

Minutes of the Meeting of the Executive Committee

SUNY-Downstate College of Medicine

August 7, 2023

**Attendees: M. Stewart, C. Persaud, C. Kamarajan, L. Harris, R. Barbour, R. Gupta
R. Viswanathan, N. Penington, R. Gupta, R. Barbour, S. Rabinowicz**

Guests invited by Dr. Kamarajan: VP of HR Jamie Grecco, Assistant VP of HR Tony Parker and HR Director Kristie Fierro

Presiding Officer's Report

Dr. Stewart is filling in for Dr. Siddiqi. A committee member asked if the meetings can be online because he has clinicals at 4pm. Dr. Stewart stated that he couldn't answer, but will bring it up with Dr. Siddiqi.

Dr. Siddiqi did not review the July minutes. Dec and June were emailed to members for approval. The committee approved December's minutes. Dr. Penington edited June's minutes and emailed them to A. Melton-Taylor. The committee voted to have the edited minutes emailed to them for approval.

Dr. Stewart welcomed the three members of Human Resources: VP Jamie Grecco, Assistant VP Tony Parker and HR Director Kristie Fierro.

Dr. Stewart explained to the HR guests the composition and role of the Executive Committee dynamics. He stated that the members of the Executive Committee of the College of Medicine faculty and professional staff are elected by their peers. It is their responsibility to pay attention to all things that pertain to the faculty and staff of the College of Medicine. As an example, the Executive Committee can address issues by creating or revising policies that then get forwarded to the Documentation is initiated by the committee when some issues or policies need to be addressed. It will be forwarded to the Dean of the College of Medicine for approval. This will enable them to be effective at the college.

As part of his description for the guests' benefit, Dr. Stewart explained that there are many places on campus where faculty and staff can interact with one another, ranging from reviews of animal protocols through . This can be from a compliance standpoint when it comes to animal protocols as well as bigger topics such as HR issues as well. Dr. Stewart stated that HR was invited to help the Executive Committee members understand HR's role and function of faculty and staff relations.

J. Grecco gave an overview of his division's role and stated that he was glad to answer questions and they were there to help. He is new, only been at Downstate for 16 months. He states that they handle many issues under the HR umbrella (Reasonable accommodation, Labor Relations, and EAP). They are trying to move more towards customer service by addressing complaints. They want to they HR experiences as positive as possible.

Dr. Kamarajan asked, "Was there any freeze on promotions, hiring, or salary hikes?" J. Grecco stated that there was a hiring freeze for the school and hospital but not for patient-related

positions. Clinical positions were not affected. They worked with some positions because they already had candidates for those positions and did not want to lose them. Since there are several touchpoints from different departments during the onboarding process, it is a very long process. Paperwork is sent to the president's office to the Dean, and back to finance. There are a lot of touch points in this process.

Dr. Stewart asked where the Human Resources department is located. J. Grecco stated that the Human Resources department is located in the basement of the library in the Educational Building. The office is open from 9 a.m. to 5 p.m., and there is an open-door policy. As far as the EAP (Employee Assistance Program), he advised people to contact Dr. Magda Alliancin directly by phone or email if they have any questions. Her role is to work as a conduit. It means that if you have a specific complaint or a particular problem, such as housing insecurity or employee burnout, she can put you in touch with the appropriate people who can help, such as counseling services if you need them.

In the event that a staff member has a problem with another staff member, he or she can contact HR directly to discuss the issue. Information about this should be on the website, but there are some problems with it, but they are currently working on it. He stated that he would send the Executive Committee a list of HR names and roles.

Dr. Viswanathan stated the intricate steps involved with paperwork regarding how long it takes and the process. K. Fierro stated that she is new and is still working to get the information out. J. Grecco explained that the process is as follows:

- 1) The department hiring manager requests a position
- 2) A copy of the paperwork must be signed by the director/head of the department
- 3) The paper is sent to the finance department for processing
- 4) The document is submitted to the President's office.
- 5) Once the president approves, human resources posts the job vacancy.
- 6) The person applies for the position and comes in for an interview.

When a candidate accepts a job offer, the paper is returned to finance, then to the president's office, and finally back to HR, so that when the new hire arrives at HR, they are able to finalize their paperwork and begin the onboarding process.

He also stated that hiring managers can search the status of documents through Pageup.

J. Grecco stated that this process is changing because he discovered paperwork gets stuck in various offices. The more handoffs, the more likely something goes wrong, and it often does. He is looking for electronic transmission where people can see where the paperwork is located and when. If a person wishes to contact someone directly regarding the paperwork, they can call Kristie Fierro or Gregory Goodrich, or email humanresources@downstate.edu.

Dr. Penington asked if HR is responsible for the faculty handbook because, as per the bylaws, it must be updated every year. J Grecco stated they are not responsible, but he provided input.

Dr. Gupta stated that people are supposed to get tenured within seven years if they are hired as assistant professors. However, if they don't get tenure, they have to move into a clinical or teaching or research track. from their other teaching tracks. She asked who made that decision. Where does that designation change? Does HR send that information?

J. Grecco stated that in most cases the decision is made by the department in collaboration with the faculty members if they do not get recommended for tenure by of CAPQ. It is up to the department's discretion to keep them, but J. Grecco stated that he does not know why the person who has not been given tenure and has been here for over 20 years did not contact the union.

Dr. Barbour stated that multiple parties oversee the tenure review process including the CAPQ Committee, but its also department chairs and ultimately to the Dean's office. Does HR

participate to ensure that people are reviewed within the time frame? J Grecco stated that HR would request a report of those employees due for tenure.

HR only gets involved when tenure is denied. Human resources do not ensure tenure. They enforce typical HR compliance mandatory stuff. J. Grecco also stated that reminders can be sent to the chair to notify them that a person is up for tenure and the procedure. Dr Kamarajan asked if a person missed the tenure deadline, what recourse does this person have? J. Grecco stated that the employee may file a complaint with the union or HR.

There was a question about patients being able to go to Patient Relations when they have problems with a physician or provider, but the physician or provider must prove they are innocent. Is there a policy that protects physicians and providers? J. Grecco stated that they are working on a policy dealing with these issues.

T. Parker asked about alternate route committee processes. Dr. Stewart stated that the committee resolved to offer a single alternative route option to faculty at the College of Medicine. If someone felt their chair was holding them back. They have an avenue to submit their dossier to the CAPQ.