

November 22, 2021

The meeting via zoom was called to order around noon and ended close to 1:00 p.m.

1. New Campus UUP President: Michelle Toth is an academic librarian and active union member for many years. She is the new chapter president as of November 4th after Kim Hartshorn's retirement September 1st. Kim will assist her through the end of this semester. You can reach Michelle by email: mmtllibrarian@gmail.com. She has worked with many professionals in her LITS division for years. She is looking forward to helping our members.
2. Negotiations Team Zoom Meeting: Thursday, December 2nd at 4:00 p.m., the UUP team will be have a zoom type meeting to solicit your feedback on specific things you want added or changed in our contract which expires July 1, 2022. Here is the zoom information:
<https://aft.zoom.us/j/99067173397?pwd=YXBrWmxzMzVCTHZ4b3FrUzU5WDRhUT09>
3. UUP Professionals Negotiations Town Hall: This meeting is Friday, December 3rd at noon – 1:30 p.m.: please go to your "UUP Connect" email for November 12th to find the link to register for this.
4. UUP Negotiations Survey: Please take this survey so the negotiations team is aware of issues you find important to be addressed during negotiations. The survey is:
www.surveymonkey.com/r/UUPPlattsburghContract
5. 2021 Salary Compression Guidelines Released: A two-page summary has been released and you can ask Human Resources for details if you felt you should have received compensation and did not. There is also a 24-page report with analysis which chapter leaders have to use. This two-page summary should be released to read November 19th on our UUP chapter website.
-The DSI (discretionary salary increases) pay will be in the December 22nd paycheck if you were notified October/November by Human Resources by email that you were going to receive it. The amount was not in this email.

6. Pre-Retirement Workshop that UUP gives: Even if you are months from choosing to retire or a few years, it is worth your time to attend this two-part workshop that UUP presents. If you want to sign up it is: <https://forms.gle/X94pQ9uxXzsPHkXy9>
The first part is November 22 from 7-8pm (Healthcare/Medicare) and part two is November 24 from 7-8 pm (Benefits/ dental and vision) These workshops are given around once a month if you miss this you can read the “UUP Connect” emails from our headquarters for UUP in Latham to find another date.
7. Labor Management: The most recent meeting was November 17th and most of the discussion at this meeting was not on professional issues but academic service. Some people have told Matt there are problems with their not getting a performance plan in a timely manner with the calendar which the campus is to use on when the performance plan is done with your supervisor and then it goes up the hierarchy in your division/department.
8. Vacation Time and Rolling it over into 2022: This year again, members with 40 or more vacation days can roll them into 2022. Around 50% of members have these numbers mainly due to covid19 and not able to take time off easily. This is also being discussed with labor management about members should be able to ask for 1-2 weeks off to their supervisor with enough time for the supervisor to decide. Management is focusing on Christmas and New Years and 2022 July 4th timeframe for more liberal leave so people have time to plan to take time off so they are not over 40 days come Dec. 31, 2022.
-There is no policy on a member not being able to take more than one week off at a time.
9. Productivity Enhancement Program (reducing NYSHIP medical premiums): Enrollment deadline is November 26, 2021 if you wish to reduce your medical insurance premiums by giving back vacation time. Talk to Human Resources for details.
10. Professional Workshop Ideas: What workshops would you like to be given for professionals on campus? In the past they have been about: performance program, asking for a salary increase or promotion, how to understand our contract so you get the most from it, and one last topic from the past improving communication skills. So, these are ideas of what has been done in the past, send Matt your ideas even if they mirror these.
11. Future UUP Professional Meetings: **The next meeting is December 16, Tuesday.** More information is forthcoming. Matt is hoping by February 2022 that we could have a face-to-face meeting if the covid19 environment allows.

OTHER MISCELLANEOUS DISCUSSIONS:

1. Extra Service: Be careful for taking on more work.
2. Vacation Max Payout when you Retire: The campus wants to pay out no more than 30 vacation days when you are retiring. You need your supervisor's prior approval to take vacation days and there is a lot of latitude, so have a conversation with your supervisor ahead of time so that the work obligations can have closure in some way.

-Use your compensatory (comp) time first if you have earned it before vacation time.

-Your sick days are not paid out, but used in a formula to lower your health insurance premiums if you choose to take the state medical insurance when you retire.

3. Vacation Time: At a prior Labor Management meeting, Kathy Renadette, our Labor Relations Specialist (LRS), spoke about vacation time and the operational need of the area where you work needs to be considered before you make a down payment on a trip 'then' ask your supervisor for the time off. Make sure to ask first, then make payment. There is no rule on how far to ask in advance, but for mutual respect for the supervisor and other colleagues asking as soon as you know is best.
 - If you want to take more than a week off for a vacation and you are being told no from your supervisor without a good reason, contact Matt your VP for Professionals so he is aware of the situation.
 - Kathy Renadette also mentioned that use your time and attendance form or use email to request the vacation time. Using a shared calendar for personal time off with details of your absences is not a good practice. If you do use a shared calendar it is used for showing when you are not available, but the details of your absence are your business.
 - One member at this meeting stated that while on vacation, professionals seem to have an expectation that they will check their email and phone messages. You are entitled to this time off and keep working while being off.
 - One member stated that we need to find a way to get back support, to feel mutual respect.
 - The culture of the campus is not a mission statement, Matt brought up, and at a later date we should discuss what culture do we want on our campus.
4. Faculty Senate: Very few professionals sit on faculty senate, so professionals are not having their voices heard when things are discussed and voted on. We need to investigate this further too how to have more professionals sitting in faculty senate. Someone noted that Admissions department has many professionals working and no one is involved in senate to their voices are heard.

*Meeting notes taken by Gina Doty
edits welcome*

