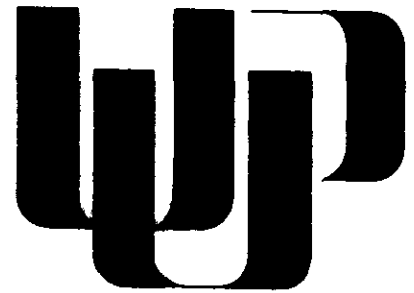


United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



EXECUTIVE BOARD MEETING

September 10, 1985

Home Ec 116

Present: J. Carney, F. Miller, D. Selzner, J. Mazarak, W. Benedict,
J. Baldwin, P. Jensen.

I. The President called the meeting to order at 4:35 P.M.

II. The President distributed a list of announcements and volunteered to answer questions. (Copy appended, to file.)

III. Reports

A. Membership (Mazarak)

1. Spoke to new faculty at the orientation meeting; they had already received UUP information packets.
2. Carney asked whether information about volunteers had been put on cards yet. Selzner replied that it had, although the Blood Pressure Clinic volunteers have not been included.

B. Grievance (Carney)

1. Janet is currently in Albany at contract negotiations.
2. IRC grievance, which we expected to be resolved at Step 1, has not been resolved and so will move to Step 2.
3. We should be aware of the following regarding Plymouth State Hospital: an individual was dismissed (for manhandling a patient) without a hearing; after seeking advice from CSEA chapter, the individual filed a grievance, which was an error because an improper practices charge should have been filed, but by the time this was determined, time for filing had run out; the individual sued because he/she had been improperly represented; PERB found CSEA liable for the person's future legal fees because of the bad advice given. Watch out!

C. Legislative (Benedict)

1. Attended Glens Falls Leadership Conference the past weekend. Its Political Action Workshop produced many suggestions, which will be circulated.
2. Will represent us on Sept. 19 when Cobleskill hosts a Senator and State Assemblyman; costs will be covered by Legislative line in our budget.
3. Committee member Chris Bulson is arranging to get McCann here for a visit this Fall.
4. Carney urged Board members in general to push this semester to get new individuals involved, even though he loves seeing us all.

D. Finance (Baldwin)

1. Fiscal year ended Aug. 30; report has been prepared. At year's

D. Finance (cont'd)

end finances were: \$ 2436.23 Checking Account Balance
2500.00 Certificate of Deposit
46.11 Interest on CD

2. Present Checking Account Balance: \$ 2363.09.
3. Treasurer expects to be on sabbatical during Spring semester. Suggests that someone other than a current officer take his place.
4. Carney plans to spend the previously-allotted \$1200 for a new copying machine. Perhaps also for a service contract?
5. Miller would like to have us plan ahead for future chapter equipment needs, such as a multiple duplicating devices of some sort. Also, \$1200-1500 will eventually have to be spent for a computer.

E. Secretary (Jensen)

1. Should be certain to invite John Smyth to Sept. party. To do so, he needs 2¢ stamps to put with his out-of-date 20¢ stamps. Are there others who should be invited?
2. Distributed copies of tentative schedule of Board and Chapter meeting dates. Accepted, with Secretary's suggestions, after discussion.
3. Reported that Christopher's still seems the best place for September party, even with presentation on contract negotiations.
4. Discussion about locations (and possible topics) for Chapter meetings. Selzner has booked Morris Hall for Dec. 19. March for elections; April for budget. November and February for on-campus meetings at noon. Probably Holiday Inn for October, evening.

F. Newsletter (Selzner)

1. Distribution will be the Monday before Chapter meetings. Submission deadlines will be ten days before issue dates (i.e. Friday before Executive Board meetings).
2. Jensen reported on information about printing costs. Baldwin pointed out that \$2000 has been budgeted for all printing; last year \$1157 was spent for non-newsletter printing. Also, he had been requested to keep separate records for newsletter expenses, so please have bills marked accordingly.
3. Check to see if Oneonta Star will do printing..

- G. Benefits: should we have one or two Blood Pressure clinics?
Consensus: one.

IV. New Items (Carney)

- A. Negotiations Committee and Team met last Saturday. Results will be distributed to all by the end of this week. Negotiations have begun again. Discussion of on-campus feeling that there is no news, that nothing is happening. Perhaps we should have more local distribution of information.
- B. Meacham has agreed, "as far as I know," to be Vote Cope coordinator.
- C. Will discuss AFL CIO Political Action Conference this summer if asked.
- D. What about a possible program on labor music?

IV. New Items (cont'd)

- E. A possible problem is seen in current situation in which a retired member is teaching two courses this Fall for free. Complicated and awkward. One member is considering filing an Improper Practices charge regarding this.
- F. Miller moved that appropriate members be invited by the President, at his discretion, to the October Delegate Assembly at Chapter expense. Seconded. Passed by voice vote.
- G. A Stonybrook case reveals problems associated with accepting advertising in Chapter newsletters. We should not even consider it.
- H. Many complaints have been voiced about things that happened during registration process this Fall. One member has written a letter of complaint to the Administration. The cases cited do not appear to be union matters, but the situation should be watched.
- I. Who will represent us at retirement dinner for Mercun, Bozanic, and Handy (former CSEA President) on Sept. 21? Selzner, Benedict, Baldwin; Carney (probably); Miller (maybe).

V. Meeting was adjourned at 6:05 P.M.



Paul passed out meeting calendar for year - get from him



**ONEONTA CHAPTER
UNITED UNIVERSITY PROFESSIONS,
STATE UNIVERSITY COLLEGE, ONEONTA, N. Y. 13820**

From: John J. Carney, Jr.

To: Executive Board (Meeting of Tuesday, Sept. 10, 1985)

Re: Various Subjects (announcements)

1. Sabbaticals -- I have heard of no problems. We have a list of people going on leave from the Pres. office. Unless I hear differently, I will assume there are no problems.
2. At a special Exec. Board meeting on Aug. 30, we agreed to contribute to the day care opening luncheon "up to" \$300. A letter confirming our contribution and the conditions under which it is proffered has gone out. (minutes to follow)
3. Change in leadership local university police unit -- see copy
4. We were approached over the summer by a member on sick leave whose time (sick leave time) was running out. Member sought our help. We resolved the problem in a manner satisfactory to all concerned.
5. I have mailed "Benefits, Fall 85" brochure. You (and everyone else) should have received it. Let me know if there are problems. Over the next week or two we will mail bookmarks and "Officers and Appointees Duties and Functions List."
6. I was asked to make recommendations for state-wide committees. As near as I can tell, we got what we asked for. I am state-wide Finance Chair again. Joe, Dennis, Janet (?). José Betancourt got appointments.
7. Congratulations to Dennis on his election to the College steering Committee.

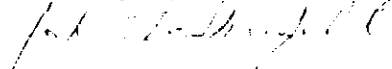
UNIVERSITY POLICE LOCAL 1792

SECURITY AND LAW ENFORCEMENT
COUNCIL 82 AFSCME — AFL — CIO

TO: Charles Weber, Personnel Director, SUCO
FROM: John T. Shufelt, Regional Vice President, Region IV, Local 1792
DATE: 05 July 1985
SUBJ: Replacement of Unit Chairman, SUCO Unit Local 1792

On 29 June 1985 William Sprague submitted his resignation as Unit Chairman of the SUCO Unit of Local 1792. His resignation is effective 29 June 1985. This letter is to notify you that as Regional Vice President I will be assuming the duties of SUCO Unit Chairman for the remainder of Bills unexpired term of office. Please send all correspondence regarding Union matters to me at the Public Safety Dept. office.

Thank you,



John T. Shufelt, RVP, Local 1792

CC: Lucille Cope
John Edmondson
Jack Emmett
John Carney
Ernie Hitchcock



141-53-7599

ONEONTA CHAPTER
UNITED UNIVERSITY PROFESSIONS,
STATE UNIVERSITY COLLEGE, ONEONTA, N. Y. 13820

From: John J. Carney, Jr.
To: Executive Board (Meeting of Tues., Oct. 8, 1985)
Re: Various Subjects (Announcements)

1. Negotiations bulletin Number 9 should be in the campus mail tomorrow and should reach you before week's end. If you don't see it by, at the very latest, next Monday, call me please. (see below)
2. We have had some problems related to people not receiving union announcements. The mailroom, as always, has been most cooperative, but we are concerned about distribution at the building and/or department level. We are asking for help through the Newsletter (Dennis will report), but I ask you to be particularly vigilant.
3. The chapter has a new copier, a Canon PC-25, which has the capabilities of enlarging and reducing and, in an emergency, could turn out a 600-item run. The copier is located at the "supplementary" union office.
4. I was contacted by a former member who had gone off payroll last October and returned to payroll this fall, inquiring if they would automatically (without filling out a new card) be placed back on the union membership rolls. The answer is "yes" that is the way it should happen, but it would be helpful if, in such cases, you would note the individual's name and let John M. know so that he might doublecheck -- or you can, yourself, call the 800 number and ask Jane to make the switch from inactive.
5. I have received some information from the Labor Institute of Public Affairs about programs and materials available and -- eventually-- will contact those interested (John M. -- Labor Music Business).
6. VERY IMPORTANT -- We were reminded at the D. A. that when you serve on college committees if, during that service, management actions which are grievable come to your attention, the timeliness clock starts to tick!! In other words, if you do not report such matters, you could exclude the possibility of our grieving -- since the contract clearly states that the timeliness period runs from a point when you were informed (present) . . . "or ought to have known" The fact that many of our committees do not keep minutes might work in our favor, but I urge increased vigilance and immediate communication to the chapter president and grievance chair. In some cases, you might save us all a lot of trouble by pointing out to a committee that the subject under discussion might result in a grievance.
7. A fair and reasonable contingent of the chapter leadership has put in an appearance at the Mercun, etc. retirement dinner, daycare luncheon, Tri-County meeting.
8. Please see communication following.

Employee Assistance Program (EAP)
Alumni Hall 118
State University of New York, College at Oneonta
Oneonta, New York 13820-1378

EAP Committee Chairperson,
Jeanette Robertson

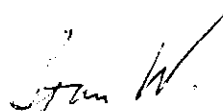
EAP Coordinator,
Stan Weisberger

September 23, 1985

MEMO TO: Dr. John J. Carney
Pres. SUCO-UUP
FROM: Stan Weisberger
RE: June EAP Network Meeting

On behalf of the EAP Committee of SUCO, I want to thank you and the UUP for your generous financial help in our hosting of the June Network Meeting here at SUCO. The event seems to have been a success both in its program content and cuisine offerings.

The help of UUP made it possible. We deeply appreciate your thoughtfulness.



United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



EXECUTIVE BOARD MEETING

October 8, 1985

Home Ec 116

Present: Carney, Mazarak, Baldwin, Jensen, Miller, Selzner, Potter, Bucalos, Benedict.

I. President Carney called the meeting to order at 4:35 P.M.

II. President Carney distributed a sheet of announcements and comments.

III. Reports

A. Membership (Mazarak)

1. Still has not received an updated list of members.
2. Information from Delegate Assembly: we have 293 Academic and 76 Professional members, which is 78 $\frac{1}{2}$ % of the agency fee payers. If we add eight more Academic members by January 3 we will be eligible for a fifth Academic Delegate.
3. No official membership campaign is as yet underway for Fall.
(Interjected reaction to item #4 on Carney's sheet: Miller thinks it is not accurate; Carney thinks the situation has changed; Potter thinks it may be true of the prescription plan.)

B. Grievance (Potter)

1. Carney asked for a reaction to Brush's statement about extra service payments. Is it new? No, but putting it in writing is.
2. Shultis has filed Step 2 because no arrangement could be worked out. No response to it yet.
3. Moore, after filing a grievance two years ago when RIM was retrenched, did work out an arrangement. However, it appears that in her new position she is treated like a janitress. Noted that we resist soliciting grievances! Information should be sought, however. An issue of concern: fluorescent bulb breaking on her (toxic substance law?).
4. Porter's situation seems to be expanding; it now appears that he will teach in the Spring, too. Again, information should be sought. The situation can't be ignored because it sets an undesirable precedent (free teaching). A subcommittee should discuss the matter with him.

C. Legislative (Benedict)

1. Didn't make it to the Cobleskill meeting of September 19.
2. Nothing yet definite on visit from Assemblyman McCann.

(III. Reports cont'd)

D. Finance (Baldwin)

1. A Canon copier has been purchased for \$1189.50.
2. Our tax-free number is 141-53-7599.
3. Have received monthly dividend of \$15-16 for CD.
4. Current checking account balance: \$ 737.94.
5. Next allotment due any day now.
6. September party cost \$250 (\$5 x 50).

E. Newsletter (Selzner)

1. Sentinel is being printed by Ms Prints & Cop Ease at a cost of approx. \$175 per issue.
2. Mazarak may bill us for cost of photo materials.

F. Professional Vice-President (Selzner)

Nothing

G. Secretary (Jensen)

1. Re: next time Holiday Inn is used; ask for a working microphone and find out where the volume control is. Can we get the room around the corner next time? General dissatisfaction voiced about Holiday Inn, based on affairs recently attended there.
2. Miller moved that we change the October meeting to 4:30 P.M. on campus (Morris Hall if possible). Seconded. Passed. Second choice of location: IRC lecture hall. Topic: status of contract negotiations, Learn what can be done.
3. Can we use Morris Hall bulletin board? Selzner will check.

IV. New Business

A. Labor/Management Meeting

Possible topics: Registration problems, Anderson, toxic substances, Porter, contract, parking problem due to bubble construction.

B. Actions Re: Stalled Negotiations

1. We should not concentrate on the issue of salary; other issues are more important and the poverty in the area might make the subject sensitive.
2. "Reduced time for notice of non-renewal" should not be included in list of State's demands.
3. Phase 1: try to enlist aid of local campus management to use their influence on the State. Methods: personal contact (stress that their help is needed for the State University to hang together); letters from Chapter President to campus Presidents. Use word-of-mouth to have members send letters, asking Craven & Brush to urge Chancellor's office to get talks moving again..

(IV. New Business cont'd)

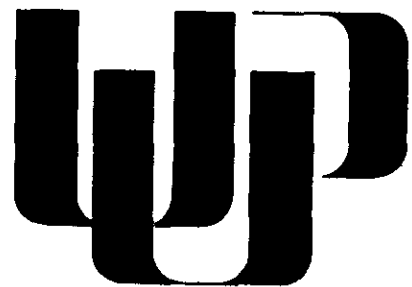
(B. Actions Re: Stalled Negotiations cont'd)

4. Miller moved that the Executive Board set up a small committee to write ~~a~~ letters to Craven, Brush and Daley as described above. Seconded. Passed. Committee will consist of Carney and Miller.
5. Send a memo to those in our volunteers file asking them to send letters as described above. Selzner and Carney will do this, and include a sticker with the memo.
6. For the next three days, take informal polls.
7. Miller and Carney will contact Labor Council asking for their help.
8. Bucalos announced that State Times plans to interview Selzner and Potter. Will provide them with a copy of the Knickerbocker News article (pointing out inaccuracies).
9. What about an ad in the Star? Better to keep it on the campus for the present.
10. Perhaps set up an information table outside Morris Hall during Parents Weekend Open House.
11. Carney, Miller and Benedict will talk to Craven.
12. An open letter to Mayoral candidates? Better for Step 2.

V. The Secretary left the meeting at 6:15 P.M.

United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



EXECUTIVE BOARD MEETING

November 12, 1985

Home Ec 116

PRESENT: Carney, Miller, Potter, Bergstein, Mazarak, Baldwin, Jensen, Selzner, Tyler.

I. President Carney called the meeting to order at 4:35 P.M.

II. Announcements (Carney)

- A. Donations in memory of John Smyth totalled \$60.30; \$35.30 was used for flowers and the rest donated to the fire company fund.
- B. A #53. paper cutter has been purchased for the chapter.
- C. We have been told that the Health Plan Transfer Period will not be open to UUP members because we have no contract.
- D. Those attending the McCann breakfast have received letters from the Assemblyman; copies were distributed to the other Board members.
- E. Membership lists were distributed to Mazarak, Potter, Bergstein and Selzner (for Bucalos).

III. Reports

- A. Membership (Mazarak)
 - 1. A letter will be coming about handing out cards to non-members.
 - 2. An items about membership will be in the Sentinel.
- B. Grievance (Potter)
 - 1. Hold off on Porter follow-up.
 - 2. Has sent list of outstanding cases/relevant items from John Smyth's files to Fred Woolly (sp?).
- C. Legislative (Benedict not present)
- D. Finance (Baldwin)
 - 1. Have received \$2784 allotment (includes a one-time \$1000 payment which may become annual) and \$14.50 interest on CD. Balance is \$2857.11.
 - 2. Miller moved approval ~~EX~~ of expending \$20 to join Association of Newsletter Editors. Seconded. This AFT organization will allow our newsletter to be critiqued and provide a source for technical information; it's worth trying. Passed by voice vote.
- E. Newsletter (Selzner)
 - 1. November issue is on schedule (probably out next Monday).
- F. Professional Vice-President (Selzner)
 - 1. Attrition has lowered professional membership to below the second delegate level (from 82 to 72; need at least 76 for second delegate).
- G. Academic Vice-President (Miller)
- H. Secretary (Jensen)-- Morris Hall Main Lounge reserved for Dec. party; Fred Bucalos contacting OAS for food; possibility of music.

IV. Old Business

A. Labor/Management Meeting held; seemed successful. Topic of Dean Anderson was not covered. Any additional topics should be brought to Pres. Carney's attention. (Will hold another meeting in December if necessary.)

V. New Business

Statewide Solidarity Day scheduled for Tues. November 19.
Demonstrations/Informational picketing on all 32 campuses.

Four letters have been written and will be mailed by Thursday morning; sent to Academics (Potter), Professionals (Selzner), Agency Fee Payers (Jensen), and Volunteers (Carney).

Ad will appear in NY Times next Sunday.

On Tuesday Ed Cleary will speak about UUP problem at dedication of AFL/CIO headquarters in Albany. (Tri-County Labor Council resolution prompted him to ask what he could do.)

Pres. Drescher will hold a press conference and contact Comptroller Regan to investigate whether there has been malfeasance regarding the Arthur Young study.

Carney distributed packets of invitation/cards to be distributed individually in groups of five, and buttons to give to the people we ask to hand out invitations/cards. Area assignments:
Fitzelle (Bergstein), Theater & Fitzelle (Miller & Tyler, R.), Music & Art (Mazarak), Admin 2nd floor (Carney), Admin 3rd floor (Baldwin), IRC (Jensen), Admin & Professionals (Selzner), Library & Old Science (Potter), Alumni & Sci (Benedict), Home Ec & Sci (Tyler)

Bucalos & Tyler will follow-up on the invitations/cards; will call the individuals above to see if they need more.

Carney will contact the press, radio, TV.

Mazarak will take pictures on Tuesday.

Miller & Jensen will make up more signs (need about 50 more).

Benedict to contact politicians, asking them to attend and show support.

Also need to contact officials of other unions, on campus & off. Carney will maybe contact Management Confidentials. Ask Anderson to postpone convivium scheduled for same time/day; Selzner will check on why convivium was changed from Nov. 21 to Nov. 19.

Bergstein & Baldwin will prepare leaflets for Tuesday; also Potter. (Interested parties may meet with them Thurs. noon.)

Selzner needs \$20 for videotape to record demonstration. Selzner moved that the chapter provide \$20 for videotaping materials.

Seconded. Passed by voice vote.

Need more "quit balking" stickers.

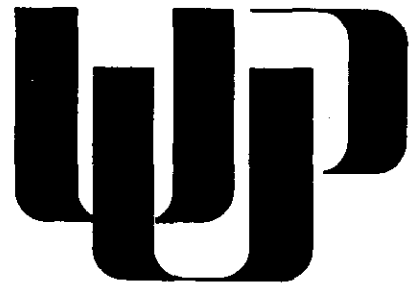
Is it permitted to send memo to members advising them not to vote for people they don't know for NYSUT representatives? Baldwin will check.

Next Chapter meeting, Nov. 21 at noon.

IV. The meeting was adjourned at 5:50 P.M.

United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



EXECUTIVE BOARD MEETING

December 10, 1985

Home Ec 116

PRESENT: Carney, Bucalos, Miller, Baldwin, Jensen, Selzner, Mazarak, Benedict, Potter.

I. President Carney called the meeting to order at 4:40 P.M.

II. Mr. Miller moved acceptance of the minutes of the previous meeting (November 12, 1985). Seconded. Passed by voice vote.

III. Announcements (Carney)

- A. Nuala Drescher will be sending a letter to all new members.
- B. The NYSUT and AFT ballot sent out has been voided and must be re-done.
- C. Expect a caucus in February about the March local elections.

IV. Reports

A. Membership (Mazarak)

- 1. Has received few responses to his letter with enclosed membership cards; will send a follow-up letter.
- 2. Carney announced that we now have 301 Academic members (which gives us another delegate) and 77 Professional members.

B. Grievance (Potter)

- 1. Still waiting to hear about Shultis case.
- 2. We have received a note from Jim Couden about suggesting an evaluation system for part-timers. Potter has asked Harry Bergstein to meet about it.
- 3. Mr. Benedict moved that the President, working through the Chairman of the Part-timers Committee, seek a representative from among the part-timers to attend the next Delegate Assembly. Seconded. Passed by voice vote.
- 4. Ms. Potter moved that the President, after examining the agenda, invite one additional person deemed appropriate to the next Delegate Assembly. Seconded. Passed by voice vote.

C. Legislative (Benedict)

- 1. The Board agreed with Benedict's suggestion that Holiday cards bearing the UUP logo be sent to legislators and to the mayor.
- 2. Selzner will be attending the State-wide legislative meeting. Do we have any concerns that should be voiced there?

D. Finance (Baldwin)

- 1. Current balance: \$1800.22.

IV. Reports (cont'd)

D. Finance (cont'd)

2. The most recent newsletter issue was over the anticipated expense per issue. Reason: coverage of informational picketing involved extra pages and additional photos.
 - a. Discussion of anticipated income and expenses, and of the need to clarify procedures for approving excess expenditures.
 - b. Mr. Miller moved that approval for extraordinary expenses (i.e. \$50 or more beyond budgeted item amount) be obtained from the President in consultation with the Treasurer and available Board members. Seconded. Passed by voice vote.
3. Carney asked about obtaining a form for vendors, asking for identification of charges or itemization.
4. Mr. Baldwin has submitted a letter of resignation as Treasurer, effective January 1.
 - a. Mr. Selzner moved that the Executive Board reluctantly, but with much appreciation and thanks for five years of excellent service, accept Mr. Baldwin's resignation. Seconded. Passed by unanimous voice vote.
 - b. Carney noted that Baldwin will be presented with a certificate and letter of thanks.
 - c. Mr. Miller moved that the President, in consultation with the Executive Board, appoint an interim Treasurer to serve until May 31, 1986. Seconded. Passed by voice vote.
 - d. Carney noted that \$26.30 remains in the temporary help line. More needs to be added to it. Where will it come from? Decision will be delayed until the Treasurer's itemized fiscal report is received.

E. Newsletter (Selzner)

1. As approved by the Board, \$20 has been spent to join the newsletter editors' association. We now have a Press Card.
2. Issues of other chapters' newsletters are being kept on shelves in the office.
3. December issue is due out on Tuesday. Thanks given to Potter and Carney for articles and to Mazarak for pictures.
4. Miller remarked that he reads most of the other chapters' newsletters and ours is the handsomest-looking, best-composed of all. Miller also noted that at the recent Farmingdale meeting, the Oneonta Chapter and Charlie Hansen were the stars; reports of our press coverage were widely discussed. We deserve recognition for excellence in our efforts.

F. Professional Vice-President (Selzner)
Nothing.

IV. Reports (cont'd)

G. Academic Vice-President (Potter)

1. The Brush memo on extra service will be examined to determine if it contains any changes that would affect the terms and conditions of employment.
2. GHI & Statewide Health Insurance: employee contributions will increase in January, due to increase in total cost. Employee contribution rate of 10% remains the same. Carney requested that the amounts of increase be sent to him in a form that can be reproduced and distributed.
3. At present, it appears that only two local physicians are participating in the Empire Plan.
4. Prior announcement from Administration that UUP members cannot transfer between GHI and Statewide plans was in error. A transfer period will be offered before the end of December.

H. Secretary (Jensen)

1. Due to financial concerns, the proposal to have live music at the December party/meeting is held in abeyance.
2. Bucalos explained circumstances of dealing with OAS for food for December party at Morris Hall. OAS has not yet standardized menu selection prices. Menu information was distributed. Jensen, Bucalos and Baldwin will consult with Carney and OAS over the next few days to work out plans. (Cost of Christophers runs about \$300; Farmhouse cost about \$400.)

V. On the day of the party, Carney will be in the office from 10:30 A.M. to Noon and from 1:00 P.M. to 3:00 to answer members' questions or discuss matters of interest.

VI. Discussion of matters related to negotiations.

- A. Regional information sessions are being held.
- B. Probably should start a campaign to involve Cuomo in the process.
- C. Should there be an Executive Board letter to Cuomo about events of November 19?
- D. This is a bad time of year for an effective letter campaign.
- E. Should we prepare a list of ways that not having a contract affects members as individuals on a day-to-day basis?
- F. UUP Central's staff has about reached its limit for sending out materials.
- G. Try to exert pressure to get expeditious handling of fact-finding.

VII. Meeting was adjourned at 6:10 P.M.

United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



EXECUTIVE BOARD MEETING

January 23, 1986

Home Ec 116

PRESENT: Carney, Bucalos, Benedict, Potter, Jensen, Selzner.

I. President Carney called the meeting to order at 4:35 P.M.

II. Announcements (Carney)

- A. Carney distributed copies of the following: Treasurer's Expenditure Report, announcement about NYSUT office, list of officers and responsibilities (sent to all members), minutes of Dec. 10 Exec. Board meeting, extra copies of Negotiations Bulletin #15 for posting. (Secretary requested to send copies of the above to Tyler, Mazarak and Miller.)
- B. Carney has invited Carl Meacham to the Delegate Assembly in Feb., but he is likely to go only if needed; the invitation to a part-timer has not been settled yet. Potter added that a demonstration is being planned for a time yet to be determined during the D.A.; it would be good to have as many people there as possible.
- C. Remember that Carney would like to have this Exec. Board meet in February to discuss upcoming elections.

III. Reports

- A. Carney announced that we now have 305 Academic and 77 Professional members.
- B. Grievance (Potter)
There is concern that the fact that John Smyth has not yet been replaced could result in an interruption in the flow of information from UUP Central to the Oneonta Chapter, especially as it relates to grievances and timeliness. Potter has contacted Albany about this. John Ryan has been assigned "to take care of us."
- C. Treasurer (Bucalos-- newly appointed interim)
 1. Carney requested the Treasurer to consider suggestions for switching monies among categories (ex. temporary help), to be presented at the February Board meeting.
 2. Current Balance: \$ 772.32 (plus \$2500. CD).
Outstanding bills total about \$ 25. for phone and stamps.
Next check from Albany will probably arrive in February.
 3. Carney considered ways of saving on newsletter costs (at standard base cost of \$187. per issue). Not quite 1/4 of our total income is devoted to the newsletter. (We should not assume that the \$2500. is available for use; CD stands for "Computer Deposit.")

III. Reports (cont'd)

C. Treasurer (cont'd)

4. Our Christmas party at Morris Hall/OAS cost \$ 522. (in contrast to about \$ 200. for about comparable foods and amounts at Christophers). Several Board members have received positive feedback about having it on campus.

D. Legislative (Benedict)

1. Holiday cards were sent to McCann and Riford.
2. Is UUP planning a new Save SUNY campaign based on the newly announced State budget? This probably will be decided at the February Delegate Assembly. (At present it appears that the budget will result in a loss of about 800 positions for SUNY.) Discussion of whether or not doing this would be to our advantage, considering the current contract situation; would we be playing into the State's hands by not doing it, or would we be supporting the opposition by doing it?
3. Carney has asked Drescher for a summary of CUNY and Bundy Aid elements of the budget.
4. Potter: the budget problems should be linked somehow to the contract situation.

E. Newsletter (Selzner)-- none.

F. Professional Vice-President (Selzner)--none.

G. Academic Vice-President (Potter)-- none.

H. Secretary (Jensen)

Chapter meeting times and locations?

1. February-- noon-- Hunt Union.
2. March-- 4:30 P.M.-- Morris Hall Lounge.
3. April-- 8:00 P.M.-- location to be decided.
4. May (party)-- 8:00 P.M.-- try for Christophers.
(Secretary told to use his best judgment in this case.)

IV. Other Items

- A. Potter has a list of participants in the Empire Plan: 15 doctors in Oneonta, 43 in Otsego county. More than expected.
- B. No one has received complaints about the increase in Health Plan costs.
- C. Campus Protest Activities
 1. Campus Presidents will be meeting via conference call on Jan. 28 and in person (to discuss contract negotiations) in February. Should we plan something to make the President aware of our dissatisfaction prior to those dates?
 2. First Fact-finding meeting is scheduled for tomorrow (Jan. 24) to establish ground rules. State will try to limit the topics which can be considered.
 3. Form a Campus Crisis Committee? Headed by Selzner?
 4. Labor/Management Meeting the week of Feb. 10 to establish low morale and discontent?
- D. We should have another Blood Pressure Clinic this Spring.

V. Meeting adjourned at about 6:15 P.M.



ONEONTA CHAPTER
UNITED UNIVERSITY PROFESSIONS,
STATE UNIVERSITY COLLEGE, ONEONTA, N. Y. 13820

To: Executive Board

January 28, 1986

From: John J. Carney, Jr., Chapter President

Re: Matters Discussed at Recent Meeting

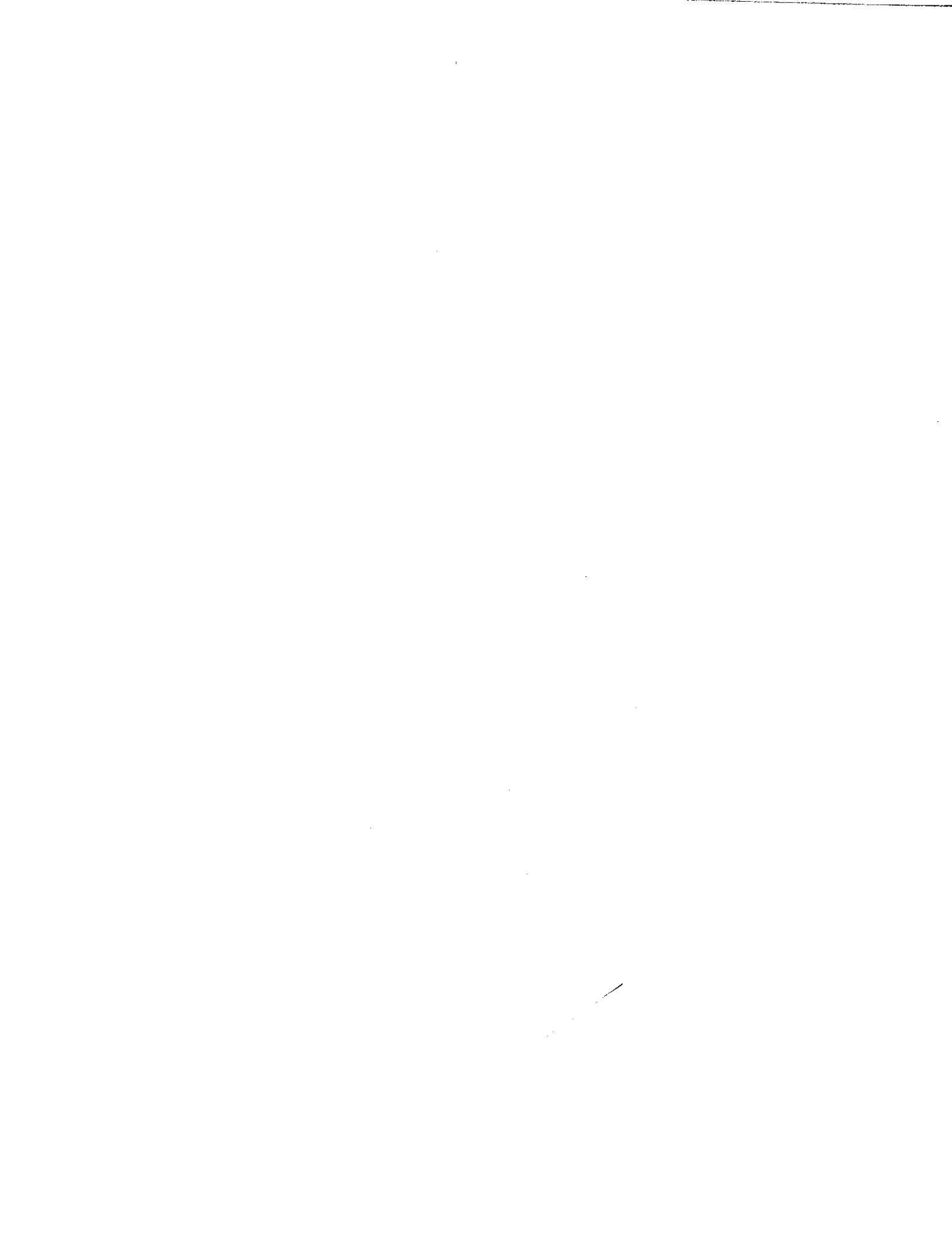
1. I met informally with Dr. Craven on Monday, January 27 and discussed a number of matters stemming directly from our Jan. 25 meeting.
2. One result of the meeting is a scheduled Labor-Management Meeting, Friday, February 14 at 9:00. Our discussion will focus on the budget/contract mess, but if you have other specific items you would like on the agenda, please call them to me or Margaret no later than Monday noon, the 10th. (The Friday meeting will be only one hour I believe.)

I would like these people to attend Labor-Management. Call Margaret please and confirm (A.S.A.P.)

Janet
Dennis
Fred M.
Paul
John M.

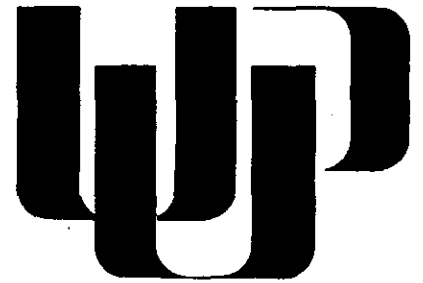
If you are not on this list and wish to attend, please contact me.

3. As a result of my meeting, I am convinced Dr. Craven is as well informed about morale on campus as we are, but I did take the opportunity to sharpen his perceptions, as suggested.
4. I am proceeding with the formation of a campus crisis committee, (Subcommittee To Review Instigating Key Emergency Tactics Efficiently And Methodically) holding a planning meeting tomorrow with two or three others. I will be in touch with details shortly -- I hope.



United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



EXECUTIVE BOARD MEETING

February 11, 1986

Home Ec 116

Present: J. Carney, W. Benedict, H. Bergstein, F. Bucalos, P. Jensen,
J. Mazarak, J. Potter, L. Tyler.

I. President Carney called the meeting to order at 4:40 P.M.

II. Announcements

- A. The Secretary should contact everyone here, plus Selzner, Miller, Meacham and Dayton, and arrange a meeting time before the end of February. Purpose: leadership caucus about elections.
- B. Various items were distributed to those who did not attend the February Delegate Assembly.
- C. Representatives will be attending the luncheon on Feb. 13.
- D. If anyone hears that someone is planning to retire, please pass the information on to Harry Bergstein. Reported problems in having TIAA-CREF payments starting on time can be avoided through advance planning.

III. Reports

- A. Grievance (Potter)-- action is being taken on the Shultis grievance, but there is nothing new to report.
- B. Legislative
 1. Based on Statewide action, changes will have to be made in our Constitution. Benedict and Bucalos will look into it.
 2. Carney received a "thank you" call from McCann regarding his letter in the Star.
 3. At the Tri-County Labor Council meeting at which Barbaro spoke, Rosemary Shea said she will follow-up on the contract problem. Potter will investigate whether she has done so.

IV. New Business

A. Negotiations & Crisis Committee

1. New State Budget (add'l details)
 - a. Bundy Aid for private colleges has increased by \$5 million.
 - b. Nuala Drescher's CUNY counterpart has announced that he is satisfied with the new budget!
 - c. The Maritime College is in trouble due to cuts in the Federal Budget.

IV. New Business (cont'd)

A. Negotiations & Crisis Committee (cont'd)

2. Projected Enrollment Shortfall-- there is reportedly a backlog in processing student applications to SUNY of 37,000 at Albany's Central Admissions Processing. Is this the State's way of forcing its predicted shortfall?
3. "Cuomo Watch"-- individuals must be prepared at short notice to "bother" the Governor with protests if he turns up in our area.
4. Carney sought and received permission to postpone the Labor/Management Meeting scheduled for this Friday, re-scheduling it for next Wednesday. (Potter noted that it is important to meet to inform the Administration of our work-to-rule plans.)
5. Potter has agreed to Chair the Crisis Committee.
6. Current avenues of action:
 - a. Work-to-rule; withholding our voluntary services.
 - b. "nuisance" items; e.g. grievances; filing claims of on-campus hazards.
7. Joint Statewide Action
 - a. Planned for next Wednesday (Feb. 19).
 - b. Posters placed on cars in the Administration parking lot and in office windows facing the quad. ("___ Days Without a Contract and Fed Up-- SUNY UUP.")
 - c. 4:30 P.M. motorcade around campus and the community.
 - d. Other possibilities:
 - 1) Permanent car with sign in small administration parking lot.
 - 2) Painting the Hartwick wall.
 - 3) Signs in Dorm windows.
 - 4) Negative response to our Alumni Associations when they seek donations; demand that they voice protests.
 - 5) Parents of Oneonta students are being solicited for funds. An ad in the State Times might urge students to tell parents to resist and seek protests. (Is this a good idea?)
 - 6) Weekly ad in Union publications.
 - 7) Representation by Potter at March 19 meeting of Oneonta Professional Women's Network.
 - 8) Cancel the spring Blood Pressure Clinic? Perhaps better to tie it to contract stress?
 - 9) Item submitted to Oneonta's Alumni Newsletter.
8. Carney distributed work-to-rule buttons for next week.
9. Suggestions made for members of Crisis Committee.

V. Meeting was adjourned at 6:00 P.M.

Employee Assistance Program (EAP)
Alumni Hall 118
State University of New York, College at Oneonta
Oneonta, New York 13820-1378

EAP Committee Chairperson,
Doris Spearbeck
EAP Coordinator,
Stan Weisberger

March 14, 1986

Dear President/Representative:

The Employee Assistance Program (EAP), which was designed to help State employees with problems before their job performance is affected, would like your help. Since its implementation here on the Oneonta campus, we have seen growth in the numbers seeking assistance. The initial interest questionnaire sent to all State employees had a good response which indicated those areas of concern which they felt were of primary importance.

So far, we have been able to provide some services with the present resources available (negotiated by the various units). However, the committee believes that future programs would be better served by expanding our speaker/resource program. To do this we will need your help. We are asking for a contribution from your union to aid in the cost of having such a program. We are requesting that each unit make a contribution of \$2 per each employee represented by your union. This money will be placed in a special account to handle expenses over and above our routine items.

Your early favorable response will be appreciated.

Sincerely,

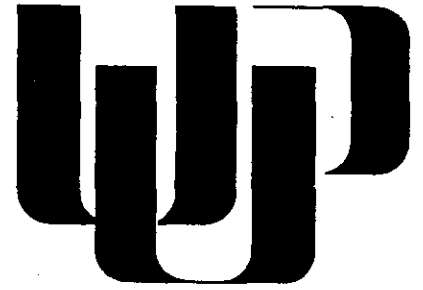
Doris Spearbeck

Doris Spearbeck
Chairperson

✓
ABOUT 15% OF OUR TOTAL
OPERATING BUDGET. I.E.

United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



EXECUTIVE BOARD MEETING

March 18, 1986
Home Ec 116

Present: J. Carney, F. Bucalos, J. Potter, P. Jensen, J. Mazarak,
J. Pascale.

Absent: L. Tyler, W. Benedict, F. Miller, D. Selzner, H. Bergstein.

I. The President called the meeting to order at 4:40 P.M.

II. Announcements

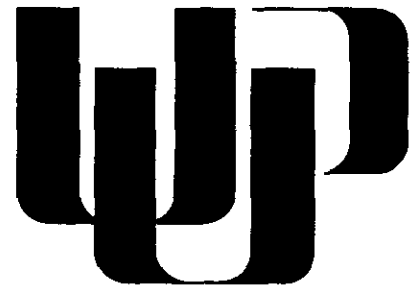
- A. Thomas Hobart (NYSUT President) will speak tonight at the Tri-County Labor Council meeting at the Holiday Inn.
- B. Information has been received about the employee course program at SUNY-Albany.
- C. We should have a new Field Representative by the end of March. The President expressed displeasure at the delay.
- D. The Director of the NYS Division of Women will be speaking at Hartwick; Ms. Potter will attend.
- E. The President indicated distress at the number of Board members missing.
- F. Ms. Potter moved that the minutes of the previous meeting be accepted as distributed. Seconded. Passed by voice vote.

III. Business

- A. Grievances (Potter): the one pending will be sent to step two because no action has been taken by following unofficial avenues.
- B. Employee Assistance Program: Chapter has received a form letter about expanding speaker/resource program and requesting contributions from unions (\$2 per employee represented by each union!). Will reply that expenses this year preclude such an expenditure. Besides, why do they need more money than has been negotiated for them?
- C. Bucalos read a note from Selzner stating that the newsletter would be delayed.
- D. Bucalos reported signing two new members at IRC.
- E. Blood Pressure clinic is still scheduled for April.
- F. Elections: at least one person nominated for each office.
- G. All the information we have about the tentative agreement has been sent on to the members. At Thursday's Chapter Meeting all we can do is try to answer questions and explain procedure.
- H. Pascale explained why he is unhappy with the professional elements in the tentative agreement. Carney recommended focusing anger into positive action on the next contract. Discussion of results if agreement is rejected.

United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



EXECUTIVE BOARD MEETING

April 8, 1986
Home Ec 116

Present: Carney, Jensen, Bucalos, Potter, Benedict, Mazarak, Tyler.

I. President Carney called the meeting to order at 4:40 P.M.

II. Distributions & Announcements (Carney)

- A. Copies of Executive Board Meeting minutes for March 18, 1986.
- B. Copies of memo from Carney about mandatory retirement.
- C. Copies of letter from Carney to Drescher about Executive Board resolution regarding Negotiating Team.
- D. Copies of letter from Drescher about appointment of Tina Kaplan as field representative.
- E. Copies of letter from Carney to EAP Committee Chairperson about EAP's request for funds.
- F. Secretary was requested to send copies of the above to Miller, Selzner and Bergstein.
- G. Bucalos moved that the Board accept the minutes of the March 18, 1986 meeting as distributed. Seconded. Passed by voice vote.

III. Committee Reports

A. Membership (Mazarak)-- nothing new to report.

B. Grievance (Potter)

1. One pending grievance is being handled by the Albany office.
2. A new grievance is being investigated now. It will be handled by Tina Kaplan.
3. Shirley Kendall, SUCO's Affirmative Action officer, is leaving. Mr. Benedict moved that Ms. Potter be empowered to investigate the possibility of having the Administration shift the responsibility for grievance advocacy from the Affirmative Action Office to the Personnel Office. Seconded.
 - a. Discussion: Grievance advocacy is handled by the Personnel office on other campuses; is a conflict of interest involved?
 - b. Passed by voice vote.

*not
necessary
Personnel*

C. Legislative (Benedict)

1. Senator Riford is retiring. Plans to send a card of thanks, signed by the Executive Board.
2. How should we respond to Seward's candidacy? An official endorsement is not desirable, but personal ones are possible.

D. Newsletter (Jensen)

1. UUP Finance Committee has urged that newsletters ask members to make sure that residences on file in Personnel Office are accurate.

E. Academic Vice-President (Potter)

1. Attended speech by head of State's Division of Women. She was impressive.

F. Professional Vice-President (Selzner)-- absent.

G. Secretary (Jensen)-- plans regarding future meetings.

IV. Old Business

A. Blood Pressure Clinic (Tyler) plans described.

B. Elections (Bucalos)-- ballots have been sent out.

V. New Business

A. Proposed 1986-87 Budget (Bucalos)

1. Copies were distributed.
2. Discussion included a request that Printing and Duplicating be subdivided (to isolate Newsletter expenses) in narrative.
3. Potter moved that the Board accept the proposed budget, as modified, for presentation at the April Chapter Meeting. Seconded. Discussion noted that Newsletter expenses should be limited as previously. Passed by voice vote.

B. Negotiations (Carney)

1. Outlined tentative schedule for preparations and balloting.
2. Discussed possibility of having someone from Albany at April Chapter Meeting to discuss contract. (Also plan to invite and introduce Tina Kaplan.) Ms. Potter was charged with attempting to invite a guest. Perhaps it will be necessary to schedule a separate, later meeting for this purpose, depending on timing of events.

VI. Addendum by Treasurer (Bucalos): \$1477.37 in account now.

VII. Meeting was adjourned at 5:55 P.M.

United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



April 7, 1986

Dr. Nuala McGann Drescher
President, United University Professions
159 Wolf Rd.
Albany, NY 12205

Dear Nuala:

The Oneonta Chapter Executive Board passed the following motion at its March 18 meeting and these sentiments were echoed at our March 20 Chapter meeting. I would greatly appreciate it if copies of this letter might be distributed to all members of the Team.

"The Board at this time wishes to express its appreciation to the members of the Negotiations Team for their expenditure of time and effort over the past two years, no matter what the final outcome of the procedures related to the tentative agreement."

Yours very sincerely,

John J. Carney, Jr.
Chapter President

JJC/mc

United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



TO: Paul Jensen, Chapter Secretary, Oneonta Chapter
FROM: Frederick J. Bucalos, Chairman, Elections and Credentials Committee
DATE: April 18, 1986
RE: Results of 1986 Annual Chapter Elections

The following individuals received the number of votes that appear to the right of their name. Persons elected to the offices listed below are indicated by an asterisk ("*") to the left of their name.

PRESIDENT

*John J. Carney, Jr. 186
Write-Ins:
Hoyt Jackson 1

VICE PRESIDENT FOR ACADEMICS

*Janet Potter 133
Write-Ins:
Darlene More 1
Lorraine Tyler 1

VICE-PRESIDENT FOR PROFESSIONALS

*Dennis Selzner 48
Write-Ins:
Janet Potter 1

SECRETARY

*Paul Jensen 180
Write-Ins:
Paul Scheele 1

TREASURER

*Randall Presswood 172
Write-Ins:
Richard Tyler 1

BALLOTS RECEIVED

Academic Ballots Received 142
Professional Ballots Received 51
TOTAL BALLOTS RECEIVED 193

DELEGATES - ACADEMIC

*William Benedict 102
*Fred Miller 92
*Christine Bulson 77
Joseph Baldwin 61
Carl Meacham 55
Write-Ins:
Lorraine Tyler 6
John Mazarak 3
Art Dauria 1

DELEGATE - PROFESSIONAL

*Sheryl Champen 23
Todd Jones 20
Write-Ins:
Fred Bucalos 2
Joseph Pascale 1
Steve Perry 1
Janet Potter 1

Verification:

_____ Chapter President

_____ Chapter Secretary

Frederick J. Bucalos Chairman, Elections and Credentials Committee

United University Professions

Oneonta Chapter
State University College at Oneonta
Oneonta, New York 13820



EXECUTIVE BOARD MEETING

May 13, 1986

Home Ec 116

Present: Carney, Selzner, Bucalos, Tyler, Jensen, Potter, Benedict, ^{TINA} KAPLAN.

I. President Carney called the meeting to order at 4:35 P.M.

II. Distributions & Announcements (Carney)

- A. Copies of Carney letter about mandatory retirement bill (4/2/86).
- B. Copies of figures re contract vote.
- C. Copies of minutes of April Exec Board Meeting.
 - 1. Item III., B., 3. correction: the shift of responsibility for grievance advocacy referred to would not necessarily be to the Personnel Office.
 - 2. Potter moved acceptance of the minutes of the April Exec Board meeting as corrected. Seconded. Passed by voice vote.
- D. Copies of results of 1986 Chapter Elections.
- E. Secretary was directed to send copies of the above items to the three new Board members just elected (Presswood, Bulson, Champen).
- F. Comments of recent Delegate Assembly.

III. Committee Reports

- A. Membership (Mazarak absent).
Noted that of the four-year schools we have the highest membership.
- B. Grievance (Potter)
 - 1. Hope to be winding up the IRC grievance with a settlement outside the grievance process that should satisfy all parties.
 - 2. The one related to the English Dept. has not yet been filed, but will be in time.
 - 3. The one related to the Education Dept. was denied at Step 1; in process of filing Step 2 now.
- C. Finance (Bucalos)
 - 1. Current balance in checking account: \$ 3068.41; April allotment has been received.
 - 2. \$2500 Certificate of Deposit matures on May 26. Bucalos moved that it be renewed for six months rather than three months. Seconded. Passed by voice vote.

D. Newsletter (Selzner)

1. No further issues planned for this academic year.
2. Recommendations:
 - a. that someone new become involved with the expectation that that person will eventually take it over;
 - b. that it be used to propel as well as to inform
3. Potter moved that the President, in consultation, come to some conclusion during the summer about how to handle the newsletter in the fall. Seconded. Passed, by voice vote.
 - a. The Board appeared to be in favor of continuing the newsletter.
 - b. Jensen & Selzner were asked to give Carney a list of the steps involved in producing the newsletter.

E. Legislative (Benedict)

1. Discussion of a possible response to Sen. Riford's retirement. Benedict moved that the Board approve the following resolution: that the UUP Chapter at the State University College at Oneonta wishes to acknowledge the long, dedicated service and able leadership of Senator Steve Riford in the New York State Senate, and the support he has given to the State University of New York. Seconded. Passed by voice vote.
2. Bucalos moved that the Board send Mr. Benedict to the upcoming Democratic dinner as an observer/reporter. Seconded. Passed by voice vote.
3. Benedict was asked to find out about the Republican primary. Should we consider sponsoring a candidates' forum?

F. Professional Vice-President (Selzner)

1. He is trying to determine whether or not the College is preparing to make discretionary award recommendations. During a Labor/Management meeting Dr. Brush agreed to publish relevant dates in the SUCO Bulletin; at present Academics are preparing recommendations, but nothing has been published.

G. Academic Vice-President (Potter)

1. Carney commented to status of Day Care manies: allocated but not received. He has suggested that Lenore Foster contact Nuala directly.
2. Council 82 is broke (because of strike in 1978, dues check-off has been taken away); all we can do is have a voluntary collection. Potter will invite its officers to our May party.

H. Secretary (Jensen)-- nothing.

IV. New Business

- A. Carney thanked Tyler for organizing the blood pressure clinic. Should we move it to the fall (because of competition)? Board agreed to do so.
- B. Health & Safety (Potter)
 - 1. Account of contents of a broken fluorescent light dripping on an individual; was told to burn clothing (Administration claims to have lost the bill for clothing reimbursement).
 - 2. Intend to ask Administration to tell us where other such PCB ballasts exist on campus; we don't know if Administration has replaced them or not. (Topic for a Labor/Management meeting.) Note: transformers need to be investigated, too.
 - 3. Potter will contact Bruce Dayton and fill him in on this subject, and see about getting forms from Oswego.
- C. Information has been received about reviewing our earnings in relation to social security. This should be done every three years.
- D. Student Association's proposal to College Senate for Student Instructional Evaluation has been sent back for revisions. Carney asks Board members to monitor this.
- E. All Board members should notify Carney of their summer schedules.
- F. Part Time/Full Time distinction: in some cases, people with a 35-40 hour work load (i.e. fulltime obligation) are being defined as part time on the basis of FTE numbers. Do we know of anyone in this situation?
- G. Discussion of topics for possible Labor/Management meeting: Fair Labor Standards Act (problems re non-exempt individuals); two personnel files kept (clarify contract's requirements; log of file contents); Grievance Step 1 (seem always to be turned down, as if automatically).

V. Carney adjourned the meeting at 6:10 P.M.

JANET



ONEONTA CHAPTER
UNITED UNIVERSITY PROFESSIONS,
STATE UNIVERSITY COLLEGE, ONEONTA, N. Y. 13820

May 26, 1986

To: Dr. Craven, Chief Administrative Officer

From: John Carney, UUP Chapter President

Re: Labor-Management Meeting, Wednesday, May 28, 1986, 10:00 A. M.

PROPOSED AGENDA

PCB's/Ballasts-

DORRINE MOORE ROOMS

Campus Health and Safety Committee

BRUCE BAYLEN ON?

Status of Campus Lighting

Fair Labor Standards Law -

Publication of Timetable For Discretionary Nominations

3 - Personnel Files

3 - Step One Problem Solving

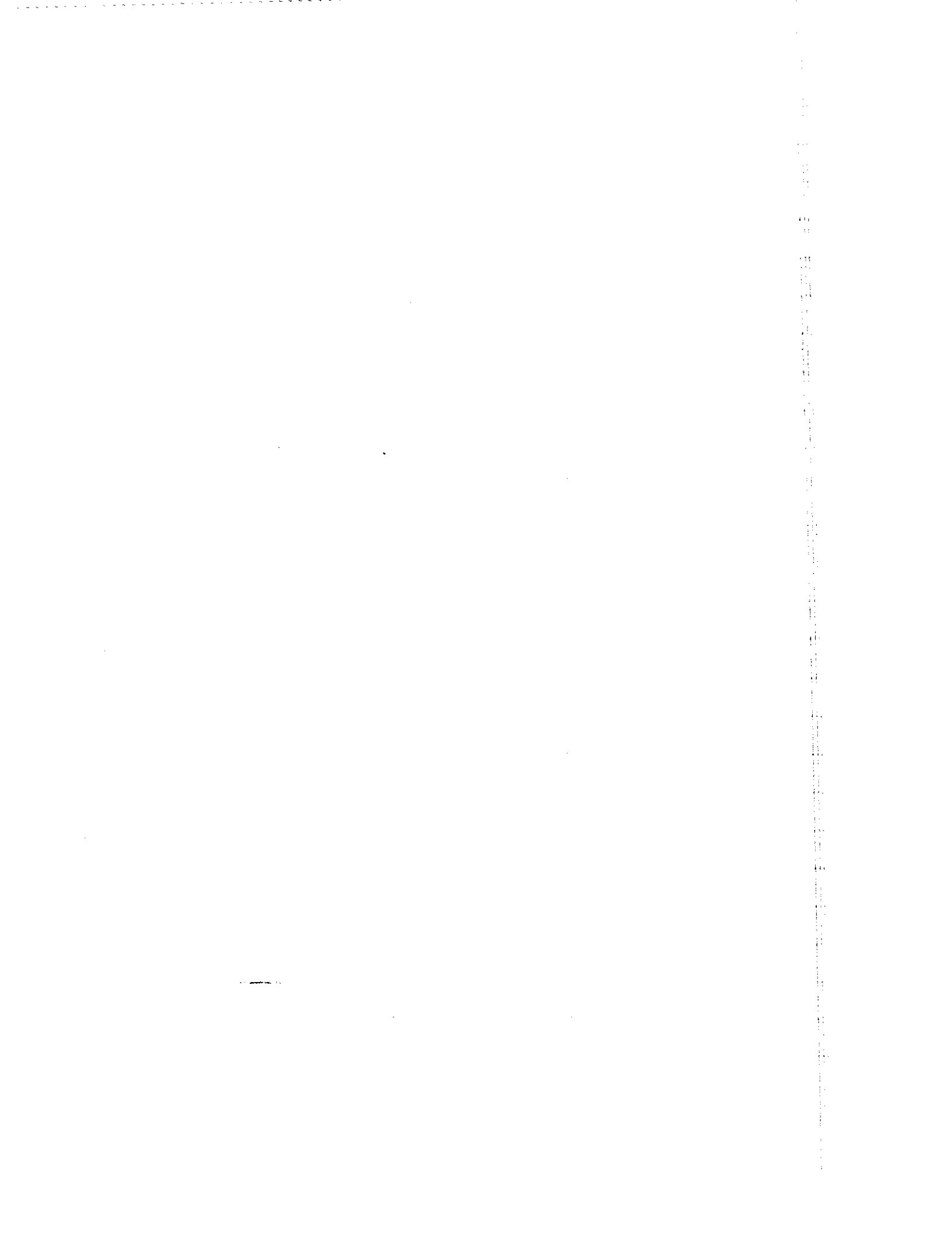
WOMENS' FESTIVAL

Personnel Files: - not a record of grievances that still "in process" because of the problems brought out is a recent grievance and because of questions brought up in 2 potential grievances discuss the personnel file procedures in relation to 3 areas

1. evaluative materials and where they are placed - official personnel file
2. viewing by employees of promotion file before president see it.
3. log.

Step 1 - important that our members feel that the grievance procedure is a viable route for solving problems and assuring that the contract is enforced fairly. Benefit to us both ~~the union can be sued for failure to represent~~ whoever reasons - more problems in recent year more complaints - many of which are not contract violations - ~~feeling on the steps that~~

Step 1 - intended to be a problem solving stage - not a presenting of evidence with sworn witnesses - informal
what can we do to improve the ~~status~~ climate for problem solving instead of automatic council?
- include principals in the meeting
supervisors or dept chairs.



BNA Labor Relations 251: 681

warns against the danger of inserting
indefensible statements into employee file
"generally an employee can file suit if he
is the victim of an employer's willful
and malicious remarks, intended to destroy a
worker's good name

in Personnel File

Personnel transactions

official correspondence

written evaluation by an immediate supervisors

and other written evaluation by supervisory chain

for evaluation, reappointment or promotion

→ available to an employee for record and reference

log -

Ballasts - as the 1000's

Lighting - bids will go out on ~~July~~^{June} 18

9 or 10

committee: - Lucy Howie, for N. & C.W.

programmer analyst - came for alban
technical specialist

file - B. Kendall, was a clerical in charge
log - date of when reviewed

listen to hearing officer & writes the denial

Handwritten text, likely bleed-through from the reverse side of the page. The text is extremely faint and illegible due to low contrast and blurring. It appears to be organized into several lines or paragraphs, but the specific words and numbers cannot be discerned.

NOTES ON LETTERS OF RECOMMENDATION, EVALUATION AND PERSONNEL FILES

Submitted by Janet Potter

These quotes and paraphrases are from some of the sources that guide the work of the Personnel Committee. Because they are based on one person's reading of the sources, the committee should always refer to the original document for the exact language and for further details. In no way is this a substitute for the original documents. The documents are referred to by the following letters with page numbers:

- A Agreement between the State of N. Y. and UUP, 1982-1985
- B Policies of the Board of Trustees, 1983
- C General Library Manual, revised April 1983
- D Faculty Handbook 1983-84

Evaluation

Evaluation means an appraisal of how an employee has met his or her professional obligation. Evaluation of academic employees, if any, is to be made by the college president or his designee. (B 26) That person may consider the Board of Trustees criteria (mastery of subject matter, effectiveness in teaching, scholarly ability, effectiveness of university service and continuing growth) or any other criteria. (B 26-27) Written evaluations shall be sent to the employee. (B 26) Evaluations as described here may be used by the campus president in decisions pertaining to reappointment, continuing appointment, promotions and discretionary awards. They are, therefore, also relevant to the Personnel Committee making recommendations to the president concerning these matters. (B 26-27)

Evaluation for Reappointment and Continuing Appointment

The Personnel Committee asks present and past supervisors for written comments on the librarian. The librarian may ask others for recommendations and the committee, with approval of the librarian, can ask others for written comments. All committee-requested comments must be accompanied by a release form or will be inadmissible to committee use. (C 4b)

Personnel Files

There is an official personnel file. Hilda Mercun is the custodian. (D VI 19) The file contains copies of personnel transactions and official correspondence. Formal written evaluations by the campus president or his designee go in the file. Other written evaluations prepared in connection with reappointment, promotion or evaluation by any person serving in a supervisory capacity in a direct line also go into the file.

All such evaluations that relate to reappointment must be sent to the employee and a response by the employee may be entered into the personnel file. (A 79)

Since all evaluations requested by the Personnel Committee must be accompanied by a signed release, these would be available to the librarian when they go into the Personnel file. Letters solicited by the librarian will be kept confidential unless a release has been signed. No unsolicited and unsigned letters shall be placed in the official file.(A 80)

If a committee such as the Personnel Committee prepares a file for appointment, reappointment or promotion and sends it to the college president, the librarian can see and respond to all letters by supervisors and to any letters from those outside the supervisory chain with a release form before the president considers the file.(A 81-82)

A designated member of UUP may see the file only with written permission of the employee and when a grievance is in preparation or a disciplinary charge has been filed.(A 81)

Review Procedures (e. g. grievances)

The grievance procedure outlined in the contract can only be applied in evaluation, promotion or reappointment matters if a librarian feels that the procedures were not followed. The substance of evaluative judgments can not be grieved.(A 10)

If a librarian feels he or she has been the subject of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, disability, or marital status, a grievance should be filed with the affirmative action officer, Shirley Kendall.(D II 23-26)

If a librarian (with at least three years of service) is dissatisfied with any written evaluation by a person in a supervisory capacity, she or he has the right to a meeting with that person to discuss the basis for the evaluation. A written response to the matters brought out in such a meeting may be put in the official file.(A 79-80)

A librarian, after seeing the Personnel Committee's draft letter of recommendation to the college president concerning reappointment or continuing appointment, may request a review by the Personnel Committee if she is dissatisfied with the recommendation. The librarian may be present for such a review.(C 4b)

If a librarian does not receive continuing appointment, she may request that the college president give the reasons for denial. If the decision of the president follows recommendation of the Personnel Committee, no further review is necessary under the contract. If the decision is not in accordance with the Personnel Committee's recommendations, the librarian may request that a review be conducted by an ad-hoc three member committee known as the Chancellor's Advisory Committee.(A 86-90) The recommendation of a Chancellor's Advisory Committee is not binding on the Chancellor.

11



ONEONTA CHAPTER
UNITED UNIVERSITY PROFESSIONS,
STATE UNIVERSITY COLLEGE, ONEONTA, N. Y. 13820

May 27, 1986

To: Janet, Dennis, Fred B., Fred M., Paul, John M., Bill, Loraine

From: John Carney

Re: Executive Board Action on Appointments

I should have brought this up at the May meeting but . . . I would appreciate it if you would give me your approval to, over the Summer, develop a revised list of Officers and Appointees: Duties and Functions. I plan no major changes, except where dictated by the election results and I will discuss (if I haven't already) even minor changes with those affected. I do want to try to involve the new delegates and alternates with specific assignments if possible. If I don't hear from you, I will assume I have your blessing. If you have any reservations, questions, or especially suggestions, please contact me.

JJC/mc

