

**UUP Albany Chapter Labor Management Meeting Notes
December 16, 2014**

Attendees:

Labor: B Benjamin, E Briere, T Hoey, J Harton, M Seidel

Management: B Hedberg, J Mancuso, C Trethaway

1. UUP congratulates **J Mancuso** on his retirement and appreciates his work for the university and labor relations on campus.
2. Thanks to B Hedberg for convening a meeting to discuss **travel and travel purchase concerns**. The group will reconvene after the holidays and some research on practices across the schools and colleges. D Mason agreed to test possible remedies for some issues raised.
3. UUP followed up on **contingent employee matters** and again requested the dashboard of contingent data. B Hedberg has asked for the data and expects to receive it Friday. A contingent survey (sent to about 500 contingent academic faculty, about 200 have responded to date) is in process and will provide a useful supplement to this data. B Benjamin will send a copy of the survey to B Hedberg. Results will be shared with all in spring. UUP followed up asking about the Contingent Committee that was to be established. B Hedberg received input from B Benjamin, deans and others. T Mulcahy will chair the committee. A roster of names and alternates in each category has been created. B Hedberg stated the roster is with GOV since the bylaws require administration to consult with GOV in creating any task force or committee outside established Senate councils or committees. Administration and UUP are both interested in public forums to share information. A suggestion was made to work collaboratively. Part-time contingent members will be compensated but the exact mechanisms for this will vary and are being discussed.
4. UUP raised concerns again about **retention matters related to internal hires**. Some units seem to be prohibiting internal hires contrary to HR Memo 88-4 which addresses the need for balance in promoting internal candidates and hiring external candidates. Internal candidates are important for maintaining institutional knowledge, in succession planning, and to give professionals the sense that there is possible upward career mobility, increased salary and professional development at the university. Hiring committees have 3 responses when they receive internal candidates: hire now, add to the full pool, or reject the candidate. J Mancuso stated HR instructs committees on the importance of seriously considering internal candidates. UUP asked if HR keeps data on internal candidates. HR does not. UUP suggested the U would benefit by tracking this information and examining the responses of hiring committees. J Mancuso stated with Interview Exchange HR may be able to do more. HR has received concerns that the length of searches has negatively impacted the candidate pool and has looked into speeding up the process. As a result, B Hedberg's office now provides responses to deans in 24 hours and the president is no longer required to sign offer letters (the provost can now on his behalf) It may be time for B Hedberg, J Mancuso and B Benjamin to discuss with ODI and the review the whole process (this has not been reviewed for years). CLUE raised concerns about not mentoring professional staff and not welcoming people to the university community. B Benjamin asked if HR Memo 88-4 could be modified. J Mancuso will reread it.
5. In the past a paper copy of all **performance programs and evaluations** was returned to the employee and immediate supervisor once finally approved by the appropriate VP so that all knew the review was completed and approved. This notification is no longer provided. UUP

asked if there is a way to let employee/supervisor know these are finalized. This process changed because of workload issues in HR. Supervisors now have access to this information online. B Benjamin asked if there was a way to generate an automatic email when these are approved entered. The idea that VPs might be responsible for notifying employees was discussed. This is particularly important for concerns since there is a short timeline to file grievances. J Mancuso will check, and we will revisit the issue.

6. The Women's Concerns Committee has concerns about the **new campus sexual assault policy**. Has HR started to develop guidelines? All campuses are required to abide by the changes. A Title IX coordinator is being hired to administer the new policy and manage compliance issues. B Benjamin suggested this coordinator be invited to a future LM meeting. Assaulted employees can go to ODI, UUP, UPD and HR. HR will launch an investigation immediately. HR makes it clear that there can be no retaliation or retribution. B Benjamin suggested UUP and HR could hold a public forum or workshop regarding the changes to ensure the campus community understands the new guidelines. It was agreed that we would revisit the issue once the new Title IX Coordinator was in place and up to speed.
7. Following a report on **SIRFs** from Institution Research (IR), a statement on the role of SIRFs was sent to chairs. B Hedberg will send a copy to B Benjamin. IR wants increase the student response rate and deflect the Student Association's attempts to create their own public evaluation system. Starting in spring it is proposed that SIRF instructor and course ratings for some courses be available to students via MyUAlbany when they begin to register for courses. B Szelest is proposing a committee to GOV to manage this and UUP is invited to suggest names. B Benjamin stated it is troublesome to offer data on courses which may skew perceptions. Flawed metrics can cause harm. Studies suggest inherent gender and racial bias and correlate responses with grades. More challenging courses with lower grades may produce different results. B Szelest and Management are aware of these liabilities; the committee will do its best to balance the various concerns related to the SIRF process.
8. UUP remains concerned about potential **barriers to promotion from associate to full professor** and requested data on the numbers of associate professors, time in rank, differences across units, race, gender, etc. B Hedberg has not had time to look into this but will and wants to review fall in comparison to 3 and 5 years ago. Racial breakdown may be more difficult because race is self-reported. B Hedberg will inquire about peer institutions. Similarly there may be barriers to UAlbany faculty attaining distinguished ranks. UAlbany may impose more local restrictions and rules are difficult to find. B Hedberg will review the website information. B Benjamin suggested we reach out to current distinguished professors to build that rank.
9. There are ongoing conversations about **Albany Law and Downstate Medical**. B Benjamin urged Senate and campus input and dialogue on the direction of the university and the implications of expanding. J Mancuso stated input will be sought from different groups.
10. Other
 - UUP thanked the president and administration for the opportunity to participate in a much more open **provost search** process than we have seen in the past.
 - B Hedberg thanked B Benjamin for his work and feedback on the **DSA**. UUP will get a copy of the roster of awardees. We should begin discussing next year's DSA earlier.
 - B Hedberg stated the committee will be reviewing the **Individual Development Awards** shortly. There are more applications than usual. 15% of the allocated funds must go to part-timers. The committee often gives priority to junior faculty.

- As soon as the UUP **advocacy agenda** for this spring is set, B Benjamin will share with the president. There may be topics of mutual interest that would lend themselves to cooperative efforts
- After considerable work and discussion between UUP and HR, the University is now ready to recognize those employees who have worked at the University for 25 years or more. Initially this **recognition** was going to be published online and sent via email. HR has decided to send congratulations cards to those individuals who have been recognized instead of forcing those recognized to scroll down a list of recipients. UUP welcomes this development.

Meeting adjourned 12:00pm. Notes submitted by J. Harton.