

## **UUP Labor Management Meeting Notes**

November 6, 2013  
Ward Hall Conference

### *Attendance:*

Karen Volkman, John Homburger, Bethanne DelGaudio, George Still, Gina Doty, Brian Hartman, Dave Curry, Sue Welch, Anne Hansen, Diane Merkel, Jake Lisk, Kathy Briggs, Rob Keever, Kim Hartshorn

1. Budget Update: John E is not able to attend this meeting; Jake L. is his designee. The interim SUNY CFO, Bob Haelen said in August at a SUBOA meeting that there would be no payment for forthcoming salary increases.
  - There is a concentration on initiatives instead of workload, 20/20's is the focus now. It's quiet on the budget now. No big threats on the horizon that John H. knows now.
  - Have not heard any threats on cutting back or anything on the financial problems with downstate medical SUNY's.
  - John H. has a meeting next week and may hear more news.
  - We discussed the new RCM responsibility centered management. A web cast given by Academic Impressions is on Nov. 12th to determine if we are prepared and ready for this potential forthcoming initiative for budgeting. The webcast cost \$189 and has helpful information on this topic. Learning from people who have implemented this RCM or planning to is important.
2. DRL Update: Sue W. had sent out information on Sept. 20th to the campus and coming up this month before Thanksgiving is the first furlough date to take off.
  - Brian H. said there are a number of people who will be working on the day prior to Thanksgiving. (Health Ctr, Athletics, and a few other departments). They will need to choose another day off.
  - Karen V. is getting many questions from many academics in particular about how does this work on the time and attendance system. Sue W. thinks there is something already there for employee attendance sheet, but she'll check the details of it.
  - Karen V. was asking Sue W. if there was a way to do something to educate members that seldom use this (like a screen shot). Sue agreed this is a good idea to pursue.
  - Sue W. said that if you don't take the time, you lose your opportunity to take it.
3. DSA Update: Sue W. sent to the campus last Fri on Nov. 1st an email memo on how this will happen. Turning in your Annual Activity report for full time and about 16 people did not turn it in, but finding that they did and the supervisor had not sent the paperwork to the appropriate office. Sue W. said this is being handled closely.
  - 46 academics are not tenured, and Sue W. will find the information for the professional number that does not have permanent appointment.
4. Outside Activities Memo from HRS (Ethics Form):

Karen V. has been discussing with CSEA President Ethel Facticeau the issues of this form. Why is it the business of the campus that a person runs for public office or has a part time job? We are

concerned about the campus wide implementation of this report. Who has the authority to sign this?

--Kim H. discussed what he heard in a A&S Chairs meeting with Dean Buckser.

-- Karen V. was asking what is the process of the form? If someone on campus wants to run for a political office and the supervisor says no because they don't want the employee to run for office. Does the member have a way to appeal this denial?

-- The Records Manager had these questions about the form. How long is this form kept, where it is kept, and who can review it? We are the first SUNY campus to consider looking at this form.

-- Karen V. suggested there be a committee with other unions on campus to discuss this form.

-- The memo came out in Expanded Executive Council and was to be further discussed in December. Sue W. brought up another proposal on this topic where this is more of an awareness tool, but no one is giving approval.

-- Jake L. discussed that State or Public employees have already a standard of ethics code, so that the job on campus is not interfering with the job you are being paid for by the state.

-- Kim thought how other agencies are using the form now in detail may be useful.

-- Dave C. states that this is not a reporting form, but a "request for approval of" form. Most of our members are 10 month employees and many work in some kind of outside activities and having this involved will be a lot of work to manage the documents. Dave C. is concerned about the implementation process and it being fairly implemented to people.

--This will be discussed further in the future.

#### 5. Discussion of Tentative Memo regarding Core Business Hours versus Flex Time

-- A handout of the draft was sent around to the group that George S. wrote for discussion.

-- At the last L/M meeting, John E. requested a document, which is was handed out at this meeting. This is the first step in dealing with this. At what level do we need to deal with in using this form (do you want someone coming in to work at 8:30 am instead of 8:00 am to fill out this form was one example)?

-- For our professional members and their supervisors this form could be useful so there is a process.

-- Sue W. was asking if the Vice Presidents have met to discuss this yet and Jake said no.

-- John H. mentioned that we have something like this in an informal way already. It seems like we want to formalize this and the core hours are taken care of. He agrees with what the memo is trying to accomplish, and he's wondering if this is helping 6 people or 60 people.

-- George S. spoke that the issue is some offices have no expectation to follow core business hours, because there are supervisors who will deny even 30 minutes deviation, and a clear memo from administration will show support.

-- Dave C. spoke that this memo does not tie the hands of management already and this is already in the contract anyway with an undefined work day. We are a family friendly workplace and this memo is not to appease the 6 or 60 people, but to acknowledge that this can help our members. We are looking for a simple statement that already adheres to the contract anyways. This already acknowledges the context of the contract.

-- If we are losing employees due to a bad supervisor John H. wishes to be informed, because the supervisor will be staying. If we could help our members to do an exit interview that would help the organization know more.

- George S. brought up at the UUP Professional Issues meeting this topic, and if people abuse this it bothers him. Our members want to comply with their professional obligation while having the option for accommodation of personal or family issues.
- Next Monday or Tuesday this memo could be brought up with Dr. Ettling at a meeting and not wait until the next L/M meeting on December 4th.

#### 6. On-Call Recall State Titles Chosen:

- A memo went out to Deans and VP's to explain what this is and think about what services are essential to the campus. Sue W. mentioned that employees that feel they are involved in this speak to their supervisors.
- UUP would like to do a survey of all professionals to get a sense of when the member comes in and the services they give to their job to help in this area. Sue W. would like to review this before the survey goes out and ensure the survey has a clear definition of on-call and recall.
- George S. mentioned that he would like to use the Plattsburgh email address and use security encrypted survey to gain information.
- Karen V. brought up who George S. would work with when setting up the questions and Sue W., Brian H, and Bethanne D. will work on this. George S. would like to be ready to discuss this at the December L/M meeting.

#### 7. Procedure for Changes in Term Adjunct Status: (Kim H. discussed this topic)

- 45 days from the day the grades are due the adjunct must know when they will not be renewed. We discussed if the class is cancelled and how that is handled. How long do you notify the adjunct if the class is cancelled?
- Discussed when the adjunct is hired back as term or full.
- Counting 45 days back from May is the date the person would be notified if they are not being renewed according to Diane M.
- Discussed the benefits of the member.

#### 8. Continuation of Campus Communication

- At the last L/M meeting, John H. had mentioned that certain people were working on how to handle a building's emergency.
- The new building is called Ausable Hall and recently there was no water and we discussed the distribution list of who resides in the building. This is a work in progress now.
- Discussed that on Monday when Kehoe had no electrical power and Karen V. had the understanding that the 5th floor where the computer support is located it does not have a generator system keeping the servers running. There is a generator that runs about an hour and that is all. John H. is looking into this now.

In closing Karen V. let everyone the Joint Labor Management monies are forthcoming, and about \$22,000 for individual awards and Drescher awards is available.

The meeting adjourned at 2:30 p.m.

*Meeting notes taken by Gina Doty, Chapter Secretary*  
*Edits Welcome*