



**United University Professions  
Albany Chapter**

**Labor-Management Minutes**

**May 22, 2023**

1. End of an academic year, new Chapter leadership. We join the President and Provost in recognizing all the hard work and dedication across the campus that went into making this another successful academic year, punctuated by a great Commencement weekend. We also want to recognize our new Chapter officers who will be stepping into Chapter leadership roles on June 1st and discuss how we can ensure continued good communication and collaboration during this transition.

Thanks all around for mutual collaboration during the year.

2. Follow up: Academic workload / summer work issues in CEAS and CEHC. We would like to have a follow-up conversation regarding concerns that we raised in our last meeting regarding workload issues among academic faculty in both CEAS and CEHC. What was learned regarding concerns about excessive academic advising loads and imposed summer work? What steps are being taken to ensure that significant increases in student enrollment do not lead to excessive increases in workload for both academics and professionals?

M: Had talked to the Deans in Data Science in CAS and Computer Science, and they were not aware of the problems. Recommended that faculty go to the deans with concerns first. We had asked what they needed for the growing number of students, but this workload was not on the radar.

L: Math is understaffed. The department received a Graduate Assistant line but not staff support. Hiring staff was recommended to the Dean. Whenever a program enlarges in enrollment, support staff is needed. Masters student numbers have doubled.

M: This has not been brought up by the Deans, but we'll talk to them.

3. CEHC tenure and promotion processes review. It is the Chapter's understanding that the College of Emergency Preparedness, Homeland Security and Cybersecurity is developing tenure and promotion guidelines. We are reminding the campus that processes for promotion and continuing appointment are mandatory subjects of negotiation and thus need to be negotiated with the Chapter before they are implemented. We look forward to reviewing that document.

M: We can provide that document. The Provost office has trainings generally for promotion, not specifically for College of Emergency Preparedness.

4. Equipment replacement policy. Several of our academic members have contacted us concerned that their work computers (both their office computers and some computer terminals in classrooms) are outdated and inadequate but that they are not able to get replacement equipment. What are the policies and procedures for requesting such replacements? What criteria are used to determine when computers need to be upgraded or replaced.

M: We have a life-cycle system for the computer inventory and there is \$400,000 available to replace equipment. The system needs to be automated, however. An ITS provided laptop should also be included in that life-cycle system.

L: Who do folks contact?

M: Each department should have their own inventory. A 5-year life is standard. Departments should reach out to ITS. The Provost Council should consider this need. Classroom computers are on the life-cycle schedule as well.

5. Computer equipment for mandated remote work. We have now completed the second spring semester where the campus has mandated that academic faculty conduct classes remotely during periods of inclement weather. What policies and procedures are in place to ensure that all academic faculty are being provided with computer equipment sufficient for performing remote instruction? (For example, campus-provided laptop computers and webcams.)

M: Desktops are more economical, although laptops are more portable between campus and home.

6. UUP Representation to the Campus and Workplace Violence Prevention Policy and Program Advisory Committee. Per the, [Campus and Workplace Violence Prevention Policy and Program](#), the Advisory Committee includes "union representatives." We are requesting a list of the members of this Advisory Committee and which members, if any, were appointed by the Chapter. We would also like to discuss the process of appointing new UUP representatives to this Advisory Committee.

M: We've touched base with those services that relate to the issue. We found the Advisory Committee doesn't exist and hasn't met for 10 years.

L: Maybe an existing "health and safety" committee would be appropriate. Regarding gun violence, UPD did trainings some years ago. There's interest in bringing those trainings back.

M: CSEA meets once a month on safety issues. We should check with UPD on the gun-violence training.

Additional note from M: We are behind on mandated 2-hour ethics training for new hires. Ten-month employees will hear about them soon, but nothing needs to be completed over the summer.