

## UUP Albany Chapter Labor Management Meeting Notes June 14, 2016

### **Attendees:**

Labor: B Benjamin, B Trachtenberg, P Romain, R Tolley, J Harton, M Seidel

Management: B Hedberg, R Stark, C Trethaway

All thanked Trachtenberg for his excellent work with Labor Management (this was his last meeting, as he accepted a position at another university).

1. **Contingent Issues:** Concerns were raised from conversations with individuals and departments regarding expectations for gen ed assessment. Both U and UUP contingent reports note the considerable role contingents play in gen ed instruction and as a result there is a disproportionate gen ed assessment expectation placed on contingents. We need to think together about a better system to manage assessments. We suspect that compliance ratios are considerably lower among contingents who don't know what to do. There is a gap between individual instructors and the department and where the responsibility rests. Institutional Research draws a sample of instructors across a gen ed category, only assessing 1, sometimes 2, gen ed categories in a given year, so not every gen ed instructor is asked to participate. Larger classes are targeted. Those participating in a prior year are not asked to assess again. Szelest said there are 2 points of labor, at the beginning and the end requiring 2 hours each time. When they recruit instructors there is a written instruction sheet, online tutorial, and face to face to help. Szelest had no compliance numbers. Faculty often don't understand they're teaching a gen ed (the UUP survey showed 18% did not know if they were teaching a gen ed). There needs to be better communication, perhaps in an appointment letter outlining expectations. Many contingent faculty aren't given information they need. Benjamin asked if this could be part of orientation. The department's role also needs clarification. If contingents won't or can't do the assessment do the departments complete it? This is not ideal. Departments should know early who is being assessed and the deadlines. Hedberg plans to speak with R Fogarty about this and will share concerns with the Professional Environment Group.
2. **National Center for Faculty Development and Diversity:** The Joint Labor Management Committee has applied for funds twice and cannot again. UUP recommends finding permanent funding to continue the program and purchase the institutional subscription so that all U members, including grad students, could benefit. The mentoring component focuses on teaching faculty how to meet their research expectations while balancing teaching and service. Hedberg is on the statewide campus grants committee which has the ability to continue to spend unexpended funds through next May, so it may be possible to obtain additional funding. Hedberg installed additional incentive mechanisms to be more energetic about recruiting diverse faculty and expects better results next year. He wants to survey participants regarding their experience. Building financial capacity and expectation for participation in the program at the U is a good idea. The U's retention data has been very poor for faculty of color. Hedberg will get information from T Minor. If a third submission is possible Trachtenberg and Minor's last grant could be recycled. Hedberg will call and check on this.
3. **Discretionary Salary Award Process:** This is the last round of DSA for this contract (up to 1%, double the amount of last year's allocations). UUP thinks funds are best distributed across the board. There is less pain and distress this way and without a meaningful structure of evaluation (for contingent faculty), funds should simply be distributed across the board. The merit process from the past is not warranted for the minimal one-time bonus, but if this path is chosen, materials and clear instructions (particularly if gender inequity, salary inequity, etc. are considered as well as merit) need to get to departments soon. Time compression has plagued this process in the past. Supervisors need clear criteria and guidelines. Performance program and evaluation notices need to come out early to

allow time for evaluations. Hedberg stated there was misunderstanding about last year's communication to departments, that departments could choose how to distribute funds, however departments read in the initial letter that the merit process was required. Also, the language can be interpreted as an incentive for part-timers to do extra work to be considered a "good citizen" in hopes of getting a bonus. Hedberg noted additional tasks should be in the appointment letter and compensated. Benjamin and Hedberg will review the letter to clarify the communication. Stark will provide Benjamin last year's letter.

4. **Data Request, Program and Evaluations Completions:** Stark shared HR is trying to provide VPs and staff with compliance information. The U is currently at 40 % compliance. UUP recommended an evaluations workshop and requiring training for noncompliant supervisors. Seidel is willing to assist and suggested setting an annual date. Both sides agreed that 40% compliance is a major concern that requires immediate attention.
5. **Renewal, Tenure, Promotion Workshop:** UUP would like to hold a joint LM workshop for faculty on tenure, promotion, and renewal in fall. UUP offered a promotion workshop two years ago which was well received. Hedberg is happy to work with UUP on this and agreed to do a comprehensive survey of departments and schools this summer to collect their written policies and practices with respect to renewal and T&P. The campus has guidelines on T&P minimums. There are concerns about the term renewal process and weaknesses at the department level. Benjamin suggested a workshop for chairs followed by a workshop for employees, as these are different audiences, and noted the UUP presence helps get chairs' attention since this is a contractual matter and failures have consequences. Hedberg suggested new deans would benefit. Attendance should be required.
6. **TAP Changes:** Benjamin asked for information about the State Education Department's (SED) cracking down on implementation issues with the Tuition Assistance Program (TAP) that is putting campuses in a dilemma regarding how TAP is used to get students through degree programs. There is the potential to remove TAP funding, reduce major options, force a strict one-track process, and some majors may become ineligible. This impacts poor students and students of color. UUP is interested in the direction the administration is getting from the chancellor and SED. This could be a joint legislative advocacy moment. Hedberg shared recent developments. Altaribba is working with her counterparts at the four U centers to assess risk and interpretations of rules for declaring majors. Some students may run out of eligibility. B Andrea is focusing on this (if we hear of specific student issues they should go to him). A task force is being created, including the Registrar, Financial Aid, etc. Hedberg anticipates clear instructions/guidelines for students, advisors, etc. Hedberg shared that the federal government is cracking down on campuses regarding requirements to maintain institutional eligibility for Perkins loans, work study, Pell grants, etc. and a big issue is proving class attendance. Hedberg said the U is discussing how best to handle this, particularly with larger classes, but there are no decisions yet. Stony Brook is the canary in the coal mine, being audited for TAP. We will learn more from this. If we identify current weaknesses, it will have a mitigating effect if we are audited. Fines are significant. P Romain noted in September students who don't have a major will lose TAP funding. Will they allow students to declare conditional majors?
7. **University in the High School Program:** UHS expansions raise terms and conditions questions. Benjamin asked for data on how many courses and students there are and in what programs, who the liaisons are, how many are contingents, how liaisons are compensated, what percent of their obligations are devoted to UHS, if their workload salaries are compatible, and how workloads have shifted around UHS responsibilities. Hedberg stated this has been a CAS program for many years and that expansion occurred some years ago. UHS provides college credit in subject areas to high school students taking UHS classes in their school districts throughout NY State. High school instructors are vetted by the UHS liaisons who provide oversight for instructors. Syllabi are

scrutinized and high school class visits are made. Community colleges have become competitors offering similar opportunities. UHS generates considerable resources which are used to help supplement part-time instruction at the U, supporting many contingents. Students pay the U a fee (not full tuition) which goes into an IFR managing UHS expenses and resources. Stark asked if work was shifting. Benjamin noted people are hired as liaisons to UHS and their salary and workload is organized around this. These arrangements vary considerably depending on the department, who's involved, the size of the program, the supervision level of classes, syllabi, curriculum, etc. There seems to be a slow erosion of bargaining unit work, more coursework done outside the U, which opens up the question of curricular integrity. Faculty and liaisons in departments are concerned. Seidel shared this is not the first campus to raise these concerns.

8. **Graduate Student TA/GA Stipends (repeated from last agenda):** UUP requested an update about any changes to the GA/TA stipend framework for the coming year. Hedberg apologized for not sending the information.
9. **New Employee Orientation:** Hedberg has no dates yet, but the provost is planning to do something for teaching faculty. The U is trying to prepare over summer. Hedberg stated Benjamin will have a slot to discuss UUP. Benjamin noted orientations must be done—this is telling faculty about the nature of their work and the expectations. He looks forward to helping with this. Stark noted HR is working on the “on-boarding” process. UUP and other unions are invited to share their thoughts. A group will be meeting next week. Benjamin noted larger campuses have monthly orientations for new employees and these help build continuity.
10. **Fair Labor Standards Act:** HR identified about 285 staff across the campus who will be impacted. The majority are UUP. If they are on the cusp the U may increase their salary. There are many questions that need to be answered. Employees may see now being required to record hours worked as a demotion, but when the U gets audited, proof of hours worked will be required. Benjamin asked for a list of names to reach out to those individuals.

Meeting adjourned 11:45am. Notes submitted by J. Harton.