

## Labor - Management Meeting Notes

Conducted by Zoom

Tuesday, April 21, 2020 1:40 PM-2:55 PM

**Attendees (Management)** Karol Mason, Yi Li, Dara Byrne, Daniel Matos, Allison Pease, Diego Redondo, Mark Flower, Laura Ginns, Robin Merle, Kyeanna Bailey, Steven Titan, Anthony Carpi, Ellen Hartigan, Kinya Chandler, Raj Singh, Don Gray, Tony Balkissoon.

**Attendees (Labor)** Zabby Hovey, John Pittman, Ellen Belcher, Jayne Mooney, Janet Winter, J. Paul Narkunas, Jonathan Epstein, Ellen Sexton, Holly Clarke, Rulisa Galloway-Perry

*[The above are those that showed up on the chat, may not be a complete list]*

**Zabby Hovey (ZH)** This is a challenging time. Taking good care of our adjuncts and CLTs' economic concerns of CLTs; I've learned they are being paid. This is an achievement. Acknowledging safety Library e-access is great - this has been a mainstay of the college experience. We think laptops should be mailed out. I'd like to know how they are being distributed. A MofA has been signed by PSC and CUNY just came out but we won't address today. It addresses calendar decisions and personnel. I'll send a copy to Don Gray. We had a well-attended chapter meeting last week and followed up with a drop-in meeting, and their concerns guide our agenda today. I want to convey that your instructional staff is feeling the deep loss of our time with students in person. One of the things that came up is the sense of loss of graduation. Also, the setbacks in research; it really will be 2 years before we can get some research restored to the place it needs to be. Please know and recognize the profound professionalism and loss that all of our chapter is feeling at this time.

**John Pittman (JP)** - I have 60-70-% of students; there's a noticeable drop off some students have disappeared. I mentioned the flexible grading policy, and a number of students hadn't heard of it, one student received an email from a specialized office. Communication of policies is not getting through to students. One issue mentioned in our chapter meeting was communication issues from administration. There is a sense that there is too much correspondence from one source, the Teaching and Learning Center) and no other communication. There's a concern about erratic nature of the communication from the administration. What is the plan for communication to the college community for the fall semester? When will we have a sense when a decision will be made?

**Karol Mason (KM)** - Thank you to PSC for their leadership, and to everyone for pivoting to this new environment. John Jay is leading CUNY in adapting to this new world. As to questions about the fall semester: the decision is not ours, we want to communicate that ultimately this is the decision of the governor. We are waiting for further guidance. We have submitted proposals for them to consider. We are training some faculty in distance learning this summer. We are proposing that we do that so if we need to continue distance learning in the fall, we will have more trained staff. We have asked for a decision to be communicated as soon as possible. We will communicate what we know as soon as we learn anything. We send out the information; but we are also trying not to overload people with information.

**Dara Byrne (DB)** - Please reach out to me about absent students. The Early Alert system is working well. 61% of faculty teaching high impact courses have submitted referrals in just 2 weeks!!

**Yi LI (YL)** - Impressed with how well faculty and students are doing; the transition in crisis was well done. I thank everyone, I want to echo, we are waiting for Federal Dept of Education, communicating to the state and Middle States and NY State Dept of Education; all are involved in regulatory waivers. Deadline for chairs was last week for initial scheduling. Our plan is to be as flexible as possible; we are trying for hybrid courses which can be done without waivers from regulators. We are awaiting governor and feds. Mixed modalities whenever we can. Yes, it's been erratic with communications. I'm responsible for sending out information - it's all on my website. Also, my senior staff communicates with chairs; there are so many emails. We were earlier in the planning, ahead of everyone in CUNY in early March; we formed a task force to anticipate - list of members of task force.... I'm grateful for inhouse statistics and epidemiology expertise. This helped us make a transition but it's quite hectic.

**ZH** - Can you consider flexibility in returning to the classroom? Will vulnerable faculty have the option of choosing distance format teaching, without a campus-wide decision?

**YL** - Yes. Safety is the top priority. We are extremely interested in protecting health; discussions on how to do this are ongoing.

**Ellen Belcher (EB)** - Members would welcome regular communication from the administration (even if repetitive, with resource lists, etc.).

**KM** - We are getting mixed messages regarding the nature of communication. We are trying not to bombard people with emails. Laura Ginns is in charge of communications.

**Laura Ginns (LG)** - There is so much information, and I hope people regularly check the website. Thank you for the feedback. They're preparing an email to go out later this week. They're working hard on outreach via social media, as well as the website. We aim to send targeted information to students.

**JP** - An email that came at the same time each week would ease anxiety and be reassuring.

**LG** - The JJ insider newsletter is being restarted, will be published once a month, perhaps a recap email might be developed.

**KM** - A Lot depends on what is happening. It's not helpful to send out incomplete information. The CUNY leadership team is very responsive, engaged with us, they like what JJ is doing and they are using our work as examples for others.

**YL - Especially** the university Provost, has been very helpful to me personally.

**ZH** - The Recalibration interval was difficult for faculty.

**KM** - The chancellor is making tough decisions, not everyone is happy. Our campus may not have needed the extra time, but other campuses did. There are great variances across colleges; many were grateful for recalibration. John Jay was better prepared, but Chancellor has to take care of the entire system.

**ZH** - Faculty used the word invalidating. They felt misunderstood.

**Jonathan Epstein (JE)** Are the faculty, especially adjuncts, to be given compensation for the extra time spent preparing these online courses and going forward for training?

**KM** - I want to thank the faculty and everyone in JJC for doing things differently. We are all learning new skills; she thanks Joe Laub, particularly for making her a better tech user now. No, we are not providing any extra compensation, sorry. This is not part of the calculus of our resources; we are going to have to do a lot more with less.

**ZH** - One thing not recognized is that adjuncts needed to put in time that took them away from their other paid work. Please think of adjuncts in your budget, in recognition of adjuncts who gave up work.

**JE** - ADA accommodations, we are hearing from faculty that insufficient precautions were taken for needed disability accommodations.

**Raj Singh (RS)** - HR will handle ADA requests. Faculty should contact HR with relevant documentation, to request for accommodations. They will reissue the continuity plan with added relevant information.

**JE** - Will HEOs receive any extra pay for carrying out extra work?

**KM**- Same answer across the community. No. We are all being asked to step up and do more. We will look at other ways of recognition, and understand and commemorate what we have been through, but it won't be in the form of financial compensation. We are all heroes.

**JE** - We've been hearing from Helen Keir that Blackboard needs new permanent staff so that they can respond to the needs of faculty. The number of personnel has stayed the same, can we expect any additional staff?

**Allison Pease (AP)** - You may not know that I supervise Blackboard and online education. When we are in the position to hire then we can. Blackboard is critical for our ability to operate right now. Brian Tomlinson is the person who will provide faculty support for Blackboard. He is the most senior person, and he will replace the parental leave.

**ZH** - Faculty have many questions about how Blackboard is being used.

**JP** - Systems will break down if we put too much pressure on them. We need to think long term.

**KM** - Blackboard is being covered by Allison Pease, who is a planner. It's on our minds; we are being thoughtful about this.

**Ellen Sexton (ES)**- We are hearing Blackboard is currently on the verge of being overwhelmed, not just with providing support for faculty, but support for students too. We encourage you to hire more staff if at all possible.

**J. Paul Narkunas (JPN)** - ADA issues, I've been hearing from faculty a few issues. There was a 'big cleaning' the weekend before we closed due to our first campus case. When we returned to campus, someone immuno-compromised, had an issue with the chemicals used and ended up in the ER. If there's a deep cleaning with chemicals people need to be informed to avoid putting faculty, staff, and students at risk. Also, I want to loop back to recalibration: recalibration was particularly tough for faculty requiring ADA accommodations. Our members said that nobody reached out to them. One common accommodation is provision of extra time; that was not offered during recalibration. It's a greater burden for adjuncts particularly. For those working multiple jobs and dealing with ADA issues it was especially difficult. Faculty have also told us that ADA accommodations are not given to students; they don't know who to contact because it is not on the coronavirus update page. There's little information on the COVID webpage, people are asking me about this. There should be acknowledgement about ADA issues and accommodations.

**Ellen Hartigan (EH)** - **They** are in contact with all students registered with the accessibility office. If you are saying that students are not receiving ADA information let me know. The office says all students are being accommodated. Tell Nadia if there are issues.

**KM** - Some students may not have registered with the office. Please ask them to do so.

**JPN** - Some students have accommodations that preclude using asynchronous learning; this accommodation issue also may not have been revealed to the faculty member because they were teaching an in-person class until mid-March. Faculty need updated information for student accommodations in the distance learning format, and it is more work to offer both synchronous and asynchronous learning to students.

**KM** - Neither synchronous nor asynchronous classes are mandated; it is a faculty decision. We encourage consideration of asynchronous, as being mindful of limitations students may have with access to technology at home.

**DB** - We are working closely with the ADA office. ADA students were prioritized with Dolt to get them going, this was done for everyone 121 laptops were set aside for those students and the appropriate software was put on those machines. **Nadia Griffith** at [ngriffith@jjay.cuny.edu](mailto:ngriffith@jjay.cuny.edu) is the Director of Accessibilities.

**JPN** - I still think that there should be some information about ADA accommodations for faculty and students on the Coronavirus webpage given its importance.

**LG** reported in a chat: ADA information would be added.

**Jayne Mooney (JM)** - Blackboard visitors have been added to class registers without permission or notice to the instructors. Instructors must be informed when this happens. It's a violation of contract terms on classroom observations, and is more widespread than we had thought. We want more clarity. We want administrators to let us know. Can the instructor be asked for permission? We are wary of precedent setting here.

**AP** - She's aware of one circumstance where a senior instructional designer was training someone and forgot to unenroll. I thought this only happened once. No one should go in without permission. If it is a member of DOES, they wouldn't go in without permission.

**JM** - They have been going in without permission, Helen admitted that she does that. It wasn't just one or two; there were many cases reported. Students have gone to BB and they went straight in there without checking with faculty.

**AP** - Those who support students will frequently go into BB to check if files load well and explain to students.

**JM** - **They** need permission for a classroom, and they should also when in Blackboard. It's upsetting and makes adjuncts feel even more precarious.

**ZH** - Can we have an opt in for this?

**AP** - An opt-in concept would help us - the load that the student support coordinator has is huge, maybe that would work.

**ZH** - Are you saying that you plan to make the full online training available to all who want to do it.

**KM** - we are starting with preparing people for the summer session, the next step is to do the same for the fall. Alison is going to address online training over the summer.

**AP** - There are a lot of people not yet certified to teach online; only ½ of summer instructors are certified to teach online. We can potentially waive those requirements, but will offer training in May and June. In July and August, we will train for the fall, online training for certification - we don't have the capacity. It will be in-house training, equivalent to the CUNY training. Hoping to train 375 faculty for the summer.

**ZH** - Will it be paid?

**AP** - Yes, \$500 from tech fee.

**Holly Clarke (HC)** - There are more students using Bb; that's another area of expansion of resources needed; they obviously will need more help.

**JM** - Faculty were concerned that students are recording their classes. I'm pleased that there's going to be more online training. Also concerns about summer, we are building a lot of courses, we are anticipating that the courses may not fill. It takes time to prepare courses, and if they don't run, it is particularly difficult for adjuncts. If courses don't run - will precedent be given to faculty with online training? Several sections running of the same course, how will that be dealt with? Will those with online certification be given the course?

**YL** - This is part of usual negotiation. We will ask chairs to monitor closely. It will be their decision to cancel. Prioritization is up to the chairs. The goal now is to encourage all faculty scheduled to teach in summer to attend the training.

**ES** - As the HVAC is off, we have heard concerns from faculty about potential damage to equipment that needs to be kept cool - both at home and on campus. Are there any provisions to help with this?

**Anthony Carpi (AC)** - I have been meeting with Science to talk about maintenance plan to be sure that equipment is maintained securely, and someone is checking the labs. He will reach out to math department too. Please reach out to me if anyone has research or equipment questions or issues.

**Joe Laub (JL)**- The college data center may be helpful - they have space that could be used.

**Steve Titan (ST)**: Facilities are working with the science department. The HVAC is off to conserve energy as no-one is on campus.

**Peter Mameli** - Can you please update us on the funds coming to the college from the CARES Act and how it will be allocated?

**KM** - CARES Act - the priority is getting our students funds. CUNY is putting in an application for the entire university; funds will be distributed to students directly from CUNY. CUNY is awaiting guidance regarding the use of the rest of the money. CUNY is coming up with an allocation formula and money will be going directly to the students; all the money has to go to the students. For the remaining institutional money CUNY will develop parameters around what colleges can do with the money.

**JPN** - For paying for time sensitive items that cannot now be delivered to campus, how to maintain those funds, both for purchases by department, OAR - people couldn't do their grant funded work within this FY; are there plans to allow rollover of funds?

**Mark Flower** - Tax levy funds have hard deadlines on spending. For those funds the closing of the mailroom is an issue, CUNY sweeps out the money and puts the money into CUTRA, uses them to balance the budget There are some specific grant moneys I've been working with Kim to try to spend. It's difficult to roll over department allocations. CUNY has disallowed home deliveries - but it's possible to receive items to support work at home now; monitors, headsets for example can be purchased and delivered to home. Reach out to Kim Chandler and Mark Flower.

Research Foundation is doing an automatic 6-month extension for all PSC CUNY grants. The Provost is rolling over travel allocations. In the Research office, we have the same monies; we are shifting to need based. We have researchers in projects who need equipment; we are working with CUNY to get materials shipped to residences, putting in place tagging protocols for when campus opens again.

**Jayne Mooney** - Remote voting is an issue at all levels, College-wide, departmentally, and also that the nature of the positions people may be running for seems unknowable given the uncertainty.

**KM** - The challenge of voting is that there are many legal ways to do voting; we have a range of opinions on this.

**Tony Balkissoon (TB)** - From a legal standpoint, departmental bylaws require a secret ballot. CUNY decided a secret ballot is a process requirement, CUNY wide this has been discussed and we are not obliged to find unhackable systems, but a wide variety of processes when used appropriately satisfy the legal requirement.

**KM** - There's a lack of consensus at the college about what software to use.

**Mark F** - We were about to purchase software, but then Ned Benton asked him to wait.

**ZH** - Are the usual calendars to have the elections forced to be in place? Is there no flexibility?

**YL** - It is my hope we can vote as scheduled. Every department seems to be using a different software, some departments appear to have challenges.

**KM** - There's no legal challenge for all options.

**Janet Winter (JW)** - When will the HEO reclassification meetings be scheduled?

**TB** - HEO process is ongoing. We are still figuring out how to do the reclassification. The performance evaluations are in paper format only, in the BMW building. We are looking for ways to securely review them. We are working on a process before we can schedule.

**KM** - I'm willing to schedule another LM meeting. I'm happy to do an additional meeting as needed.

**Meeting ended 3:17pm**