

**PJUP Executive Board
Agenda
Wednesday Jan. 26, 2022**

Attending: Gerianne Downs, Michelle Toth, Kim Hartshorn, Daniel Gordon, Matt Salvatore, Ray Guydosh, Oscar Flores, Patricia Downs, Kathy Briggs

1. Approval of the Agenda

Yes Unanimous

2. Approval of [previous Minutes](#)

Dan moved; Michelle second; unanimous accepted

3. Old Business

a. Chapter Newsletter (Patricia)

Patricia reported that she would like to begin sending out a chapter newsletter at least once but maybe twice a semester beginning in February. There would be, among other things, columns and articles from the president, both VPs, bios of officers with photos that can then go on the contact page on our website, a chapter calendar, news and notes from central and UUP Connect, updates, etc. She suggested asking membership for submissions one or two weeks prior to publication if they have any labor-related events, announcements, etc.

We could do member spotlights on members who have received awards, Drescher, etc. Maybe a section on joining. One of our pages on the website is a Join Us page. We could include that in the newsletter.

She suggested a section for retirees. She has a template that is basic but will work. Suggestions were made for sections on how to help the union, any positions open in the chapter. Kathy will send Patricia the Know your Contact piece as well as any generic union info. Michelle suggests the columns from president and VPs doesn't read like a report but more of a discussion of issues, perspectives, etc.

Dan asked if there is a projected date; Patricia would like to get it out prior to the membership meeting Feb. 17.

4. New Business

- . Chapter President Release Time Proposal - vote needed
Michelle: sent out revised one with 50 percent release.
Kim said it's likely she'll get 50 percent as a new president. He then explained how release time works; Kathy said it's not just a release from teaching; it's the entire obligation depending on where you are in your career. You may have to push to have departments recognize release time means release from all of your obligations.
Gerianne move to accept; Dan second. Moved unanimously.
- a. Draft Chapter Budget for 2022-2023 (Oscar)
Oscar said he did not receive the draft package. Need to look at what we expect for our expenses. We project \$5,000 every year for meetings. He is concerned about \$1,000 for exec board meetings and \$1,500 allotted for workshop expenses.
Michelle said we may still want to budget for it. May have to do a quick exec board budget meeting next week; have to vote before it can be sent to the membership.

Oscar: As soon as I have it I can send it to you. Then we can decide.

Michelle: once we have a draft budget that will be voted on Feb. 17, it has to be sent by March 4 at the latest. Will get back to this as soon as we have the paperwork.

- b. [Agenda items](#) for L/M meeting on Feb. 16th, 1:30 p.m.

Going to ask VPs to be there; someone willing to run the meeting. She will not be able to be there on the 16th.

Dan agreed to run the meeting with Matt.

Michelle will still send agenda out 10 days ahead of time to management.

- i. Questions to bring up include the EAP position, VP for Student Success and DEI officer updates.
- ii. Kim suggested an update on the software for the evaluation procedures. Michelle said that she and Dan are on the committee and they are going with Watermark as a recommendation; we'll see if that's approved.
- iii. Kim also asked to have a discussion on the long-range plans for Algonquin given needs of the campus; for instance, the theater department is going to need surge space for 18 months during renovations. Matt reminded him that the fitness center has its spin classes there and that space will be used for everything when the next phase of Memorial is begun.
Kim is concerned because there are other needs for the Algonquin space beside public testing. Also worry about infectious people coming on campus.
- iv. Dan asked for an update on improving morale, saying the last time it was broached they gave the board platitudes.

- c. [Agenda for Membership meeting](#) on Thurs. Feb. 17th, 4 p.m.

Chapter Budget Vote - how to conduct online/zoom?

- d. Increasing Office Assistant Position from 15 to 17 hours per week

Vote is needed to approve the change; 17 hours covered by UUP. Shift in Patricia's hours would be office coverage Monday, Tuesday, Wednesday and Friday; she is currently only in the office Tuesday, Wednesday and Friday. Vote taken; all in favor of the change.

(Gerianne had to leave the meeting; the following notes were added by Michelle)

- a. Committee to review/update Chapter Bylaws

New template from UUP

- i. What other officer positions are needed? - elected or appointed?

- ii. Term limits - only 4 other campuses have term limits

Bring this up at the membership meeting to see if anyone wants to volunteer to serve on this committee?

Other issues: elected vs. appointed office positions, number of people on the exec board (quorum issues), standing committees - remove?

- b. Attending April DA? (April 8-9 in Albany)

Attending - Kim, Michelle

Maybe - Ray, Matt, Dan

No - Oscar

- c. Legislative action

Email with legislative agenda and info on legislative day and week of action going out to the UUP campus email list in the next week.

Friday March 4th - event - Heals Agenda. Kim is taking point on planning/organizing this.

Possible outside event?

Legislative breakfast

March 5th. 8:30am. At the American Legion.

State elected officials will attend.

\$5 per person or buy a table. (covered in UUP budget)

News/Announcements

a. **Civility Workshop.** March 2, 3, or 4.

This is an all day (9-4) workshop limited to 25 people per day - Online format.

The registration form needs to be filled out and returned to nysuuplmc@goer.ny.gov at least a week before the workshop. If Plattsburgh members do not fill the seats, other SUNY institutions will be offered the seats.

https://goer.ny.gov/system/files/documents/2021/12/nys-uup-jlmc-workshop-application_0.pdf