

## UUP Labor Management Meeting Notes

Tuesday, December 11, 2012

Ward Hall room 101

### *Attendance:*

John Etting  
John Homburger  
Al Mihalek  
Diane Merkel  
Bill Laundry

Dave Curry  
Jake Liszka  
Anne Hansen  
Kim Hartshorn  
Gina Doty

Sue Welch  
Kay Branagan  
Bryan Hartman  
Karen Volkman

1. Proposed Revision of Roles & Responsibilities of Department Chairs and Center Directors:
  - a. Jake L. said this is a moot point at this time. Different units had been looking at certain permanent professionals with higher degrees to be chairs and it did not work out. This is a difficult situation to resolve. May have a temporary situation in an academic department and other examples on finding a chair.
  - b. Dave C. heard of this proposal to use professionals around November 28 when the Dean's Cabinet around November 14 was reviewing a proposal. Dave had not heard ahead of time about this and would appreciate more transparency and collegial conversation sooner to assist in the process. Jake L. will continue to consult with Dave C. the best he can.
  - c. At this time there is only one chair needed and Jake L. wants to fill it on a temporary basis. An Authorization to Recruit was sent out last week, for the Associate Professor and Chair of Criminal Justice position. The Board of Trustees has a policy of maximum 3-year chair commitment. The appointment letter is very important that it is written accurately for this position.
2. Core Hours (8:00 am – 4:30pm) for offices to be open. How is that to be accomplished? Problems: who covers 1 hour lunch? Who covers departments with ½ time secretary?
  - a. UUP members received a memo about CSEA and about the core hours, and break times. The problem we have is an office must be open 8.5 hours, but the office only has 7.5 hours help. Discussed using the phone for forwarding. Discussed the use of a secretary working in two different departments.
  - b. Dave C. talked about a form that should be filled in and this form should be in Human Resources for each department as an audit trail of how an office handles the breaks/lunches. The form may require review to avoid confusion. CSEA is asking for clarification.
  - c. This situation came to Dave C. as a “for your information” instead of at the beginning to help.
3. Report on compressed Summer Schedule work group and hopes to have something operations for next Summer:

A draft memo was handed out at this meeting that would come from the President's office. This memo is informational for all employees. Dave C. will meet with Ethel Facticeau, CSEA President, on this topic. This has been successful at other SUNY campuses with UUP and other unions. Discussed how this affects the other unions in regards to fairness. Possible summer 2013 beta test of this initiative. This will continue to be discussed at L/M.
4. Chairs cannot receive stipend for teaching in winter—is this a problem? In the past, how many chairs have taught a Winter course?
  - a. Starting 2014, chairs cannot get paid for winter session, but they can volunteer. Unless the SUNY contract changes, winter session chairs cannot be paid extra service. Kim H. brought up Article 25 about the chair stipend can be paid for the academic year and/or teach or both in the summer.
  - b. Some people question their chair duties. They may work summer orientation due to their expectation to be at all eight sessions of orientation. Things are alright through winter session 2013, but this needs more discussion. We should find out what other campuses are doing.
  - c. Diane M. referenced the need for a proposed change to the “Roles and Responsibilities of Department Chairperson” due to chairs being exempt from earning extra service during winter session.
5. Other issues?

Karen V. brought up that some small departments have no one for PRG. Propose that Sue W, Kim H, Diane M, Dave C, and Karen V. work together on this situation about Academic evaluations.

The meeting adjourned at 2:00 p.m.

Meeting notes taken by Gina Doty, Chapter UUP Secretary (edits welcome)