

Executive Membership Meeting
November 7, 2013

Convener: Ann Marie Landel

Recorder: Kathleen M. Kielar

Agenda:

- 1) Approval of the past minutes. The past minutes that needed approval were, October 4, 2012; November 1, 2012; December 6, 2012; February 7, 2013; March 7, 2013; April 4, 2013; May 9, 2013, and October 3, 2013.
- 2) Provost Charles Zukoski
- 3) Chair Report
 - a. SUNY Shared documents discussion
 - b. SUNY Plenary update – Kathleen Kielar
- 4) Vice Chair Report
- 5) Old/New Business
- 6) Adjournment

Meeting Minutes:

Ann Marie Landel called the meeting to order at 3:05 PM.

- 1) All past minutes were approved by the committee
- 2) Provost Chip Zukoski

The Provost talked about his Realizing UB2020 plan status. You can see this presentation at: <http://www.buffalo.edu/ub2020/realizing-ub-2020.html>. The final Realizing UB2020 report can be found at: http://www.buffalo.edu/content/www/ub2020/realizing-ub-2020/realizing-ub-2020-planning-documents/jcr_content/par/download_5/file.res/Realizing-UB2020-Final-2013-10-7.pdf

Points of interest:

- Summary of the Open Forums from last week – We are going to think about where we are going with our educational programs. We are going to bias our educational programs and hiring towards five thematic areas of justice, humanity, environment, health, and innovation. Those themes will show up in our educational programs and our scholarship as we move forward.
- We want to reshape our institutional policies and procedures to an integrated resource management model. In short, it is the budget. It is how the budget is reflected in our practices and what we are trying to do.
- Task forces have been convened over the summer and work is underway. Task forces are: Curriculum and Assessment, Research and Innovation, Student Experience, Engagement, Alumni Engagement and Philanthropy, Infrastructure, and Advocacy. Read further on the task forces at: <http://www.buffalo.edu/ub2020/realizing-ub-2020/task-forces.html> The task forces will report back to the Provost on November 20th. Action should be in January.
- Themes will be implemented through Communities of Excellence. In essence the communities will look at large and complex issues. They are looking for ideas that will require many disciplines.
- We are interested in achieving our goals. We need a way of knowing how we are achieving excellence. How do we judge this? This effort will be controlled by every specific unit on campus. There is a particular culture that will define what it means to be excellent or achieve at high levels. The Unit Standards and Impact Analysis is a process that will ask each unit to define what excellence means to them.
 - 1) The units are asked to tell us what makes them distinctive. What makes them proud and what they do. What are the standard metrics used in the industry and how does it apply to the individual unit that leads to excellence.
 - 2) We are looking for productivity standards. For faculty it would be number of awards per faculty, credit hours...it's always output divided by input. For the support unit side,, we are mainly looking at how excellence is measured.. Productivity in education, scholarship, clinical care, and in engagement. The provost asks how would you measure this.
 - 3) Associated with measures of excellence. How are excellent universities measured? AAU membership measures. We have a stated desire to be one of the best universities.
- This will be launched in the next two weeks.

tue The provost is looking for the conversation in the units of why are we distinct. What are the institutional goals and are we aligned towards those goals. When you aggregate all this together we get institutional strengths. He is also interested in developing a baseline for excellence. As we move forward then we'll be able to determine progress. He would like to have departments above the baseline to have a compensation increase.
- We are working on a new kind of budget model that would have three tiers of funds; base budget (keeps everything operating), performance based (based on performance metrics of some sort), and strategic (funds that will allow us to build big programs across campus).

- As we look nationally about higher education, we know there will be lots of questions of why students are taking on so much debt? How are we assessing students learning? We ought to be able to demonstrate our goals and that we are assessing our outcomes to achieve our goals.
- Timeline: Unit standards and analysis Nov. 15. Will have a packet of materials of what the Provost can measure. These will be returned in March, 2014.
- End of January/February we'll lock in the budget model as a result of the reports from the task forces. These will tell where we need to make investments, etc.

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He took questions from the group regarding the plan or other areas that employees had concerns.

Question : How does UB experiential learning mesh with SUNY Seamless transfer.

Answer: It's hard. We are working with SUNY on this. We know it has to fit within the professional program, as well as with the SUNY standards.

Question: There is a concern about professional development programs to help employees learn more about measurement.

Answer: This is beyond a staff position, but also concerns faculty. Laura Hubbard is the key person that has this under the portfolio. The Provost is expecting to build the capacity to build something.

Question: As part of the Unit Standards and Impact Analysis are you acquiring qualitative data around core values. Will UB develop core values to help define our UB culture (similar to Google, Microsoft, etc.).

Answer: I can get that in...qualitative description of core value. We are looking for the qualitative features that lead to distinction...and these are derived from core values.

Question: What does it mean to be excellent for the UB law school that is different than Harvard Law School?

Answer: You tell me. What makes you distinctive? How does this fit within our goals?

Question: There is a concern about the units metrics and how this is valued when it comes to the compensation of faculty versus staff members. It seems that the cart is going ahead of the horse.

Answer: He too is concerned about this. He would like to tie excellence to pay increases. Without a doubt it has to be done. Discretionary increases from the contracts has changed. We are not getting anymore from the state. The monies must come from turnover to enhance the salaries of individuals. How would you set up the metrics for distribution of this money?

Question: There is a concern about not being accessible to low income and disadvantaged students.

Answer: All the students that we bring in should have the capacity to get a UB degree. The ability to pay, fit in, etc so that they are able to perform. We need to work on being less reliant upon SAT scores and determine a method to capture the characteristics of the students we want at UB.

Question: How do you know there is deadwood on campus to not compensate those employees?

Answer: You have to be careful in labeling units. We need to work with units to manage standards of excellence. We have large numbers of dollars tied up into individuals who are not delivering services that benefit the campuses. How big is that? Is it real? When I look at different units of what I can I measure, he gets concerned.

Question: Can you talk about how Start-Up NY will impact our campus?

Answer: We're open for business in January 2014. The legislation has a number of trip points that you must go through. See more about the program at: <http://startup-ny.com/> Laura Hubbard is chairing a committee that is coming up with rules of engagement to work with a company or not. Right now the rules we are looking at for our local thought process is that the company that comes in must have ways that engage with the teaching and research mission of the university and add value there. We don't want to be a real estate agent.

3. PSS Chair Report –

- Special recognition of Jim Gordon – who was awarded by Microsoft Corporation as (MVP)Most Valuable Professional (read paper)
- Yesterday Peter Knuepfer the SUNY Faculty Senate President visited our campus. Peter is new to the position. He wanted to visit campuses to 1 – become acquainted with us, 2 - see what issues are have on our campus and 3 – to take questions regarding the documents which were shared regarding Seamless Transfer, Startup NY, MOOCS, Open SUNY, Medical Schools and their campuses and Professional Development opportunities. He is on the SUNY Board of Trustees as a non voting member. He shared 5 documents with us which have been emailed to all of you and are also on the PSS Website. (see paper)
- SUNY Plenary – Kathleen Kielar has attended the SUNY Plenary Oct 24-26 this year at SUNY Maritime. She has provided us with a report and all the documents from committees (PSS Website). Issues at the Plenary included Seamless transfer, Shared Services, Open SUNY, and the Teacher Preparation program. A full report can be found at:
<http://www.pss.buffalo.edu/about/pdfs/plenary/Fall2013PlenaryMtgMinutes.pdf>
- Kat and I attended the Faculty Senate General Membership meeting. There were 2 motions brought forward for discussion. 1) access to UBF Records and make them transparent to all members of the university and 2) MOOCS where they wish to charge a senate committee to consider the use of and consequences for UB's academic programs. Finally the PSS and the Faculty Senate are reviewing the committee structures, the charges, and who should be on these committees. Ann Marie talked about her desire to have more joint PSS/Faculty Senate meetings.
- There was further discussion on the nomination process for a SUNY Faculty Senator position

4. Vice Chair Report

- Welcome Reception – Oct 17th - feedback – Reception had about 60 people attend. The committee did a great job with the program which included a history of UB. Pres Tripathi attended, met people and spoke to everyone. There was then a group photo of everyone with the president. It was a very successful event. Lots of great feedback. Committee

posters were surrounding the room and the chairs could talk about what the committees do. Every new staff received a goodie bag which contained items donated by vendors surrounding the campus.

- Diversity Brownbag Luncheon – Oct 18th – Findings from the United Way Community Needs Assessment with the Matt Urban Hope Center. How can You make a difference in the community? 30ish people attended. People really liked it. Feedback was very positive.
- Next Diversity Fall Educational Program / Holiday Pot Luck – Cornucopia of Culture - Event- Nov 19th (see paper)
- UB Bulls Tailgate – 30 people attended. P&G committee is reviewing whether to continue to invest when people don't attend.
- Staff Development is starting planning for the Biannual professional development day—targeting May 21st...information to come
- Mentor committee—Ann Marie reached out to committee seeking new leadership
- Continuous Improvement-Arlene is planning to schedule a meeting of the group to discuss the committee purpose and focus in the next year with aligning with the goals of Laura Hubbard.
- Awards—finalized nomination packets –Flyers are at the printer and getting ready to send out.

5. Old/New Business – There was no old or new business issues brought up

6. Adjournment – Meeting was adjourned at 5:10 PM.

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Executive		11/7/2013		Area
Jennifer	Berryman	Executive Senator	A	1
Fred	Covelli	Senator	A	1
Matt	Deck	Senator	A	1
Kristin	Gniazdowski	Senator	A	1
Kimberly	Krzemien	Executive Senator	EXCUSED	1
Candy	Morris	Alternate	A	1
Jonathan	Navratil	Senator	A	1
Ilene	Fleischmann	Senator	A	2
Domenic	Licata	Alternate	A	2
William	McDonnell	Executive Senator	A	2
Katherine	Trapanovski	Executive Senator	A	2
James	Bowman	Senator	A	3
Kathleen	Kielar	Officer	A	3
Eugene	Pohancsek	Executive Senator	ABSENT	3
James	Ramsey	Executive Senator	A	3
Chris	Cheung	Senator	A	4
James	Gordon	Executive Senator	A	4
Janiece	Jankowski	Senator	A	4
John	Mondo	Senator	A	4
Kathleen	O'Brien	Executive Senator	A	4
Jason	Parker	Senator	A	4
Cheryl	Williams	Senator	A	4

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Cheryl	Bailey	Senator	A	5
Laura	Barnum	Officer	Excused	5
Lydia	Conroy	Senator	A	5
Deborah	Hard	Senator	A	5
Ann Marie	Landel	Officer	A	5
Louise	Lougen	Alternate	EXCUSED	5
Amy	Myszka	Executive Senator	A	5
Sandra	Pfohman	Senator	A	5
Jim	Simon	Senator	A	5
Susan	Steck	Executive Senator	A	5