



**United University Professions  
Albany Chapter**

**Labor-Management Minutes**

**January 30, 2023**

1. Chapter Office Space: The Chapter would like to explore the possibility of renting space from the campus to use as its Chapter Office. Right now the Chapter has use of a space, free of charge, in the Campus Center sub basement. However, we have found that this space is not adequate for our needs. We would like to rent a space that is on the Academic Podium on the main campus, ideally a two-room suite around 700 square feet, which would provide space for our Chapter assistant to work and space for meetings with members. We are requesting information on:
  - a. The cost to rent space (on a square foot basis, or other basis if calculated differently).
  - b. A list of some available spaces that meet or approach these criteria.
- L. Thanked Management for getting some movement on a new campus space.
2. Migration to Brightspace: We would like to discuss the campus's plans for migrating from the Blackboard platform to the Brightspace platform. One issue that we would like to avoid, which we have learned has been an issue on other campuses, is the expectation that this work be conducted over the summer when full-time academics are not on professional obligation and when part-time contingent faculty have not yet been appointed.
- M. The campus will not have training over the summer, only during the spring and fall. Go to CATLOE (Center for Advancement of Teaching, Learning and Online Education) for the training schedule. Offered to improve communication and bring the topic to the Deans meeting.
- L. Perhaps communicate the information through dept chairs. Is it possible some grad students working in ITS can help folks during the summer.

M. There is Brightspace support and CATLOE has folks ready to help.

3. Anticipating the transfer of CNSE to UAlbany: We are requesting information on the transfer of CNSE to UAlbany. While we know that this process will take time and be complex we want to work with the campus to ensure that it goes as smoothly as possible for our members, the current SUNY Poly members at CNSE, and the current SUNY Poly students who will become UAlbany students. To that end, we hope to have a conversation around several issues and questions:

- a. Timing: when will the CNSE transfer to UAlbany be effective? When will current SUNY Poly employees at CNSE become UAlbany employees? When will CNSE students become UAlbany students? How many undergraduate and how many graduate students are transferring to UAlbany?
- b. Organizational structure: will CNSE remain a separate college within the University?
- c. Will CNSE UUP members (both academic and professional) retain their current campus titles and job duties or are there plans to reorganize that group of employees?
- d. Will UUP members on the CNSE campus have full access to UAlbany facilities and resources?

L. Will there be smooth transition regarding performance programs? Is the end of Fall 2023 the timing?

M. Making the transfer happen by the beginning of Fall 2023 is the goal. There's a steering committee with 5 work groups. CNSE employees are happy to be rejoined with UAlbany. 133 students will transfer: 43 undergrad, 17 grad, and 73 Ph.D.

L. 60 of the employees are unionized (UUP and CSEA). We should be intentional about transferring performance programs and job descriptions. Affiliation between Poly and UAlbany needs to be considered because of incoming research funding. And everyone should have access to UAlbany facilities.

M. Yes. We need to find out who the UUP Chapt. President is at Poly, as well as learn of any pending employee cases, promotions and L/M relations. We'll need to merge HR departments.

4. Update on Nursing program: We are requesting an update on the status of the nursing program. Has that program been approved by SED? When do we

anticipate admitting students into this program? Have faculty and professional support searches begun for this program? If so, how many?

M. Waiting on State Ed on whether we can take 2-year degrees and transfer them into a 4-year program. Hope to start in Fall 2023. We'd like to add 2 more faculty hires: a tenure-track faculty and a Clinical Coordinator, as well as 2 professional staff. HVCC has all the clinical facilities. More to come on that. We can't advertise until we get approval.

5. Update on appointment letters: We appreciated hearing the steps that were being taken to streamline the process for distributing appointment letters to contingent faculty and are requesting an update on any progress that has been made towards implementing some of these changes and information on when contingent faculty hired for the spring term can expect to receive their letters.

M. Hiring letter distribution is improving but is still a process. The letters are now for 1 year rather than 1 semester.