

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COLLEGE SENATE AGENDA
November 12, 2021
Virtual Meeting**

CALL TO ORDER

- Roll Call
- Introductions
- Welcome Guests
- Public Comment (if any)

UPDATES

College Senate Chair(s) update

APPROVAL OF MINUTES

October 22, 2021

REPORTS

Executive Branch Representative
Faculty Council of Community Colleges Representative Update
Wellness Center

ACTIONS

Review Remote Work Policy Draft

ADJOURNMENT

FOCUS FOR THIS YEAR

Implement new by-laws of the College Senate

Next College Senate Meeting

Friday, December 3, 2021

12:30pm

Virtual Meeting

**Tompkins Cortland Community College
College Senate
Unapproved Minutes
VIRTUAL MEETING
October 22, 2021**

CALL TO ORDER

- A. Ahola called the meeting to order at 12:33 p.m.
- M. Lopez did roll call.
- A. Ahola welcomed the guests.

Roll Call

Present: A. Ahola, K. Block, A. Decker, D. Doskal, G. Gammage-Sikora, K. Hall, C. Iacobucci, M. Lopez, A. Mathers, A. Palumbo, S. Paradiso, R. Sarachan, J. Walz-Koeppel

Excused: C. Goodwin, V. Pousseur

Unexcused:

Guests: M. Clay, P. Reifenheiser, B. Talbot, P. Tvaroha

Public Comment

There was no public comment

UPDATES

A Ahola mentioned the need of a committee for the Chancellor's Awards for Adjuncts. The deadline for submission is November 9th. We do have 4 qualified nominees and can put forward 2. If there are questions for the Executives of the College to respond, please email and we will get responses. There was a question about IT, A. Ahola will forward the response received with the Senate.

APPROVAL OF MINUTES

If there are no changes to the October 8th minutes, an email will be sent after this meeting to approve. No changes were mentioned.

Executive Branch Report

P. Reifenheiser did not have a formal report, but was happy to answer any questions.

Global Council/Committee

M. Clay shared a powerpoint presentation about the re-introduction of the Global Council beginning in November. The presentation was also given at the Faculty meeting held the week prior. Part of the Global Council's re-introduction will be regularly presenting to the Senate with updates. M. Clay mentioned that the Disney program is still active. There is a plan for them to present annually to the College Senate. G. Gammage-Sikora asked about participation in the council. M. Clay will send an email for those interested to respond with their interest.

Budget

B. Talbot was in attendance to address the concern of information presented at the Board vs. Town Hall. He shared that the process of creating the budget has changed. Before the information was very static, but now it is very dynamic. Before the information was very fixed when reported out, but now there are forecasts of where the month will end and where the year will end. When he started, things were focused on expense reduction, but he has added cash flow – what we spend and when it is spent. The budget is now more in line with enrollment (when, where it comes from), which affects cash flow and looking at where tuition comes from. There have been enhancements to encourage Capital investments to build the Master Plan. The budget is now in line with a business plan – who do we want to attract and where to focus our attention to be strategic. There are three goals: Align with student needs, financial stability and to be inclusive and transparent. In order to attain these three goals, we need to:

- * Improve our lead conversion with a smooth transition
- * Improve retention in enrollment
- * Accelerate workforce development and student needs (we have obtained \$750,000 over 3 years from our two counties to serve students and businesses and support a social worker type position to support this work)
- * invest in infrastructure - things others don't want to support such as the grounds, parking, baseball field flooding (SUNY to pay half of these costs, approximately \$1.5 million)
- * look at the organizational structure to support all of the funding we are receiving as grants may be left on the table.

B. Talbot mentioned that there is a lot going on and depending on time allotted for the meetings determines how much he can share. If we jump right to numbers, there is a lot of information missing. The Board hears the information all of the time. At the Town Hall, people have been gone all Summer, many want to know if we are ok or not ok. The budget reflects enrollment, but it is not just that – we need to invest in the new positions and programs, but it will take 2 or 3 years.

A. Decker asked about the business plan model and investment into the College- is the investment employees, students or both and what is the investment? B. Talbot responded that it is both, in the form of advertising and CRM software was purchased to facilitate tracking and assess why student are not coming. Marketing was restructured to bring in leads and digital responses. Mental Health has new positions and space. When thinking of areas to invest in, thought needs to be given to whether or not it supports student retention. The hope is to see an increase in enrollment to support any new positions. A different approach was taken to negotiations this year, two contracts have been negotiated.

A. Mathers asked about the model for workforce. Are other Community Colleges around us doing something similar? If so, how are we being competitive? B. Talbot responded that people were brought in from workforce to discuss their needs and a mini-business plan is being created or built now. Our two counties were also brought in. There is a need of understanding of what is needed. P. Reifenhiser mentioned that the State is pushing us to move this way with the Job Linkage Grant. There is a push for schools to work with other schools.

A. Mathers asked about what happens to our other programs that were designed for transfer. P. Reifenhiser responded that historically we thought that we were more transfer oriented. Now we are trying to incorporate more workforce needs and funders are telling us that it is a priority. B. Talbot mentioned that is a chance or opportunity to increase enrollment. Over the Summer, J. Perkin's team painted the dorms, due to cost restraints, it hadn't been done for years. P. Reifenhiser mentioned that there is work on how non-credit classes are funded and there is a push to make them Pell eligible. (Clock hours to FTEs) B. Talbot mentioned that there is a model for when Mental Health is involved, there can be funding based on the number of students, not FTEs. The model is broken, but there is a lot happening. We need to track conversations with students so that we know that students are in communication with the right person at the right time.

A. Ahola mentioned that if there are any questions, please forward them to us or to B. Talbot.

ACTION ITEMS

P. Tvaroha shared resolutions on the screen and that were emailed to Senate by A. Ahola. There are three that need to be voted on. The GenEd Timeline is the most time sensitive. There was a lot of discussion at the plenary. The CSL resolution is about the name/gender/pronoun procedure. The G1 Executive Budget is the importance of continued support. The G2 resolution, no vote is needed it was included for information about not being included or involved in the SUNY Executive search. P. Tvaroha shared that she now has a new position on the Faculty Council of Community Colleges, she has been asked to be the Chair of Campus and Student Life.

ADJOURNMENT

D. Dostal made a motion to adjourn the meeting at 1:36 p.m.

DRAFT



REMOTE WORK POLICY PILOT PROGRAM

Policy Statement

Tompkins Cortland Community College's pilot remote work policy is to support remote work where it is reasonable to do so based on the College's mission, operational and program needs.

Rationale

This pilot program's purpose is to support implementation of remote work programs, where desired, establish guidelines designed to clearly articulate employee and campus expectations, and provide an additional vehicle for employee development while offering campus management the flexibility to operate a successful remote work program and plan for future workforce needs. This pilot program will afford the College the opportunity to explore the value of having remote faculty/staff members to better carry out its mission.

At times during the pandemic, the College was at almost 100% remote operations, including instruction. The question for the College is whether the interest in fully online learning and interaction, and remote work will grow as we emerge from the pandemic? This pilot program will help the College be better prepared were that to be the case and, will provide guidelines and expectations for remote faculty members and for remote non-teaching professionals. It will also detail how the decisions will be made to offer the option for remote opportunities equitably.

Definitions

Official Work Site -- The employee's TC3-provided, on-campus, workstation. This is the employee's usual and customary work address.

Alternate Work Site – A specific location away from the TC3-provided work site where the employee is authorized to conduct business. This location must meet all criteria set forth in this document and be approved in advance by the telecommuter's immediate supervisor/manager and the campus senior leadership. Any changes in the location of the Alternate Work Site must be approved in advance.

Fully remote - the entirety of one's work would take place away from the Official Work Site location. During this pilot, staff members working remotely and who currently have a campus-based office, will retain that office even though they will not be working in it. If one is agreeable, their office could be shared with other staff members during this period.

Partially remote - a portion of one's work would take place away from the Official Work Site location. It is expected that the individual would have a campus-based office and would conduct a portion of their work through remote means and the remainder on campus.

Remote Work Application – An application form, furnished by management, and completed by the employee and their supervisor following their discussion. Each approved application shall be effective for a specified period, not to extend beyond the effective dates of this program. Decisions regarding working remotely will be made semester-by-semester rather than for the full academic year.

Remote Work Plan – A document, part of the remote work application, completed by the employee following a meeting with their supervisor which identifies the specific work to be performed on remote work days, consistent with the employee's normal obligation. The remote work application must indicate when the employee will be available during the work day and through which mode(s) of communication (e.g. Teams, telephone, Zoom, etc.).

Senior Leadership – A single cabinet level employee at the campus who has authority over the department/division reviewing/approving remote work.

Participation

Remote work is not an employee entitlement and is not operationally feasible for many job functions. Determinations as to which job functions are eligible for remote work is subject to management discretion, based on operational need. Every application will be considered on an individual basis.

Process and Potential Outcomes

To request to participate, an interested employee must have a discussion with their immediate supervisor/manager to discuss their interest in a remote work. The employee should identify the preferred remote work schedule and articulate how work responsibilities will be completed in the remote work environment. Any possible modification by the supervisor/manager to the identified days requested by the employee should be discussed with the employee prior to processing the application. The employee, following the discussion with their supervisor/manager, must submit a remote work application. Applications may be submitted at any time; there is no specified application period. The application then will be sent to the Dept/Senior Leadership for review/approval which should be provided within 7 (seven) calendar days of receipt. All responses will be in writing. If the request for remote work is denied, an explanation of the basis for the denial will be provided to the employee.

Once a remote work application has been approved, participation and start dates may be subject to equipment availability and management discretion. A remote work arrangement shall not commence until it has received written final approval.

An individual's participation in the remote work arrangement can be modified, suspended or cancelled at any time by management with 5 calendar days advance written notice to the employee where feasible and consistent with operational needs. Employees who have had an arrangement cancelled or suspended may reapply 6 (six) months from date of cancellation or suspension. An employee may suspend or cancel their participation with 5 calendar days advance written notice to their immediate supervisor/manager unless the immediate supervisor/manager agrees to a shorter period of time.

Appeal Process

If an employee in a job function deemed eligible for remote work has their remote work application disapproved, they may appeal to the senior Human Resource Officer or their designee in writing within 7 (seven) calendar days following receipt of the denial. The appeal shall state the reasons for disagreement with management's determination. A decision on the appeal shall be rendered by the senior Human Resource Officer or their designee(s) within seven (7) calendar days of receipt of the appeal stating the reasons for the decision if denied. Denials of applications for remote work under the Remote Work Pilot Program are not grievable under any collective bargaining agreements. Employees who have had an application denied may reapply 6 (six) months from date of the decision on the appeal referenced herein.

General Guidelines

Employees must comply with all NYS, SUNY, Tompkins Cortland CC laws, rules, regulations, policies, and guidance required at the official work site when working remotely. Failure to abide by all laws, rules, regulations, policies and guidance may result in exclusion from the Remote Work Pilot Program and/or administrative action, including disciplinary action.

Remote employees are responsible for submitting remote work plans to their immediate supervisor/manager which identify the specific work to be performed on approved telecommuting days. The work plan originally submitted with the remote work application may be modified at a later date by the immediate supervisor/manager, with written notice to the employee. An employee must provide to their immediate supervisor/manager regular updates/check-ins (as identified in the remote work plan) describing work completed while remote working on a periodic basis.

Employee ability to effectively perform work functions in a remote work setting should be one factor considered in approval of remote work plans.

Remote workers will treat remote work days like regular workdays and will be expected to maintain their normal work schedule/workday (including overtime when appropriate and authorized in advance) and routine while remote working. Managers should make clear expectations for meeting core service to students, other college offices, as well as internal and external constituents while remotely working.

Remote workers must request time off in advance and submit all leave requests as currently required. All current laws, regulations, contract provisions and standard rules governing employee work schedules apply including, but not limited to, existing call-in procedures.

A remote worker may be required to report to the official work site on a scheduled remote work day to engage in functions which require an in-person presence and cannot be scheduled for an in-office workday.

When remote workers are required to report to the official work site on a scheduled remote work day, there is no expectation that the remote worker will be granted a substitute remote work day

in return. However, with flexibility as a key component of the program, with management approval, a scheduled remote work day may be changed within the same pay period.

If a remote worker is required to report to their official work site, they will not be paid or reimbursed for their commute to/from the official work site.

Remote workers must be available via all required methods of communication throughout the workday. Should a remote worker not be available through official channels, management may contact the remote worker via their personal contact information provided in the Work Plan.

Remote workers may be required to forward their official work site phone to the phone that will be used while remote working or have other technical support to ensure phone calls related to work are attended to in a timely fashion.

In-Person meetings at the remote worker's alternative work site are *prohibited*. This restriction does not preclude a remote worker from participating in, or being required to participate in, phone or web-based meetings from their alternate work site.

Remote workers agree that, with job-related cause, TC3 may access the alternate work site following 48 hours' advance notice to the employee unless exigent circumstances require less notice. Such access shall be for the purposes of assessing safety concerns, data security concerns, or to inspect or retrieve campus-issued equipment or records.

Unless otherwise directed, remote workers will not be excused from work when a directed departure is issued for the official work site. Conversely, if an emergency occurs at the alternate work site and the remote worker is unable to work at the remote work site that day or if the remote worker is unable to, for any reason, continue working during their scheduled hours, the immediate supervisor/manager may direct the telecommuter to come to the official work site or grant authority to charge accruals.

Employees must safeguard all passwords used in connection with agency/facility/campus service files or programs and ensure sensitive information is protected.

We trust that those selected for remote work will honor the trust placed in them by their supervisor. In the rare case where an individual is found to be misusing their time, disciplinary steps as outline in the contract will be followed. Additionally, the opportunity to work remotely may be terminated.

Supervisor Considerations

- The proposed remote work does not require in-person student/constituent interaction, classroom presence and/or contact and the work is typically performed away from the end customer (i.e. the student).
- The work can be performed as effectively from a remote work location as a campus location.
- The remote work arrangement does not necessitate the transfer of work which increases the workload to co-workers on campus.

- The assignments completed in the remote work location are consistent with the employee's performance program and scope of responsibilities, or job description based upon civil service title.
- Key performance metrics such as quality of work products, quantity of work produced, response time/turnaround time, level of service, etc., are measurable and are routinely measured and assessed consistent with the employee's regular professional obligation or job description.
- The immediate supervisor/manger is accountable for communicating performance expectations, monitoring and measuring performance, providing ongoing performance feedback and formally addressing performance issues via established policies and collective bargaining agreements.
- Recognizing that remote work arrangements cannot be approached in a one-size fits all manner, supervisors must ensure equity when evaluating the operational need for remote work arrangements.
- Remote work arrangements must be evaluated, reviewed, documented, and approved by the immediate supervisor/manager, department head, and senior campus leadership.
- Remote work arrangements are reviewed for effectiveness on an ongoing basis and in conjunction with the ongoing assessment of the employee's performance.
- Remote work arrangements may be modified or terminated at any time following appropriate notice (as discussed above) by an immediate supervisor/manager in consultation with HR, based on operational needs, performance concerns, or any other non-discriminatory reason.

Equipment and Supplies

The employer will not provide remote workers durable equipment such as desks, chairs, file cabinets, or other office related furniture. The employer will, at its discretion, provide a laptop or other similar device to remote workers to facilitate work at the remote worksite; alternatively, employees may be allowed to bring work-assigned equipment to the remote worksite where authorized in advance.

Generally, the remote worker must have an internet connection with bandwidth that is appropriate for conducting the telecommuter's full professional obligation/job description and TC3 official business without disruption. The remote worker must be able to demonstrate their internet connection is stable and adequate to meet the needs of the work assignments (e.g. audio, visual/camera). The telecommuter is responsible to secure and pay for an internet connection. The College will not reimburse internet costs. In limited instances, remote work assignments that do not require an internet connection may be available. Where such assignments meet operating needs, they may be made/approved.

The remote worker is responsible for having a phone for all work-related calls or having other technical support to ensure phone calls related to work are attended to in a timely fashion.

If assigned work equipment or other work item is lost or stolen, the remote worker must immediately notify their immediate supervisor/manager and refer to the College's usage agreement and complete all steps outlined within the policy/procedure.

When the Remote Work Pilot Program ends, the employee must return all College issued devices and equipment, provided to facilitate work at the alternate worksite, if applicable, and any supplies issued on their next workday unless otherwise specified by management.

Guidelines and Employee Expectations

Remote work arrangements allow work to be performed in settings other than the traditional on campus worksite. All policies, work rules, performance expectations, professional obligations and codes of conduct apply as they normally would in a traditional campus setting. Specific employee responsibilities include:

- Employees are actively working towards and are fully focused on business goals and professional obligations during normally scheduled hours of work. Employees are easily accessible throughout the workday, answer phones, and respond to emails and other inquiries in a prompt and timely manner.
- Employees meet or exceed all performance goals and expectations as outlined in performance program and/or in alignment with special projects and other duties as assigned.
- Employees ensure effective and productive communication with their immediate supervisor/manager, team members and all other constituents or campus partners. Employees' behavior is professional, courteous, service oriented and aligned with codes of conduct, campus values, etc.
- Employees return to campus for onsite meetings, teambuilding activities, trainings etc., as required.
- Employees submit requests for scheduled time off (vacations, sick leave, etc.) in accordance with established policies and/or union contracts and charge appropriate leave benefits.
- Employees notify immediate supervisor/manager of unanticipated absences or lateness in accordance with established policies and/or union contracts and charge appropriate leave benefits.
- Remote working should not be considered as a substitute for child or elder care nor should a campus mandate or monitor such arrangements. Employees are expected to make such arrangements for child or elder care so as not to adversely impact remote workflow and productivity.
- Employees who have childcare obligations, family care obligations and/or any other obligations that would prevent them from focusing their full time attention on work, must follow all leave policies as needed.
- Employees must practice safe work habits and do all they can to minimize the risk of work-related injuries.
- Employees understand and acknowledge that remote work arrangements are not an entitlement and can be modified or discontinued by management at any time following appropriate notice (as discussed above). Likewise, remote work arrangements may be terminated at any time by an employee following appropriate notice to their immediate supervisor/manager and HR.
- While it is expected that those working remotely may not be on campus with any regularity, working remotely does not preclude an employee from stopping by campus if necessary. In those cases, employees will comply with the COVID protocols in place prior to arrival and notify their supervisor.

- Employees understand and acknowledge that remote work arrangements do not change the employee's terms and conditions of employment including an employee's classification, base compensation, or benefits.
- Employees understand and acknowledge that the College is not responsible for equipping their remote work location(s) and the College policy related to loaning, borrowing, transporting and/or supporting supplies and equipment will apply.

Return to On-Campus Status

If the supervisor and/or the employee decide that a return to campus is warranted and/or necessary to ensure satisfactory job performance, then notification must be made in writing by the party initiating the request to the secondary party (i.e., either the supervisor or the employee) and Human Resources Director at least five (5) calendar days in advance of the anticipated return to their official work site or sooner if mutually agreed upon. If the individual does not currently have an on-campus office, one will be assigned at the time of return.

Effective Date

This Remote Work Pilot Program is a pilot that is effective as of (Month) 2021 and shall end May 31, 2022, unless extended by the College. Where required by exigent operational concerns, Tompkins Cortland Community College reserves the right to suspend or terminate this remote work pilot program prior to that date. Should the President or their designee determine that such action is necessary, advance consultation *with affected unions* and reasonable advance notice to program participants will be provided to the greatest extent allowed by the exigent operational concerns on which the President's determination is based.

Additional Resources

Application Request form