

Executive Meeting Minutes  
May 8, 2014

Recorder: Kathleen M. Kielar

AGENDA

1. Approval of the April 3rd meeting minutes
2. Chair Report
  - a. Senator Nominations
  - b. UB Start Up NY Selection Committee
  - c. PSS and HR Meeting
  - d. Review PSS Committees and Committee Charges
3. Discussion on Continuous Learning Culture Resolution
4. Vice Chair Report
  - a. Diversity and Inclusion – Ed and Advocacy Series 4/9/14, Noon – 1 PM
  - b. Staff Development – 5/21/2014 Strengthening Professional Core Conference
  - c. PSS Awards Luncheon – June 5<sup>th</sup>. Invitations will be mailed on Monday 5/12.
  - d. Supervisors Forum on Continuous Improvement on April 9<sup>th</sup> from 9 AM until 11 am. Register at the HR Website
  - e. Policy and Governance Committee Report
  - f. PSS Sustainability Committee Report
5. Plenary Report – Kathleen Kielar
6. Senate Planning and Discussions for next fiscal year – Calendar handout
  - a. PSS Survey
  - b. PSS Summer BBQ – Volunteer
  - c. Diversity is looking at dates for Social in June
  - d. Area meetings?
  - e. PSS Clothing Drive
  - f. Tour of the Solar Grid
  - g. President of the Student Assembly or representative coming to Exec Meetings
  - h. Invite new VP for Diversity and Inclusion – Teresa Miller
  - i. Sustainability Garden – who is going to plant, work on during summer?
  - j. Newsletter
7. Old/New Business
8. Adjournment

## MEETING MINUTES

1. The minutes for April 3, 2014 were approved.

### 2. Chair Report

- a. Senators Nominations – Ann Marie told the group that the 2014-2015 information letter and list of people in each area was sent to all staff. The due date was extended and each area needs senators. The needs are as follows:
  - i. Area I – Health Sciences (need 8)
  - ii. Area II – Core Campus Academic Units (Need 19)
  - iii. Area III – Student Support Services (Need 5)
  - iv. Area IV – University Support Services (Need 2)
  - v. Area V – University Administration (Need 0)
- b. UB Start UP NY Selection Committee – The committee was looking for a member from PSS to sit on the committee. We sent an email to the Executive Committee and had three staff show an interest in participating on this committee. The person selected for position is Arlene Kaukus who has demonstrated that Career Services can be a benefit to this initiative as Career Services is charged with creating and leveraging employment opportunities through Experiential learning (internships). With the formal link, Career Services can ensure that students can benefit from this initiative.
- c. PSS and HR Meeting is being rescheduled to another date, not updated at this time.
- d. Review of PSS Committees and Committee Charges, Review of committee charges and committees will be reviewed this summer. Committees can submit changes to charges to Laurie.

### 3. Discussion on Continuous Learning Culture Resolution

Ann Marie reviewed the process of the resolution and where it now sits and is now coming back to the Executive Senate for comment as she felt there were significant concerns from HR about the resolution.

Concerns:

- HR personnel stressed that the resolution was not needed and that the resolution ran counter to the training initiatives being planned by Laura Hubbard.
- HR senators felt that there was movement in getting supervisors to support employee training.
- Kat Kielar explained the 3% of the operating budget thought could and should be easily obtained if you calculate the hourly wage times the hours that employees spend attending training programs.
- There was a long discussion on the lack of computer facilities for staff training on the South campus and the inadequate meeting facilities as a result of the “thin walls” in Crofts. All were in agreement that these were problems.
- Janiece Jankowski expressed her concern that the [UB 2020 Infrastructure Task Report](#) seemed to push the cost of professional development onto the department budgets. This is problematic when departments are forced to utilize campus facilities and pay a fee for that utilization, but do not have the department budgets to pay for the facility use (Up to \$200 for a room for one time use) (See Student Union rates at: <http://www.student-affairs.buffalo.edu/student-unions/reservation.php>).

A suggestion would be that the university develop a policy that if a department is utilizing a room for employee professional development, that the policy be waived. HR Senators felt that this administration has significant plans for training and administrative support. They question whether a resolution would deter these plans.

- Another senator viewed this as PSS's way of exercising our governance voice in professional development. This is a right that we as professionals should have. We work very hard to get our voice out there.
- Laurie Barnum asked the group if the tone of the resolution is to encourage and support the administrations continued efforts or that we are not happy with what the administration is doing. HR Senators said that they viewed the resolution as saying PSS wasn't happy specifically with OD&T efforts. Others viewed it as a need to improve university commitment to professional development.
- HR felt that the resolution should also be a lot shorter and that it is worded as a directive rather than as a partner.
- There is concern about funding training/professional development for courses that are not offered by the University. Where does the money come from? Kat mentioned that funding for VPUE employees to attend the Professional Staff Development Conference has not been funded by VPUE.....this is a \$30.00 commitment every two years.
  - Greiner Hall is not allowed to be used for meetings during the summer. Space for financial aid large meetings during the summer cannot be found. There isn't space for units outside of HR to utilize existing spaces.
  - There was expressed frustration with administrators as they do not want to meet, or they pawn the initiative off to another administrator. We see that there is support for training in the UB2020 initiatives.
  - HR also mentioned that the order that was presented in the Infrastructure Task Force Plan was not put in the order of the priorities that HR sees. They feel that the LMS will address the issues of supervision and attendance. After that, then discuss the facilities.
  - After a very frank discussion about the resolution, the resolution was decided to be pulled from the vote and have it sent back to the Policy & Governance Committee for review and updates, with the agreement that 2 members of the HR training team will attend the meeting.

#### 4. Vice Chair Report

- a. Diversity and Inclusion – Ed and Advocacy Series 4/9/2014, Noon – 1PM. They are hosting a potluck luncheon in June.
- b. Staff Development – The Strengthening Professional Core Conference will be held on May 21, 2014. They will be working on a report for succession planning. There will be a call out for stakeholders for this report.
- c. PSS Awards Luncheon will be held on June 5. Invitations will be mailed on Monday, May 12, 2014. All PSS Executive Committee Members are invited to attend this luncheon for no cost. This will be in substitution for the June PSS Executive Committee Meeting.
- d. Supervisors Learning Forum on Continuous Improvement held on April 9<sup>th</sup> from 9:00 AM until 11:00 am. Register at the HR Website. PSS Continuous Improvement is partnering with HR on this learning opportunity.
- e. Policy and Governance committee will look into the procedures regarding the variety of ways for participation and voting. A motion on the floor was made to have this issue studied by the Policy and Governance Committee, who would make a recommendation for discussion and vote

from the Executive Senate. The motion was seconded and approved by the Executive Senate. Issues of concern include conference call participation and discussion and voting electronically.

- f. PSS Sustainability Committee hosted a North Campus Nature Walk on May 6, 2014 on the Landscape of the North Campus. Sustainable Living Committee wanted to change their mission, as well as add new members. This change was voted on and unanimously approved by the Executive Committee.
  - g. Welcome Committee did a report and let us know that roughly 150 new professionals were hired at the university 2012-2013 academic. They held their annual Welcome reception lunch and 45 people attended. They were supported by many internal departments.
5. Plenary Report and SUNY Voices Conference – Kat Kielar (see report at: <http://www.pss.buffalo.edu/about/pdfs/plenary/SUNYPlenarySpring2014.pdf>)
6. Senate Planning and discussions for next fiscal year. Ann Marie went over the proposed PSS Calendar for the 2014-15 academic year. Other events we are considering are:
- a. PSS Survey
  - b. Sustainability Fair - TBD
  - c. Senators Orientation – September 16<sup>th</sup> or 17<sup>th</sup>, we are still finalizing the date
  - d. General Membership Meeting – September 25
  - e. PSS Summer BBQ – June 25<sup>th</sup>
  - f. Diversity is looking at dates for Social in June
  - g. Area meetings
  - h. PSS Clothing Drive
  - i. Tour of Solar Grid
  - j. President of Student Assembly or representative coming to Executive meetings
  - k. Invite new VP for Diversity and Inclusion – Teresa Miller
  - l. Sustainability Garden – Who is going to plan, work on during the summer? This ran through the Office of Sustainability. If you are interested in working on the garden, you can sign up at <http://www.buffalo.edu/sustainability/working-green/campus-garden.html>
  - m. Newsletter

Ann Marie asked for ideas for speakers or topics. Ideas included:

1. Nancy Wells
2. Lee Melvin
3. Laura Hubbard – Downtown campus/HR/budget
4. Tour of Special Collection
5. Libraries Genealogy Club
6. The Academies

7. Old/New Business

8. Adjournment



# PROFESSIONAL STAFF SENATE

**University at Buffalo** *The State University of New York*

E5814

<b>Executive</b>	<b>5/8/2014</b>			<b>Area</b>
Jennifer	Berryman	Senator	A	1
Michele	Bewley	Senator	ABSENT	1
Kristin	Gniazdowski	Senator	EXCUSED	1
Gerri	Kremer	Senator	A	1
Kimberly	Krzemien	Executive Senator	EXCUSED	1
Candy	Morris	Executive Senator	ABSENT	1
Jonathan	Navratil	Senator	A	1
William	McDonnell	Executive Senator	ABSENT	2
Katherine	Trapanovski	Executive Senator	ABSENT	2
Arlene	Kaukus	Alternate	EXCUSED	3
Kathleen	Kielar	Officer	A	3
Eugene	Pohancsek	Executive Senator	A	3
James	Ramsey	Executive Senator	A	3
James	Gordon	Executive Senator	EXCUSED	4
Janiece	Jankowski	Senator	A	4
Kathleen	O'Brien	Executive Senator	A	4
Eileen	Sirianni	Alternate	A	4
Ann Marie	Swartz	Guest	A	4
Laura	Barnum	Officer	A	5
Deborah	Hard	Senator	A	5
Ann Marie	Landel	Officer	A	5
Amy	Myszka	Executive Senator	A	5

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Michele	Sedor	Senator	A	5
Jim	Simon	Senator	EXCUSED	5
Susan	Steck	Executive Senator	A	5