

Executive Committee Meeting

December 5, 2013

Recorder: Kathleen M. Kielar

AGENDA

- 1) Approval of past minutes from November 7th, 2013
- 2) Chair Report
- 3) Discussion of Professional Development Resolution
- 4) Vice Chair Report
- 5) Old/New Business
- 6) Adjournment

MEETING MINUTES

- 1) Approval of the past minutes

The minutes from November 7th, could not be approved as we did not have a quorum. The minutes were put on hold for approval for the next Executive Senator meeting on February 6th.
- 2) Chair Report
 - Decanal Review Nominations – Ann Marie reported that she emailed all PSS Senators on behalf of Provost Zukoski who has asked that she reach out to all Professional Staff Senate members to see recommendations for members to serve on a decanal review for Dean Makau Mutua of the Law School. Provost Zukoski would appreciate five potential nominees for the Decanal Review Committee and he asked that we consider diversity amongst the candidates. The Provost will select one or two participants from our nominations. The nominees were:
 - i. John Wood – Senior Associate Vice Provost for International Education
 - ii. Ilene Fleischmann – Vice Dean for Alumni, Public Relations and Communications in the Law School. She has worked for seven law deans during 28 years in the law school.
 - iii. David Bray – EDI's Associate Director
 - iv. Kesha Lanier – EDI's Assistant Director
 - v. Cassandra Whiteside-Walker – Senior Academic Advisor – School of Public Health and Health Professions
 - Delay of Implementation of Seamless Transfer – It was announced to the Faculty Senate that the Provost for SUNY System has delayed the implementation of Seamless Transfer in order to provide a short period for realignment of the transfer paths. There are some 40 pathways being considered at the University at Buffalo. Senior Vice Provost Scott Weber's office, in consultation with the Deans and Department Chairs, have created a list of faculty members to be

pathway coordinators in this realignment process. These coordinators will review and possibly modify the present pathway articulations. They will work with the pathway directors of all the other schools, colleges, and universities of the SUNY System to make sure that Buffalo's standards and content quality is met. The Faculty Executive Senate is being asked to authorize the list by December 4th.

- PSS Poster – We have created a new PSS Poster to use at events. As you recall the last one was destroyed in an effort to save PSS tailgaters from the ensuing monsoon rainstorm. Joe Mollendorf, professor in Mechanical and Aerospace Engineer, has agreed to cover the costs of creating a new sign for us.
- Discussion of Professional Development Resolution – Ann Marie Landel provided the following background information on how we got to a resolution stage. PSS Officers have met with various people regarding the pursuit of a real Professional Development initiative. The current document in HR – Release Time Guidelines for University at Buffalo do not address actual professional development.
 - i. PSS Policy and Governance committee developed a draft of a policy and met with Kelli Hennessey (Director, ODT) where she supported it and mentioned she would like to have a tool to accumulate and track metrics.
 - ii. Beginning of September – The PSS Officers shared the policy and met with Pam Lojacono and Michelle Murphy Pam detailed the policy approval process –need to follow language and format of current UB policies, then submit to University Policy Committee for approval. It needs language which is approved and follows standard policy and guidelines language. They would read it word for word, then provide feedback. There was some discussion about whether RF employees are considered professional staff. Definition of “professional” for RF employees depends on salary.
 - iii. 2nd week September – Ann Marie & Kat met with Jeff Reed and Kelli Hennessey to discuss. Jeff recommended having the Provost /President send a presidential memorandum to the campus which would support PD and encompass all groups.
 - iv. P&G Committee agreed that our focus on this issue will be on and for the benefit of PSS members; if other UB entities benefit by our efforts that will be great, but the committee's work needs to be directed towards our own members first and foremost.
 - v. Sept 12th. Ann Marie and Kat met with Provost and he liked the idea. Realizing UB 2020
(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), pg 17 addressed building staff capacity and Diversity. (See UB2020 pg 17) He asked us to provide him with some

talking points on how training has benefitted UB employees so he could have discussions with various units and schools across campus.

- vi. Oct 22 – The PSS Officers met with Laura Hubbard and she supported the idea. She suggests that CI fits well with the Prof Development initiative. Along with that she talked about merit and what would justify merit. She wished to come to a PSS meeting to talk about this as well as the current budget.
 - vii. At the last PSS Executive Committee Chip said that he felt a statement of support would best come from Laura Hubbards' office in support of PD – through a memo.
- Matt Deck and Joe Helfer co-chairs of the Policy and Governance Committee attended the meeting to provide the group with the current resolution.
 - Susan Steck mentioned that there is a sub-task force headed up by Liesl Folks to examine the campus professional development needs. This is part of the Realizing UB2020 Infrastructure task force headed up by Laura Hubbard. The group asked to get an update from this task force and see if the PSS can have input on this report. Ann Marie said that she would reach out to Liesl Folks to see how PSS can participate on this task force.
 - Matt Deck spoke on behalf of the P&G committee where he feels we have a rare opportunity to change the culture at UB. Our overarching goal is have all employees have the right to control their careers. We want them to have the right to get the training that they want, that may not necessarily be directly related to their jobs, but it is related to their UB service. We want them to have more of a say in their careers. Right now they don't. You can't get the training if their supervisor won't let you get the training. Often times employees who are on a grant are told they can not take classes because they are told the grant doesn't support it. Why don't we include training opportunities for employees as a part of the grant payment of \$.58 per dollar given to the university for overhead. We want people to have the say in their careers and that there is an official university policy that has teeth.....this should be also part of employee performance programs.
 - Further discussion ensued the complexity of building and supporting employee training through the employee evaluation process. Some members thought that supervisors needed to be evaluated and one of the areas of evaluation criteria should be discussions and identification of employee training.
 - Sue Steck has noted that HR has requested for the University to purchase a Learning Management System (LMS). A Learning Management System is a software application for training administration, documentation, tracking, reporting and delivery of educational programs. It can track attendance, online educational assessments, and learning outcomes. The cost of the software is estimated to be around \$100,000. For an organization with over 10,000 employees, it is unusual for an organization to not have an LMS. UB is behind in this aspect.

- Ann Marie is awaiting confirmation from Laura Hubbard to meet with the Executive Senate for our February meeting.
- Amy Myszka asked that supervisory training be added to the Resolution, as well as support for training in the areas of mental health, stress relief, wellness, etc.
- The group recommended that Ann Marie should proceed to contact the task force to see where they are at and to see if the PSS can provide input to its conclusion. Ann Marie agreed to set up a special meeting in January with Liesl Folks to discuss professional development at the university. At this time, a decision can also be made to pursue a resolution or not. The Policy and Governance committee and Senators would be invited to this meeting.

3) Vice – Chair Report

- **New chair for Mentoring** – Please join us in welcoming Joe Mantione as Chair of the PSS Mentoring Committee! Joe Mantione is an Assistant Vice Provost for Institutional Analysis and has been at the University at Buffalo for over 25 years. Joe has worked in both Academic and Academic support areas during his career, among them the department of Medicine, the School of Management, the Academic Health Center, Telecommunications and Academic Planning and Budget. A native Buffaloan and UB Alumni, UB is not just a workplace for Joe; it's home. Based on Joe's years of service here at UB and his strong leadership skills, we feel very fortunate to have Joe serve as the Chair of the PSS Mentoring Committee. Joe will meet with Janiece to help with transitioning.
- **Elections** – Kim Krzemien is looking at co-chairing the Elections Committee. Meeting next week.
- **Plant Exchange** - Hello gardeners, Welcome (again!) to the PSS Plant Exchange, a listserv to share information regarding gardening news and events including the annual luncheon event for staff to exchange perennial plants.

We have 60 members, Yay! We welcome new members. If your colleagues are interested, please have them email me and I'll add their emails to the listerv.

- **Sustainability** - the sustainability committee, since it is splitting off to 3 sub committees can use more membership. 3 sub committees are:

Event planning – for our actual sustainability day.

Communication – this is the committee that plans for things like speaker series, tours, and interacts with departments to see what they are doing about sustainability.

Service – these are active folks that do projects like, build a house, plant a garden.

We are still flushing out what the three groups are doing, but have had at least one brain storming session to flesh out ideas. They are all certainly still in their infancy. We'd be happy to have folks on any of these sub committees.

- Awards committee looking for candidates. Also Awards nominations have also been announced. For details about the awards, please check out the PSS website front page:
 - SUNY Chancellors Award for Excellence in Professional Service is due no later than 4:00 pm on Wednesday January 15th, 2014
 - Outstanding Service Award is due no later than 4:00 pm on Wednesday March 19, 2014
 - Outstanding Service to the Professional Staff Senate Ward is no later than 4:00 pm on Wednesday March 19, 2014
- Staff Development Committee – Kat Kielar reported that we held the Behling Simulation Center tour on December 3, 2013 where 17 individuals attended. The committee has also established a date for the next professional conference. The date will be May 21, 2014 at the Holiday Inn Amherst. We are still discussing a theme.
- Diversity Committee held a potluck lunch on November 19th that had about 40 people attend. They had terrific food and great company.
- PSS Newsletter will be started to be worked on for the spring and should be out in February. If anyone would like to submit anything, please do so.

4) Old/New Business

- You have all received information on Start Up NY Program, as well as information about an initiative from the state regarding no smoking that was sent out by Kim Krzemien. Amy mentioned that there is a volunteer group on campus that will help with spreading the word about no smoking.
- Janiece asked the group regarding the motions recently voted on by the faculty senate to see if we were going to endorse those motions. The motions were:
 - *Motion on access to University at Buffalo Foundation Record*
"Among the Faculty Senate's responsibilities, according to its by-laws, is oversight of the budget and recommendation of funding priorities. A significant portion of the funds spent by the university, however, though spent by direction of the UB administration, are held by the University of Buffalo Foundation, which because it has been constituted as a "private" corporation, is not subject to the Freedom of Information Law (FOIL) and about which, accordingly, we are blind. The Faculty Senate, therefore, in a spirit of collegiality, to promote the transparency the citizens of New York expect of its public universities, and in order to fulfill our mandated responsibility request that the President and administration of the University at Buffalo make available the budget of UBF and its associated foundations as if it were subject to FOIL."
 - *Motion on Massive Open Online Courses (MOOC's)*
"The Faculty Senate directs the Faculty Senate Executive Committee to charge an ad-hoc or appropriate subcommittee under Teaching and Learning to consider the use in and consequences for UB's academic programs of Massive Open Online Courses [MOOC's]. The Committee is to report with recommendations for MOOC's conducted by non-UB entities and MOOC's conducted by UB and UB faculty."

As a result of not having a quorum, the group decided to table any decisions on these motions.

- 5) Adjournment – Next Executive meeting will be a special meeting with Leisl Folks in January and a scheduled Executive meeting in February 6, 2013. Our next General membership meeting is with the Provost Chip Zukoski.



PROFESSIONAL STAFF SENATE

University at Buffalo *The State University of New York*

E12513

Executive	12/5/2013			Area
Matt	Deck	Senator	A	1
Kimberly	Krzemien	Executive Senator	EXCUSED	1
James	Lichtenthal	Senator	A	1
Candy	Morris	Alternate	EXCUSED	1
Joe	Helfer	Guest	A	2
William	McDonnell	Executive Senator	ABSENT	2
Katherine	Trapanovski	Executive Senator	A	2
Arlene	Kaukus	Alternate	EXCUSED	3
Kathleen	Kielar	Officer	A	3
Eugene	Pohancsek	Executive Senator	EXCUSED	3
James	Ramsey	Executive Senator	ABSENT	3
James	Gordon	Executive Senator	A	4
Janiece	Jankowski	Senator	A	4
Kathleen	O'Brien	Executive Senator	A	4
Susan	Bagdasarian	Senator	A	5
Laura	Barnum	Officer	EXCUSED	5
Lydia	Conroy	Senator	A	5
Ann Marie	Landel	Officer	A	5
Louise	Lougen	Alternate	EXCUSED	5
Amy	Myszka	Executive Senator	A	5
Susan	Steck	Executive Senator	A	5