

**Professional Staff Senate Executive Meeting**  
**October 3, 2013**

**Convener:** Ann Marie Landel

**Recorder:** Kathleen M. Kielar

**Agenda:**

1. Call Meeting to Order
2. Approval of Minutes
3. Chair Report
  - a. Updates on Professional Development
  - b. Committee chairs and charges
4. Vice Chair Report
5. Old/New Business
6. Adjournment

**Meeting Minutes**

1. Meeting called to order by Ann Marie Landel at 2:30 PM.

**2. Minutes:**

- Approval of prior Executive meeting minutes put on hold until November 2013

**3. Report of the Chair**

- Senators should ask their alternates to attend if they can't make it to meetings
- Although Senators and alternates are encouraged to attend Executive Senate meetings, they should also be aware that if the Executive Senate goes into Executive Session only executive senators can attend and vote on matters discussed during this session.
- Ann Marie reported that we are trying to utilize technology more. Some initiatives include using Microsoft Outlook to invite senators and executive senators to meetings and using card swipes to take attendance at meetings. We are also trying to use Microsoft Lync for web conferencing to bring the campuses or groups together electronically. The first effort will be at the diversity brownbag luncheon.
- PSS is in need chairpersons for Elections, Mentoring, UBBuddy committees. If anyone is interested, please contact Ann Marie or Anna in the Senate office.

- Committee meeting minutes are no longer being put on the website anymore as there is too much work going on for the Web Site Committee to keep up. We will continue to put committee updates in General Membership and Executive Membership meeting minutes under the Vice Chair report.
- Matt Deck, who is currently serving on the materials subcommittee for environmental stewardship committee at UB is looking for a PSS representative to serve on this committee. If there is anyone interested in serving on this subcommittee, please contact Ann Marie Landel or Anna in the Senate office.
- EAP sent annual report and will be put up on the website.
- Ann Marie is working with a shared governance group that consists of the UUP & CSEA Presidents, Empire State College representative, University Police, UUP Health Sciences representative, Graduate Student Association President, the Faculty Senate Chair and the PSS Chair. The committee meets to have open communications among the campus governance leaders and determine what issues they have in common and how they can overcome these issues. Issues discussed this month included the newness of the UUP Buffalo Chapter President and UUP President communications. UUP Buffalo Chapter President is trying to refresh the thoughts of the UUP union and build trust amongst the membership.
- Ann Marie asked Kathleen Kielar to report on the SUNY Undergraduate Committee and SUNY Plenary report. Kathleen stated that most of the work received at the Plenary was the work that was completed in the committees. She is now serving on the Undergraduate committee which has a long agenda this academic year which includes such topics as Open SUNY, Seamless Transfer, a new initiative by the governor called SUNY Educator Preparation Program and a host of others. As there were so many agenda items, the committee was forced to prioritize the items. Initially, the committee is tackling two items that include the SUNY Educator Preparation Program and Open SUNY. At the end of October Kathleen will be attending the Fall Plenary at SUNY Maritime.
- Ann Marie reported that there were over 800 people who attended the sustainability event. There were also 40 plus vendors attending the event. The sustainability committee is looking for more volunteers to serve on their committee. This committee supports the office of sustainability.

#### **4. Vice Chair Report**

- Laura Barnum reported the following events will be taking place:
  - UB Bulls Tailgate event will take place on Sat. Oct. 19 at noon. Ticket prices are \$10.00. Please look on the PSS website for more information and to RSVP.

- Diversity event will be held on October 18<sup>th</sup> at noon – 1:00 PM in Clemens 120 – This is a brown bag luncheon where the university community is invited to listen to the Findings from the United Way Community Needs Assessment.
- The Welcoming Committee will be hosting a Welcoming Event on October 17<sup>th</sup> for new employees. UB has hired 160 new staff members.
- We have recently published the PSS newsletter. This can be found on the website. The next newsletter will be out in the Spring 2014. There are two features which promote staff recognition. They are Have You Met and Career Paths. If the exec committee has suggestions for recognition of employees, please let Ann Marie know.
- Organizational changes are causing us to look at the entity structure of the university which will determine the departments/units that fall within specific PSS Areas. This will determine senator area representation.
- The Policy and Governance committee is reviewing all committees and if we have proper representative serving on university and faculty senate committees. The Policy and Governance committee is also working with the University Administration Professional Development Policy initiative.

#### **4. Old/New Business**

Discussion on Speakers at Exec and General Membership meetings:

Ann Marie asked who you would like to see come to general membership or executive membership meetings. She reported that Lee Melvin and Barry Taylor will be speaking on retention and admissions efforts and that Jim Simon will be reporting on the campus garden project.

Suggestions included:

- Nancy Wells from Development - Where are we with the campaign?
  - Provost and Executive Vice President, Chip Zukoski and/or Vice President for Finance and Administration, Laura Hubbard - Budget
  - UB Realizing 2020 - Provost in November
  - CIO in the spring
  - Danny White and Bobby Hurley
  - Dr. Cain/ Bob Shibley - UB Best Designed City
  - Police - safety meeting
  - School of architecture - The grain elevators
- Ann Marie reported that UB ranked 302 QS World universities out of the 800 top world universities. More information about the ranking can be found at:  
<http://www.buffalo.edu/news/releases/2013/09/026.html>

Jim Gordon nominated Mike Maute as an individual to feature as the PSS person for Recognizing UB individuals

Jim also suggested we feature professional development testimonials from employees who take professional development courses at the University.

Janiece Jankowski stated that the campus Smoking Policy is not working. Amy Myszka responded that there is a volunteer corp that will go through the university and address those that are smoking on campus. Police don't want to be known as the smoking police. She also stated that this corp of individuals is always looking for volunteers to help remind the university campus of the no smoking policy.

7. Meeting adjourned at 4:00 PM.

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<b>Executi</b>		<b>10/3/2013</b>		<b>Area</b>
Jennifer	Berryman	Executive Senator	ABSENT	1
Michele	Bewley	Senator	--	1
Fred	Covelli	Senator	--	1
Matt	Deck	Senator	--	1
Valerie	Fatta	Senator	--	1
Kristin	Gniazdowski	Senator	--	1
Sharon	Harezga	Senator	--	1
Gerri	Kremer	Senator	--	1
Teresa	Kruse	Senator	--	1
Kimberly	Krzemien	Executive Senator	A	1
James	Lichtenthal	Senator	--	1
Candy	Morris	Alternate	--	1
Jonathan	Navratil	Senator	--	1
Dianne	Notaro	Senator	--	1
Sara	Robinson	Senator	--	1
Caryn	Sobieski-Vandelinder	Senator	A	1
David	Burganowski	Senator	--	2
Ilene	Fleischmann	Senator	--	2
Michael	Formato	Senator	--	2
Diane	Holfelner	Senator	--	2
Domenic	Licata	Alternate	--	2
William	McDonnell	Executive Senator	ABSENT	2

Stephen	Pusztay	Senator	--	2
Katherine	Trapanovski	Executive Senator	ABSENT	2
James	Bowman	Senator	--	3
Laurie	Bragg	Senator	--	3
Marisha	Handzel	Senator	A	3
Corey	Hill	Senator	--	3
Arlene	Kaukus	Alternate	--	3
Joshua	Kelley	Senator	A	3
Kathleen	Kielar	Officer	A	3
Jeff	Kujawa	Senator	--	3
Stefanie	Lizauckas	Senator	--	3
Joe	Meyer	Senator	--	3
Eugene	Pohancsek	Executive Senator	A	3
James	Ramsey	Executive Senator	A	3
Laura	Stevens	Senator	--	3
Chris	Cheung	Senator	--	4
David	Foti	Senator	--	4
James	Gordon	Executive Senator	A	4
Janiece	Jankowski	Senator	A	4
Christopher	Keough	Senator	--	4
John	Mondo	Senator	--	4
Kathleen	O'Brien	Executive Senator	A	4
Jason	Parker	Senator	--	4
Eileen	Sirianni	Alternate	--	4
Cheryl	Williams	Senator	--	4
Denise	Wolfe	Senator	--	4

Susan	Bagdasarian	Senator	--	5
Cheryl	Bailey	Senator	--	5
Laura	Barnum	Officer	A	5
Lydia	Conroy	Senator	A	5
Katherine	Gorman	Senator	--	5
Deborah	Hard	Senator	--	5
David	Hill	Senator	--	5
Hugh	Jarvis	Senator	--	5
Ann Marie	Landel	Officer	A	5
Louise	Lougen	Alternate	--	5
Amy	Myszka	Executive Senator	A	5
Thomas	Okon	Senator	--	5
Sandra	Pfohman	Senator	--	5
Michele	Sedor	Senator	--	5
Jim	Simon	Senator	--	5
Susan	Steck	Executive Senator	ABSENT	5
Donald	Trainor	Senator	--	5
Carol	Vanzile-Tamsen	Senator	--	5