is being simplified and paperwork requirements clarified to help improve the timeliness and accuracy of documentation submitted. Further, an effort will be made to get required paperwork out to people further in advance of when it is due for submission. Wilson suggested it is important for the Provost to send a clear message to Deans and Department Chairs emphasizing the importance of processing required paperwork in timely fashion. Director Blades pointed out that those receiving contracts also need to be part of the solution as they play a key role in making the system work also, especially with respect to the accuracy, completeness, and timeliness of their own paperwork. LRS Capowski asked how members should proceed if someone in their supervisory chain fails to fulfill their responsibilities with respect to paperwork. Noting that there will be oversight, Gould suggested that once people realize that attention is being paid to the process they may be more prone to comply with administrative requirements and timelines. She also noted that members will not be penalized for paperwork delays beyond their control; HR can still ensure they get paid. Wilson asked if it was possible to let members know exactly when they could expect to be paid based on when they submitted all required paperwork. Blades thought that such "pay period" information was being provided by Payroll, but she would check and confirm.

3. Wooster adjunct offices. Has the administration identified an alternate location for this resource elsewhere on campus? What office space(s) and related support (computers, printers, etc.) are currently available for adjunct use, in addition to individual departments' arrangements? (Follow-up from previous labor-management meeting.)

Torsney stated that JFT206 is the alternate location. She further stated that she has a list of adjunct spaces within all the colleges and agreed to share that list with us in response to a request by Wilson. Dunefsky asked what other resources were being provided in addition to office space in JFT206. Torsney said she would check with Lynn Spangler on that, as she (Spangler) was the one who offered up the space in JFT.

The meeting adjourned at 11:35am.

Respectfully submitted,

Ed Hanley
Chapter Secretary