



Minutes of the Executive Committee

October, 5, 2017

Convener: Dom Licata

Officers Present: Dom Licata, Tim Tryjankowski, Hugh Jarvis

Executive Members Present: Charlie Baxter (for Don Erb), Mike Brown (student representative), Ilene Flesichmann, Daniel Kelly, Chris Keough, Kesha Lanier, Nora Renda, Maribeth Tamsen

Executive Members Absent: Kevin Baron, Don Erb (alt. Charlie Baxter), Phil Glick, Kat Kielar, Lisa Kulka, Debra Stamm

Guests: Russ Crispell

Parliamentarian: Joshua Wallace

Staff: Lindsay Allen

Recorder: Hugh Jarvis

Meeting called to order by Dom Licata/Tim Tryjankowski at 2:34 p.m.

Quorum reached / not reached: 7 senators and 3 officers present.

Supporting documents on Box: <https://buffalo.box.com/s/354gl8zrlsf77tp4jj3ir8pa7jwvy491>

PRESENTATION OF AGENDA – Dom Licata

- **Motion to adopt Agenda: Chris Keough (Nora Renda). Passed.**
- **Amendments requested,**
 - **Maribeth Tamsen – request to**
 - **Maribeth Tamsen – request to officially name EC student representative**

REVIEW OF PAST MINUTE(S) – Dom Licata

- **Motion to approve Minutes from September 7, 2017: Maribeth Tamsen (Chris Keough). Passed.**

CHAIR'S REPORT – Dom Licata

- Discussion of protecting high holidays especially for PSS activities. Consensus this is a good thing to do, but needs to come through natural process of the process we have started.
- **Motion to accept: Maribeth Tamsen (Nora Renda). Passed.**

VICE-CHAIR'S REPORT – Tim Tryjankowski

- Concern with volunteer burnout; e.g. sustainability fair.



- **Motion to accept: Maribeth Tamsen (Ilene Fleischmann). Passed.**

Report from the Parliamentarian Appointment Committee

- Recommend reappointment of the current parliamentarian.
- **Motion to approve recommendation: Kesha Lanier (Maribeth Tamsen). Passed**

UNFINISHED BUSINESS

Consideration of Recommendations of Budget Oversight Committee

Report originally accepted by Executive Cmt, Sept. 7, 2017. Adoption of the proposal was tabled.

- Proposed name:
 - Budget Advisory Committee
- Proposed charge:
 - The Budget Advisory Committee advises the PSS budgetary process by preparing (with input of Committee Chairs) an annual budget on behalf of the PSS officers which will be approved by the PSS Executive Committee. It has the fiduciary responsibility to report income and expenses, throughout the fiscal year to the Executive Committee on a quarterly basis.
- Proposed roles:
 - Request and collate budget plans from the committees and officers per the schedule determined in coordination with the Provost's office
 - Work with the officers to ensure that budget requests rest within the mission of the Professional Staff Senate and align with the goals supported by the PSS Executive Committee
 - Provide a sounding board for budget changes during the year and provide reports to the Executive Committee when requested.
 - Ensure historical records are preserved for future administrations.
 - Document the budget process so that it exists as an ongoing concern of the Professional Staff Senate autonomously of the officers
 - Provide quarterly updates to the Executive Committee on the financial condition of the PSS
- Proposed membership:
 - An Executive Committee member appointed by the Executive Committee on an annual basis.
 - the PSS Vice Chair will be Vice Chair and a voting member of the committee
 - the Staff Assistant in the UB Office of Shared Governance will be a voting member
 - two members from the general membership, appointed by the Executive Committee on an annual basis
 - the PSS chair will be a non-voting member
- Parliamentarian advises dissolution of former committee and reformation as a new committee.
- **Motion to discharge current 'Budget Oversight Committee': Ilene Fleischmann (Dan Kelly). Passed.**
- **Motion to establish a new standing 'Budget Advisory Committee'. Dan Kelly (Chris Keough). Passed as amended below.**
 - **Points of Information (Maribeth Tamsen)**



- Clarified the name of the committee as 'Budget Advisory Committee', not 'PSS Budget Advisory Committee' as written in certain documents.
- Clarified formal name is 'Office of University Shared Governance' and not 'UB Office of Shared Governance.'
- Noted the PSS acronym acts as a descriptor of the committee and is not part of the committee's formal name.
- **Amendments:**
 - New role: "The committee members will maintain familiarity with current university financial policies."
 - **Kesha Lanier (Ilene Fleischman). Passed.**
 - Clarification of membership: "The Staff Assistant in the Office of University Shared Governance will be a voting member".
 - **Maribeth Tamsen (Dan Kelly). Passed.**
 - Clarification of membership: "An Executive Committee member appointed by the Executive Committee on an annual basis will be Chair"
 - **Maribeth Tamsen (Chris Keough). Passed.**
- **Nomination of Nora Renda as Committee Chair. Moved: Maribeth Tamsen (Chris Keough). Passed.**

NEW BUSINESS

Appointment of Michael Yates to Student Services Area III.

- **Moved: Charlie Baxter (Chris Keough). Passed.**

Formation of a Recreation / Wellness Committee – Russ Crispell

- **Motion to receive the report and discuss at next meeting: Kesha Lanier (Dan Kelly). Passed.**

Review/Approve Committee Charges and Rosters

- **Tabled due to lack of time.**

Proposal to appoint Mike Brown by Maribeth Tamsen

- **Tabled due to lack of time.**

Proposal to discuss agenda for next Senate / General Meeting by Maribeth Tamsen

- **Tabled due to lack of time.**

Meeting adjourned due to loss of quorum (4:30 pm).

Attendance sign in sheet(s) housed in the PSS office.

Meeting audio recording available in the PSS office.