

PEF/SED
Statewide Labor Management Meeting
December 8, 2011

PEF

Susan Kent, Chair
Carlos Garcia
James V. P. Hair
Michael Kinley
Janet Quait
Christine Kleinegger
Victoria Stockton (via speakerphone)
Donna Parslow
Annette Chambers
Chris Nicola
Bill Weaver

Management

Valerie Grey
Sharon Cates-Williams
Marie Allen Campbell
David Green
Mary Kogelmann
John Delaney
Connie MacMillen
Mary Gammon
Mary Drzonsc
Marsha Brown
Jim Hinds

Steve Demirian
Recorder

STANDING ITEMS

Budget

- Val Grey distributed copies of the Department's budget priorities. SED is trying to get an early start with its budget requests to ensure the Department gets money for 1) baseline program in Assessment which includes \$8.5 million for January exams; 2) ELA 9 & 10 necessary for teacher evaluation system; 3) \$2.1 million for testing integrity program.
- Management reported that budget requests were required to be 2.5 percent less. 2.5 percent cuts are to Personnel and Non-Personnel spending (i.e. travel, office supplies, etc.) SED also experienced a larger attrition rate at the end of September because of the changes to the actuarial table.
- PEF asked about the Department's fill level. Management reported that it is approximately in the 2700 range and SED is under target. SED got 20 waivers approved and there are 25 waivers pending. Management will be meeting with the Director of Budget about meeting SED's staffing levels.
- Management reported that there is additional funding for HEOP (\$3 million), LLP (\$1.7 million), STEP (\$1 million), and CSTEP (\$800,000) programs. PEF expressed a concern about staffing to administer the programs. Since we are currently halfway through the academic year, PEF would like to advocate for flexibility in administering the programs.

Legislation

- Val Grey distributed copies of SED's legislative agenda for the upcoming year. There are carryovers from the prior session. The agenda includes bills for tenure-teacher hearings; TAP for early college high school students; mandate relief; chronically underperforming schools; BOCES as regional leader; and "Dreamers Act" to extend TAP for college to undocumented individuals.
- PEF also reported on the "NY Works" initiative which targets 16-24 year olds who "fell through the cracks of the system." PEF noted that SED could be part of the solution and could do more to target this population for post-secondary education or career readiness.

Examinations

- Management reported there are 34 PEF provisionals. SED is waiting for eligible lists for:
 - Asst./Assoc. in Higher Education
 - Asst./Assoc. in HEOP
 - Asst./Assoc. in Continuing Ed.
 - Asst./Assoc. in Professional Ed.
- Management reported that the Education Credentials Spec 3 exam is tentatively scheduled for April 2012 and there are plans for the following exams for 2012-13:
 - Associate in Bilingual Ed
 - Associate in Library Services
 - Associate in School Nursing
 - Associate in Education Planning

- Associate in Nursing Education
 - Library Specialist 1,2
 - Archives 1,2,3
 - Asst./Assoc. in Assisting Children with Disabilities
- Management noted that Civil Service takes into account several factors in exam scheduling (i.e. number of provisionals, number of vacancies, etc.)
 - PEF noted that it would like to discuss parenthetics with management.
 - PEF asked that employees who served provisionally have the option to only serve a minimum probationary period. Management stated that this is not something that is universally applied.

New titles, reclassifications, title structure changes or reallocations

- Management did not have anything new to report on this item. PEF asked if Senior Historian would be reclassified. Management reported that no determinations have yet been made.

OLD BUSINESS

Minutes

- PEF requested that management post minutes on AtWork under Latest News. Management stated that it will announce the newest PEF statewide minutes under Latest News and that the announcement will remain up for one (1) week.

Fleet Management Policy (FMP)

- PEF asked for the status of the FMP. Management reported that the policy is posted. PEF expressed concern about how employees' private driving information accessed through LENS would be applied to the current policy. Management noted that there is no process at DMV that allows employees to enter information at their site.
- SED receives information on different categories from LENS. PEF noted that SED can request different information and wanted to know what information SED can get. Management stated it will provide PEF a list of categories.
- PEF reported that it already submitted something in writing expressing its concerns to Management. Management asked PEF to resubmit or provide a copy of what was submitted so that Management can review the request. PEF was concerned about having to revisit issues that have already been discussed, particularly when Management changes.

Leased Office Space

- PEF requested an update and discussions with Management prior to any planned moves from leased office space. Sharon Cates-Williams reported that all state agencies are looking at cost-saving measures. When making decisions to move staff, the focus is about saving NY money. Management did not see how planning with PEF would help. All input that is needed will be received from managers. PEF noted that feedback from managers may not reflect staff

concerns. PEF asked to be notified before decisions are made. Sharon Cates-Williams agreed to notify Susan Kent, but no decisions have been made at this time.

NEW BUSINESS

Support for Internal Staffing Capacity

- PEF requested information about what Management is doing to ensure that SED has the internal staffing capacity and resources to carry out the work. Val Grey reported that she will be meeting with the Director of Budget. Management was cautiously optimistic about receiving a significant number of waiver approvals.
- PEF asked about backfilling positions at OCE. Management reported that the OCE account has been stabilized and some targeted backfills can be made. The account still has a double digit deficit.
- Management reported major activities are planned for OCE in the next few years which include increasing the visibility of OCE statewide, particularly on the P-12 and education side. PEF noted that the museum is a research institution and asked for more information on this vision. Management stated that there are no plans to eliminate the research function of the museum. PEF noted that the Director of Museum is leaving and that the Deputy Commissioner will be acting in that role. PEF asked if there will be changes made in the supervision of the library. Management stated there are no plans about merging the Director of Museum and Director of Library positions.
- PEF asked about filling the Nurse 2 position at the New York State School for the Deaf. Management reported that a waiver for that position was approved on December 7, 2011.

Role of the Fellows hired with private funding through the Regents Research Fund

- PEF requested clarification about the role of the Fellows and their interaction with internal staff. Management reported that the role of the Fellows is advisory. They provide research assistance, design, and analysis and make recommendations accordingly. SED does not have to act on their recommendations.
- PEF's understanding was the same but noted that staff are saying something different. Management informed PEF that these issues can be discussed further with Sharon Cates-Williams or Val Grey.
- PEF referenced a news article about the Fellows and the impression it conveys with regard to SED. Management stated it would look into the article and get back to PEF.
- The Fellows are housed at 411 Broadway. PEF asked if SED is paying for that space. Management stated that the Fellows pay for their space, telephone services, supplies, and office support. PEF noted that the Fellows have an SED email address and it gives the impression they are SED employees. Management indicated the Fellows are part of Groupwise. It is the same consideration SED gives to consultants, but Management indicated it would consider giving them gmail accounts instead.

Supervisory Training

- PEF requested information about training managers who are unfamiliar with Civil Service merit and fitness and working in a unionized environment. Management agreed there are new people at SED and as situations arise they are being educated on the Civil Service environment. The Department will continue to provide Civil Service training and will be scheduling some sessions on this training. Management also noted that there is a lack of staff and money to do training internally, but the new State Learning Management System (SLMS) will help.

EngageNY website – www.EngageNY.org

- Sharon Cates-Williams reported that EngageNY is an SED website. When it was originally created, it was a prototype and registered with the Regents. That has since been changed. The site will contain information that can be accessed by schools, parents, and administrators. Site traffic will peak at times and will need to be expanded during heavy use. This information should not be on an SED website given the amount of information it will contain. SED cannot increase its servers so the information will be hosted in the “cloud.” SED cannot project capacity for people accessing certain information, particularly on hot topic issues. By hosting the information in the “cloud” we can close the doors to the site after our needs are met. PEF asked who will be responsible for managing the content on the site. Management reported that it would be P-12 staff and the Fellows.

Proposed Meeting Dates for 2012

- The following meeting dates were proposed by PEF.
 - March 12-March 16
 - May 16-May 18, May 23, or May 24
 - September 17-September 21 or September 24-28
 - December 3-December 7 or December 10-14