



Elm & Carlton Streets | Buffalo, New York 14263
1-800-ROSWELL (1-800-767-9355)
RoswellPark.org | AskRoswell@RoswellPark.org

Susan Koller-Freer
Director, Classification and Compensation
Office: (716) 845-2913
Fax: (716) 845-3473
Email: Susan.koller-freer@roswellpark.org

March 20, 2026

Margot Schoenborn
Senior Vice President and Chief Legal Officer
Roswell Park Cancer Institute
Elm & Carlton Streets
Buffalo, NY 14263

Re: RPCI Merit Board

Dear Ms. Schoenborn:

This will confirm that a Merit Board meeting has been scheduled for **Monday, April 20, 2026 at 10:00 a.m.** to be held in the Patrick P. Lee Board Room located on the 9th floor of the Scott Bieler Clinical Sciences Center on the corner of Carlton and Michigan Streets. In accordance with Public Authorities Law §3556, enclosed please find a copy of the Notice of Proposed Rulemaking.

Thank you.

Very truly yours,

Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

cc: Errol Douglas, Senior Vice President and Chief Human Resources Officer
Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

Richard Ahl, PhD
18 Terrace Court
Ballston Lake, NY 12019

Re: RPCI Merit Board

Dear Dr. Ahl:

This will confirm that a Merit Board meeting has been scheduled for **Monday, April 20, 2026 at 10:00 a.m.** to be held in the Patrick P. Lee Board Room located on the 9th floor of the Scott Bieler Clinical Sciences Center on the corner of Carlton and Michigan Streets. In accordance with Public Authorities Law §3556, enclosed please find a copy of the Notice of Proposed Rulemaking.

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SKF/vs
Enclosure

cc: Errol Douglas, Senior Vice President and Chief Human Resources Officer
Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

Ms. Regina Dubois
5631 Key Largo Court
Bradenton, FL 34203

Re: RPCI Merit Board

Dear Ms. Dubois:

This will confirm that a Merit Board meeting has been scheduled for **Monday, April 20, 2026 at 10:00 a.m.** to be held in the Patrick P. Lee Board Room located on the 9th floor of the Scott Bieler Clinical Sciences Center on the corner of Carlton and Michigan Streets. In accordance with Public Authorities Law §3556, enclosed please find a copy of the Notice of Proposed Rulemaking.

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SKF/vs
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March 20, 2026

Ms. Kathleen E. O'Hara, Esq.
348 Parker Ave
Buffalo, NY 14216

Re: RPCI Merit Board

Dear Ms. O'Hara:

This will confirm that a Merit Board meeting has been scheduled for **Monday, April 20, 2026 at 10:00 a.m.** to be held in the Patrick P. Lee Board Room located on the 9th floor of the Scott Bieler Clinical Sciences Center on the corner of Carlton and Michigan Streets. In accordance with Public Authorities Law §3556, enclosed please find a copy of the Notice of Proposed Rulemaking.

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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Mr. Wayne Spence
Public Employees Federation
1168-70 Troy-Schenectady Road
P.O. Box 12414
Albany, NY 12212

Dear Mr. Spence:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

The Merit Board will hold a meeting on **Monday, April 20, 2026 at 10:00 a.m.** to be held in the Patrick P. Lee Board Room located on the 9th floor of the Scott Bieler Clinical Sciences Center on the corner of Carlton and Michigan Streets to consider any commentary relative to the above.

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Very truly yours,

Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

cc: Errol Douglas, Senior Vice President and Chief Human Resources Officer
Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Ms. Theresa Burke
Division 196, P.E.F.
c/o Roswell Park Cancer Institute
Elm and Carlton Streets
Buffalo, NY 14263

Dear Ms. Burke:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Very truly yours,

Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

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Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Ms. Gretchen Garrity-Smith
Public Employees Federation
4950 Genesee Street, Suite 150
Cheektowaga, NY 14225

Dear Ms. Garrity-Smith:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Very truly yours,

Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

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Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Ms. Veronica Foley, Director
Civil Service Enforcement and Research Department
Public Employees Federation
1168-70 Troy-Schenectady Road, P.O. Box 12414
Albany, NY 12212

Dear Ms. Foley:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Very truly yours,

Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

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Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Ms. Sherry Compton, Chief Sector Steward/SSO Western Region
NYSCOPBA, Inc.
20 Computer Drive W.
Albany, NY 12205

Dear Ms. Compton, Chief Sector Steward/SSO Western Region:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Very truly yours,

Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

cc: Errol Douglas, Senior Vice President and Chief Human Resources Officer
Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Ms. Paula Love
Local 303, CSEA
c/o Roswell Park Cancer Institute
Elm and Carlton Streets
Buffalo, NY 14263

Dear Ms. Love:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Very truly yours,

Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

cc: Errol Douglas, Senior Vice President and Chief Human Resources Officer
Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Ms. Alison Thorne, Esq.
Public Employees Federation
1168-70 Troy-Schenectady Road
P.O. Box 12414
Albany, NY 12212-2414

Dear Ms. Thorne:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

cc: Errol Douglas, Senior Vice President and Chief Human Resources Officer
Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Mr. John D. Svare, Esq.
Public Employees Federation
1168-70 Troy-Schenectady Road
P.O. Box 12414
Albany, NY 12212-2414

Dear Mr. Svare:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

cc: Errol Douglas, Senior Vice President and Chief Human Resources Officer
Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Ms. Mary Sullivan
CSEA Headquarters
143 Washington Avenue
Albany, NY 12210

Dear Ms. Sullivan:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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SKF/vs
Enclosure

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Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Mr. Stephen Connolly
Civil Service Employees Association Inc.
143 Washington Avenue
Albany, NY 12210

Dear Mr. Connolly:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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SKF/vs
Enclosure

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Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Mr. Robert Mootry
Civil Service Employees Association, Inc.
Local 100 AFSCME, AFL-CIO
120 Pineview Drive
Amherst, NY 14228

Dear Mr. Mootry:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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SKF/vs
Enclosure

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Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Mr. Chris Summers, President
NYSCOPBA, Inc.
20 Computer Drive W.
Albany, NY 12205

Dear Mr. Summers:

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Very truly yours,

Susan Koller-Freer
Director, Classification and Compensation

SKF/vs
Enclosure

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Margot Schoenborn, Senior Vice President and Chief Legal Officer



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Email: Susan.koller-freer@roswellpark.org

March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Mr. Jose Cruz
Civil Service Employees Association, Inc.
Local 100 AFSCME, AFL-CIO
120 Pineview Drive
Amherst, NY 14228

Dear Mr. Cruz:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Enclosure

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Margot Schoenborn, Senior Vice President and Chief Legal Officer



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Email: Susan.koller-freer@roswellpark.org

March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Mr. Doug Trotter
Law Enforcement Business Agent
NYSCOPBA, Inc.
20 Computer Drive W.
Albany, NY 12205

Dear Mr. Trotter:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Margot Schoenborn, Senior Vice President and Chief Legal Officer



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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Honorable Carl Heastie
New York State Assembly Speaker
932 Legislative Office Building
Albany, NY 12248

Dear Speaker Heastie:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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March 20, 2026

**CERTIFIED MAIL/
RETURN RECEIPT REQUESTED**

Honorable Andrea Stewart-Cousins
President Pro Tempore and Majority Leader, NYS Senate
188 State Street
Legislative Office Building, Room 907
Albany, NY 12247

Dear Senate Majority Leader Stewart-Cousins:

In accordance with Public Authorities Law §3556, enclosed please find a copy of Roswell Park Cancer Institute Merit Board's Notice of Proposed Rulemaking. This notice is also being posted on the Corporation's main bulletin board.

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Susan Koller-Freer
Director, Classification and Compensation

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Enclosure

cc: Errol Douglas, Senior Vice President and Chief Human Resources Officer
Margot Schoenborn, Senior Vice President and Chief Legal Officer

ROSWELL PARK CANCER INSTITUTE

MERIT BOARD

ACTION: Notice of Proposed Rulemaking

SUMMARY: The Roswell Park Cancer Institute Merit Board publishes for comment proposed amendments to its rules and regulations under the authority of Public Authorities Law § 3556(3)(c).

DATES: The date of this Notice is March 20, 2026. The date by which comments must be received concerning these proposed rules is April 10, 2026. The proposed effective date of the proposed rules is on or after April 20, 2026.

FOR MORE INFORMATION CONTACT: Margot Schoenborn, Senior Vice President and Chief Legal Officer, Roswell Park Comprehensive Cancer Center, (716) 845-8717 (telephone), (716) 845-7609 (fax).

COMMENTS: Comments should be submitted in duplicate to Margot Schoenborn, Senior Vice President and Chief Legal Officer, Roswell Park Comprehensive Cancer Center, Elm & Carlton Streets, Buffalo, New York 14263. Comments received will be available for public inspection and copying at the office of General Counsel, Roswell Park Comprehensive Cancer Center.

PROPOSED RULES:

1. In Appendix 2 of the rules, add the following titles, and where identified by the symbol "*", such title or titles shall be designated confidential or requiring the performance of functions influencing policy:

- * Director, Information Security Operations [Roswell Park]
- * Director, Population Health Outreach [Roswell Park]
- * Employee and Labor Relations Specialist [Roswell Park]
- Nurse Scholar [Roswell Park]
- Senior Facilities Engineer [Roswell Park]

2. In Appendix 2 of the rules, rename the following titles:

- * Operations and Business Development Administrator, CFI [Roswell Park] to
Operations and Business Development Administrator [Roswell Park]
- Senior Facilities Engineer [Roswell Park] to Facilities Engineer II [Roswell Park]

3. In Appendix 2 of the rules, delete the following titles:

- * Executive Director, Patient/Family Experience [Roswell Park]
- * Finance Transformation Analyst [Roswell Park]