

NOTES
UUP Labor Management Meeting
Monday, September 18, 2017, 1:30 PM,
AD 712

Present: R. Andrews, D. Kunkel, S. Massey, B. Roth, D. Wood, Rebecca Benner, S. DeClemente-Hammoud, J. Schultz, Doug Henderson, Logan Robinson

Meeting began at 1:32 p.m.

Sean Massey welcomed everyone to the first Labor Management Meeting of the fall semester adding this was also the first meeting of the new UUP Chapter administration. He asked if people would introduce themselves. Sean also apologized for the agenda being sent out late, stating it was his confusion, not others, and it will be fixed in the future.

Items from Management

Election Day Designation.

Management (Joseph Schultz): Handed out a copy of the Floating Holiday Designation memorandum that will be going out to UUP Professionals, 12-month Faculty and Librarians.

UUP (Darryl Wood): It is a contractual obligation for the President to designate a floating holiday. It is also an option of the President to designate a second holiday to the employees. At Binghamton they have never taken that additional step that I am aware of. It is essentially a floating holiday and you bank it. What is the campus saying by designating Election Day?

UUP (Benita Roth): Is it an official day off?

UUP (Darryl Wood): My assumption is most people work. You have 11 official holidays. Some traditionally you do not work. The other ones are technically holidays but many people do work.

UUP (Renee Andrews): Just the wording. You can bank it.

Management (Joseph Schultz): The President is designating it.

UUP (Darryl Wood): The other two would be Columbus Day or Veteran's day. That would be fairly close and not like President's Day in February.

UUP (Sean Massey): We don't want to discourage people from taking Election Day off.

UUP (Darryl Wood): It is the President's discretion to do this.

Management (Rebecca Benner): What if he didn't do it?

UUP (Darryl Wood): It his discretion to designate one and to allow employees to choose a second.

UUP (Benita Roth): Are there any other SUNY's that designate a second?

UUP (Darryl Wood): At least one. I couldn't tell you who.

Essential/Critical Employee Program.

Management (Joseph Schultz): Handed out a draft copy of Policy Type: Personnel and Payroll. Policy Number: 630 of Binghamton University's Management Procedures. After we received the three feet of snow, there were lots of conversations about this program. People hadn't looked at it in a while or thought about it. The question is: are students in-residence or not in-residence at the time? There is a big difference if you have or don't have students on campus. JoAnn Navarro convened a group and revised the policy. The wording of Service Level One and Service Level Two was taken out. All essential and critical employees are dependent on the department supervisor. This will allow the supervisor to have a say and to have a conversation with those employees. For instance, if Residential Life has no students on campus, they can say that the person does not have to report. The other big thing. We asked departments to take a look at their list. Five or six hundred employees are designated as essential employees. For example, JoAnn indicated that academic affairs had 50 essential employees. This year they went down to 12. I think there are some good changes with this policy. It is giving the department a lot more leeway and people will be coming off the list. Our office had a payroll deadline. That one day of the storm, we were doing payroll transactions. If not, we could have said don't come in.

UUP (Benita Roth): After Stella, it seems to me there was a bind that some employees would have been in. Broome County said you cannot be on the roads. It was a felony and at their discretion to arrest you. That seems to me something that someone needs to take into account.

Management (Joseph Schultz): Everyone gets a little sticker. Tim Faughnan meets with local police chiefs. Basically they have an understanding with local hospitals and university employees who are directed to come in when there is a state of emergency. If you have an issue, come to us. In all these years we have never had an issue. Never had anyone in that scenario.

UUP (Darryl Wood): Several questions. Starting at the end, at the bottom of page two. The Operations Division will distribute stickers and maintain a database. Then it says each department will maintain its list.

Management (Joseph Schultz): The departments and the presidential areas. JoAnn maintains the master list.

UUP (Darryl Wood): Each department is creating the list and then it is maintained by operations. I think what you are saying is that the departments are creating them. Under both critical and essential, it talks about if they are scheduled to work if extraordinary additional time

is required UUP employees may be eligible for compensatory time. How are we defining extraordinary?

Management (Joseph Schultz): We won't know until we are there.

UUP (Darryl Wood): Clearly an overnight would be extraordinary. If my normal hours end around 5 p.m. and I am here until midnight, this is extraordinary.

Management (Joseph Schultz): The problem we are dealing with is it happens infrequently. Once it happens, how do you want to handle it? Let's be fair to people.

UUP (Darryl Wood): I would want to know what are the parameters you want to use. This person worked three hours and didn't get compensatory time. That person worked 3.5 hours and got the time. You might not have that answer right now, but you should develop some parameters.

UUP (Benita Roth): Is that a draft?

Management (Joseph Schultz): This is almost a final.

UUP (Darryl Wood): The last thing. The last bullet under Essential Employee. I am assuming what you are really talking about is when you wake up in the morning and say I am not coming in because there is three feet of snow. Two mutually exclusive events.

Management (Joseph Schultz): Directed by department if you reported and the Governor's office tells people they can go home.

UUP (Darryl Wood): If there is a way to separate them.

Management (Joseph Schultz): Everyone charges the accruals and they are restored. The Governor totally broke the mold on the way it was handled during the last snow storm.

Management (Sara DeClemente-Hammoud): Most people got one day. Broome County got two.

Management (Joseph Schultz): The Governor has been doing that for 20 years.

UUP (Benita Roth): Can he do that?

Management (Joseph Schultz): He is the Governor. He has to give us permission.

Items from UUP

Technology Maintenance Days.

Management (Logan Robinson): My name is Logan Robinson and I work with the ITS Communications and Marketing Team. Doug Henderson is the Project Manager for Technology Maintenance Days. In the past, we've had technical directors running the show and now we've had a change in management - and that is Doug. On September 21 at midnight, systems will begin to come down. Staff will be on campus around 3 a.m. This will affect over 250 virtual services and over 150 applications on campus. Staff will take these down one by one for critical updates because everything is interconnected. At 4 a.m. the network will be down. Our

networking staff is going to be doing some heavy hardware upgrades. It is our 4th time doing this. We plan in advance and carefully choose when to do it. We chose this date for the students, as we are here for academic support. Everything is interconnected. We ask that everyone stay out of the system. We received questions about why we are doing this on a Thursday or Friday. Why not the day after Thanksgiving? We want to make sure we have access to the A Level technical team on our vendor side. A lot of those systems have support that ends at sunset. You might not have the A team on. We are announcing it well in advance. We want to have our team set up for success. Michael Allington, me, and Doug have talked with people and addressed some questions and concerns. We didn't hear a lot of concern. When maintenance is complete, Katie Ellis will send out a Dateline Addition to say it is complete.

UUP (Sean Massey): Do you have an estimated back up time?

Management (Logan Robinson): We don't have an estimated time. We worked with Faculty Senate and the Professional Staff Senate and did negotiate the whole 24 hours. You can never foresee, but you plan for the worse.

Management (Joseph Schultz): When was it up the last time?

Management (Logan Robinson): The internet was down until 5 p.m.

Management (Joseph Schultz): People should plan for the work day.

Management (Logan Robinson): Access around 7 a.m. for email, wired and wireless internet. We are going to bring them back up, if we don't run into any technical difficulties and web browsing. No Banner. Here is the thing - you could type and type away and you might get in, but it will be unreliable and intermittent. It could go down at any time. Anything you had been working on may not be saved.

UUP (Sean Massey): One concern we have. What is being communicated to staff and supervisors? What is expected of people? What information has been communicated? Some are told to go play Frisbee. Others say they have to be trained.

Management (Logan Robinson): That is not the message. I personally only supervisor one. He will be doing file organization on that day.

Management (Joseph Schultz): We have scheduled retirement seminars, that sort of thing

Management (Logan Robinson): The University Center for Training and Development is not training then. I think I may have said "go do some yoga," but ITS is not really advising the practice of yoga on Maintenance Technology Day. I do support Courtney and her suggestion that there be some sort of organized event or events.

UUP (Benita Roth): I don't think it should come from ITS. But the questions do come in. You can send an email and then send another. Some pay attention, some don't.

Management (Logan Robinson): It will be on the digital sign as you enter campus on Wednesday and Thursday.

UUP (Benita Roth): There is really this large disparity on what is expected for these people on this day.

Management (Logan Robinson): We would be happy to share any of the other available options the university is going to be doing on that day.

UUP (Sean Massey): What are the guidelines we are getting?

Management (Joseph Schultz): We have some paper. We have a very easy plan. Just go file it. From a supervisory standpoint it is up to the supervisor to do a little bit of planning. A department retreat?

UUP (Darryl Wood): How much in advance do you plan these Technology Maintenance Days?

Management (Logan Robinson): Negotiated until 2019. We are booked up. PSS feedback next point in time. PSS was brought in when we negotiated. The first set was spring of 2014. I think through 2018.

UUP (Darryl Wood): There is a lot of lead time, if the campus knows ahead of time that particular dates are going to be problematic, to complete their normal work. Rather to have conversations above, or in this room, ask that supervisors think creatively about those issues. Twice a year, one of my other campuses, do a training week, morning and afternoon. They take very seriously the idea of professional development. Some are a little more fun. Some are a little more serious - CPR, work place violence. We have those two days. Let's take advantage of them in a different way.

Management (Joseph Schultz): Twice we've had retirement seminars with all of the vendors.

UUP (Darryl Wood): It works for people thinking ahead. More general kinds of training. If you put out a call now, any number of ideas could be thought out: supervisor training, performance program and evaluation to help supervisors and individuals. It has to come from the top. Here is a day we can use in a creative way.

UUP (Benita Roth): It is in three days. I'm not sure what kind of message could go out now. When you schedule things four years in advance, people don't think about it. A message should come from the President that encourages supervisors. Reminds them the day is coming up. Not everyone looks at Dateline or Dateline Edition. Some sort of message that says it is coming up and to encourage supervisors to think creatively. Now that we know what they are, maybe we can look at things more creatively. Instead of employees not knowing what they can do and employees not looking at what they could do, it would be nice to see a reminder message from the President.

Management (Joseph Schultz): This day is scheduled.

UUP (Darryl Wood): Is this extraordinary? For all these individuals coming in at 3 am? At midnight turning those things off?

Management (Joseph Schultz): Technology and system maintenance.

UUP (Darryl Wood): I understand, but that would be beyond the normal work day.

Management (Joseph Schultz): I don't have enough information to answer at this time.

UUP (Benita Roth): How many?

Management (Douglas Henderson): About 15.

UUP (Darryl Wood): Worked out between the employees and their supervisors?

Management (Douglas Henderson): Early people have worked it out with their supervisor for sure.

UUP (Darryl Wood): Just want to be clear. A lot of safety systems. Those are dealt with?

Management (Douglas Henderson): Joe Roth, Director of Information and Infrastructure, has close relationships with Physical Facilities, Environmental Health and Safety and the University Police. Would notify these people in the event of life safety and the services they provide.

UUP (Darryl Wood): Fire alarms, etc?

Management (Logan Robinson): I do not know about fire alarms.

Management (Joseph Schultz): There is going to be like a command center. This is a very tight, organized event.

UUP (Darryl Wood): Fire alarm systems are down so you call University Police if something happens. At 3 in the morning there are not that many people around to notice. Those other kinds of safety issues are being addressed?

Management (Logan Robinson): This time around, Physical Facilities heating and cooling systems are on the network and then in the labs for whatever research is being done, and animals.

UUP (Darryl Wood): In the 70's, there was an issue in the Psychology Department. Because the rat labs were off too long, the tails of the rats fell off and destroyed the research.

UUP (Donald Kunkel): Will phones be off?

Management (Douglas Henderson): Phone systems will be down from 3-7 a.m. Met with each group. If this doesn't work, it will fall to this.

Management (Logan Robinson): ITS is not advising supervisors on what to do with their staff. We are just trying to let everyone know we are going to interrupt their work day. How they spend their time should be between them and their supervisor.

Use of Video Monitoring Systems Policy.

UUP (Sean Massey): This is an old issue. We want to follow up to see where we are at. The issue and policy and also who is involved in developing that policy. Our concern was that UUP was not present during the actual negotiation of that policy. We never really got a final word.

Management (Joseph Schultz): CSEA had issues with it and UUP had issues. In looking for the appropriate forum to work with, there is an annual meeting on Work Place Violence with every bargaining unit, the Ombudsman, EAP, etc. We had that meeting in August. UUP wasn't at the meeting. David Lee wasn't at the meeting, who raised most of the issues. We didn't get much closer. The tone was very positive. The policy is still in draft form and has not been made final. I think one of the questions that was asked by UUP, is can it be on the committee. It is a working committee made up of police, HR, residential life, telecommunications. It did not make a lot of sense to put bargaining units on this committee. It is still under discussion.

UUP (Benita Roth): You made the argument about the working committee. My understanding was that it is too big and would be difficult to schedule a meeting. The monitoring of the people, CSEA, UUP, students it seems to me that they should have input. I would personally still push for that. I'm glad it is still in draft form. That is great. Too bad they weren't at the August meeting, CSEA, UUP. Reps can be there and talk about the policy. Call it something else, a workshop. It seems to me there were some questions people had. Data storage. Harvey did solve that.

Management (Joseph Schultz): From a monitoring standpoint my understanding is UPD has some very high traffic monitored in real time. People aren't watching these cameras. If something happens, we will go back and look at the footage. Tim Faughnan says that on campus all of the cameras are in plain sight. If you look up and see the camera it is there. If you look up and don't see a camera, it isn't there. There could be a specific criminal investigation.

UUP (Sean Massey): I did talk with Joe about this committee meeting. I did not attend the meeting. I asked if we could possibly send a draft in response to the meeting we were at and include our concerns and ask for the additional meeting to discuss.

UUP (Darryl Wood): If the issue was an annual meeting, schedule a meeting now instead of waiting until next summer. Prepare people ahead of time. Sean, maybe you have to designate someone to be there. The point is to come to a resolution or at least to aid concerns.

Management (Joseph Schultz): There are now chargebacks for departments who have cameras. We now have requests to remove some of them. There needs to be some sort of review process. Why was it installed? It is expensive equipment. There is a whole flip side to decommissioning the camera. I will look into scheduling a meeting to look into the issue.

“Below the Line” Agenda Items

(As agreed to by UUP and Management during the October 2011 Labor Management meeting, agenda for these meetings may include “below the line” agenda items that are added after the agenda is set. These items can be discussed formally or informally (no notes) at the current Labor Management meeting if both parties agree, or can be postponed to the next Labor Management meeting upon request of either party.)

Performance Program Software.

UUP (Sean Massey): Regarding the performance program software, I have a question about the training and content of those training sessions and whether or not they are going to encourage people not to lose track of face-to-face interactions with employee and supervisor. What do we know about that?

Management (Joseph Schultz): It is still on track. Scott is coming next week. January it is set to go live. Within a week or two, he will be revealing it. Once we get that, we can evaluate our training plans. It will supplement it but will not be replacing face-to-face. It is of no value if people are not having those interactions.

UUP (Sean Massey): People like to avoid conflict. But the face-to-face human element is important

Management (Joseph Schultz): We talked about some joint training with this. I’ll find out from Scott next week and guess we will go back to the larger group. Once we have a plan, we will schedule a meeting and talk about training.

UUP (Sean Massey): We will have an update.

Parking Fees and Parking.

UUP (Sean Massey): Parking fees and parking and the way the fees may have changed. Families with multiple cars, two or three cars, but they aren’t going to have more than one car on campus at a time. One family is paying over \$100.

Management (Joseph Schultz): That request for five cars on one registration. We referred them to Sue Crane. I think, my recollection prior to that, is they were only allowed three.

UUP (Donald Kunkel): I have had five cards registered to me all at once. Ended up taking my kids who are students off and they registered as students.

Management (Joseph Schultz): There is a student registration procedure.

UUP (Sean Massey): If there is another reason you would pay for one as separate?

Management (Sara DeClemente-Hammoud): They cap it at three unless they are able to make some accommodations, and if they come and see her (Sue Crane).

Management (Joseph Schultz): It could be cheaper in some instances.

Access to the Administration Building.

UUP (Sean Massey): In terms of change in access in this building, will there be pass keys?

Management (Joseph Schultz): I haven't seen any. During normal business hours?

UUP (Benita Roth): There is a very active rumor going around that you are going to have them.

Management (Joseph Schultz): I know they put doors up downstairs in the lobby. I don't know about it. I can look into it.

UUP (Benita Roth): It may be a baseless rumor. What doors are added?

Management (Joseph Schultz): In the main lobby prior to Ad 148 and the bathrooms. Those doors are new. The Graduate School offices are beyond that.

Management (Rebecca Benner): And the wing around by the elevators has new doors.

UUP (Darryl Wood): Why do you have doors when there were never doors there? Doors are not inexpensive. Probably thousands of dollars of costs involved.

UUP (Renee Andrews): A door could cost \$1000. One with a card swipe could be \$3000.

Management (Joseph Schultz): You can ask at the October meeting. I will do some research on this.

Meeting ended at 2:36 pm.