

**UUP Albany Chapter Labor Management Meeting Minutes  
December 17, 2012**

Labor: J. Collins, B. Benjamin, T. Hoey, D. LaFond, M. Seidel,  
Management: B. Hedberg, J. Mancuso, C. Tretheway, L. Neveu

The meeting began at 10:10AM in UNH 105

**1. Update Budget NY 2020/Shared Services**

B. Hedberg stated that the NY 2020 agreement was signed, the Provost took some risks, and some of the 2020 searches are underway. A third round of proposals is in distribution to evaluation committees. J. Collins had heard in the CAS Council that there would be no college cut-backs/reductions this year. B. Hedberg stated that he was not aware of any planned reductions.

M. Seidel: asked if differentiated tuition is planned for the spring? B. Hedberg – students will be billed the premium in the spring.

J. Collins: Some reports suggest that other SUNY campuses are more aggressive on Shared Services. For example, Potsdam made a point of connecting academic shared services and IT, while at UA we've been told that the main movement is around IT, but not academics. Collins recalled that President Philip had indicated that a bid was put in for a nearby campus for which UA could supply the IT infrastructure for online education (Empire?), if this is so, would we be more engaged in the business of online education? We have concerns for the implications for professional and teaching faculty.

B. Hedberg encouraged UUP to keep the 'online' item on the agenda. It has implications for revenue. B. Benjamin stated there are implications for our student's education as well. B. Hedberg agreed that is an important point.

**2. Follow-up: New First year Writing Program: Staffing & Workload**

J. Collins – there was Senate approval for the first year writing program. We were pleased to hear that the Provost was open to considering making these positions permanent appointments (Instructors vs term appointment Lecturers).

B. Hedberg: The Provost's Advisory Committee, Deans Williams and Faermen are aware of UUP's concern, and this is an area the Provost and her advisors will study. There are lots of issues to consider as we don't have experience with this.

J. Collins: Offered to share experience from other SUNY campuses that used the category 'Instructor' as well as 'Lecturer'.

B. Hedberg thought it best to keep communicating closely.

J. Collins: Raised issues of academic workload. Most academic staff have dispensations of various kinds from a 3/3 workload, and it seems that it would be a higher workload for those in the Writing Program. Is there a way to find out workloads across the campus?

Hedberg: We have not done a systematic review but we have enough of a traffic pattern to know that there is considerable variation. Size of courses, number of preparations, scholarly dimensions, service expectations are all factors. The O'Leary framework posits a 3/3 load for those engaged in scholarship and service. If a person is retained without any other traditional academic obligations, it requires a different course load.

B. Benjamin: The Senate document on the Writing Program approved a three/four load. Is it possible for you [Hedberg] to generate a map outlining workloads? Hedberg indicated yes. Benjamin responded that the demands of writing instructors are considerable, often 1000 papers to grade. The most applicable information we have addresses lower course loads than the 4/4 currently proposed by administration for Writing Program Lecturers. This sets a bad precedent for a core academic experience, the idea of putting in a large number of teachers all working high course loads does not seem sustainable. It is important to know what the comparable workloads are across the campus.

B. Hedberg will check to see if there is a mechanism for getting information rather than a full survey of the campus.

B. Benjamin- Is the Senate vote binding, What is the surety of passing?

Hedberg: stated he was present at the meeting of the vote, but had not read the full proposal

### **3. Health & Safety**

J. Collins asked: If we have concerns who do we turn to? J. Mancuso stated Lisa Donohue of EHS is the contact person. There is Health and Safety web page.

J. Collins raised concerns about bathrooms and access to sub-basement particularly regarding disability access and general maintenance concerns. Mancuso responded that J. Giarusso had sent a message saying that locks have been taken off. J. Collins will find out more before taking further.

The Newtown violence and tragedy was discussed at length in reference to preparations on this campus for emergencies. The union asked for more training for all staff about how to respond and who to communicate with in the event of an emergency, but especially for adjunct faculty, who are frequently new to the campus. Collins asked what is the communication drill in general but in particular for adjuncts? He stated that an adjunct faculty member had reported to him that a student had a seizure in class, one of the students called the outside 911, and it took too long for the EMT to come. There didn't seem to be a phone in the classrooms.

Hedberg: agreed these are concerns: phones in the lecture Center. Who answers? What do you do when cell phones don't work? B. Hedberg's understanding that dialing 911 on a cell phone goes to Syracuse dispatcher. The best procedure is to call the UA University Police Department.

J. Hanifan: Might there be a UPD presentation for new faculty? Others discussed the BRISK team– Behavior Risk Assessment – CuBIT Team. Mancuso said that John Murphy had sent out a kind of manual for various kinds of emergencies. J. Collins said that if such information was distributed, but now mislaid, it should be sent out again, especially the BRISK packets. Phone numbers and contacts should be easily accessible.

C. Tretheway: These issues are also touched upon in Workplace Violence Training.

T. Hoey: There do not appear to be phones in every classroom, but we do have blue-light phones outside some classrooms.

Hoey further pointed out that a battery was found in the hall at Beverwyck and had been sitting there for a year in an unsafe container. UUP Health and Safety went to a “go to” person, and nothing was done. J. Mancuso said he will bring the problem to Lisa Donohue’s attention.

#### **4. Parking & Snow Policies**

J. Collins inquired about winter shutdown and parking. Mancuso went to Plant and received a handout which he shared with J. Collins. Snow Response Guide discusses what parking lots get taken care of first and the Campus Weather Alert information. Collins asked if this information can be sent out by UUP at this point, about what to do if bad weather hits and relevant webpage links. Hedberg replied that the Provost’s office has procedures for cancelling classes. Hedberg will get the links and share with UUP.

#### **5. Preparation for Mid-Winter Shutdown**

J. Collins stated that he heard that some supervisors are working at home. J. Mancuso stated that classified service employees cannot work at home as they have paperwork that cannot be taken home. Professionals are online; HR encourages people to use DRL Deficit Reduction Furlough time. No one can be denied if they want to work but this varies according to respective offices.

Collins: How do folks get permission to work at home? Mancuso: Supervisory arrangements. B.

Benjamin: This might be a chance to offer a liberal interpretation.

J. Mancuso: We want working at home to be flexible. If we ever got audited, we could get hammered on this. Two memos have gone to supervisors. This is a supervisor/employee relationship issue. For example, supervised work in the library seems to be different than unsupervised work.

#### **6. Bulletin Boards**

J. Collins requested a memo to supervisors going out regarding ensuring bulletin board space for UUP memos. He stated that everything on boards will be approved by the UUP Chapter President. He reiterated UUP’s request for dedicated bulletin board space and asked if J. Mancuso’s office could send out a memo to this effect. J. Mancuso agreed.

#### **7. Speaker Requests for Spring 2013**

J. Mancuso: Tamra Minor, Affirmative Action and Diversity office was invited but declined due to Jury Duty. She is willing to come at another time.

J. Collins and other officers indicated a list of potential speakers for the spring: Tamra Minor, Affirmative Action; Bruce Szelest, to discuss new SIF evaluations; Sue Faerman, to discuss the new writing program, and Lisa Donohue, to discuss health and safety.

**8. Proposed Labor Management Meeting Schedule for Spring 2013**

Monday January 28<sup>th</sup>, 2013; hold on February date; Monday March 25<sup>th</sup>, 2013; April 22;  
Monday May 20<sup>th</sup>

**9. Add Ons:**

T. Hoey stated that the Professional Program was a success. There was a large amount of supervisors in attendance.

B. Hedberg stated that President Jones will start on January 2<sup>nd</sup> 2013.

Meeting adjourned at 11:20 AM

Submitted by Deborah LaFond, January 18, 2013; resubmitted with revisions, March 8, 2013.