



UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD

REGION 3
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Buffalo, NY 14202-2465

Agency Website: www.nlr.gov
Telephone: (716)551-4931
Fax: (716)551-4972



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March 7, 2017

Chris Machanoff, Lead Organizer
Service Employees International Union, Local 200 United
731 James Street, Suite
Syracuse, NY 13201

Re: Ithaca College
Case 03-CA-194332

Dear Mr. Machanoff:

The charge that you filed in this case on March 07, 2017 has been docketed as case number 03-CA-194332. This letter tells you how to contact the Board agent who will be investigating the charge, explains your right to be represented, discusses presenting your evidence, and provides a brief explanation of our procedures, including how to submit documents to the NLRB.

Investigator: This charge is being investigated by Field Examiner KELLY MOORE whose telephone number is (518)419-6255. The mailing address is 11A CLINTON AVE STE 342, ALBANY, NY 12207-2366. If this Board agent is not available, you may contact Resident Officer BARNETT L. HOROWITZ whose telephone number is (518)431-4156.

Right to Representation: You have the right to be represented by an attorney or other representative in any proceeding before us. If you choose to be represented, your representative must notify us in writing of this fact as soon as possible by completing *Form NLRB-4701, Notice of Appearance*. This form is available on our website, www.nlr.gov, or at the Regional office upon your request.

If you are contacted by someone about representing you in this case, please be assured that no organization or person seeking your business has any "inside knowledge" or favored relationship with the National Labor Relations Board. Their knowledge regarding this proceeding was only obtained through access to information that must be made available to any member of the public under the Freedom of Information Act.

Presentation of Your Evidence: As the party who filed the charge in this case, it is your responsibility to meet with the Board agent to provide a sworn affidavit, or provide other witnesses to provide sworn affidavits, and to provide relevant documents within your possession. Because we seek to resolve labor disputes promptly, you should be ready to promptly present your affidavit(s) and other evidence. If you have not yet scheduled a date and time for the Board agent to take your affidavit, please contact the Board agent to schedule the affidavit(s). If you fail to cooperate in promptly presenting your evidence, your charge may be dismissed without investigation.

Procedures: We strongly urge everyone to submit all documents and other materials by E-Filing (not e-mailing) through our website www.nlr.gov. However, the Agency will continue to accept timely filed paper documents. Please include the case name and number indicated above on all your correspondence regarding the charge.

Information about the Agency, the procedures we follow in unfair labor practice cases and our customer service standards is available on our website www.nlr.gov or from the Regional Office upon your request. *NLRB Form 4541, Investigative Procedures* offers information that is helpful to parties involved in an investigation of an unfair labor practice charge.

We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

A handwritten signature in black ink, appearing to read "Paul J. Murphy". The signature is written in a cursive, flowing style.

PAUL J. MURPHY
Regional Director

cc: Angela B. Cornell, Clinical Professor of
Law
Cornell Law School
Cornell Labor Law Clinic
151 Myron Taylor Hall
Ithaca, NY 14853