

Executive Committee Meeting

February 2, 2014

Recorder: Kathleen M. Kielar

AGENDA

- 1) Approval of past minutes from November 7th, 2013 and December 5, 2013
- 2) Chair Report
- 3) Vice Chair Report
- 4) Plenary Report – Kat Kielar
- 5) Old/New Business
- 6) Adjournment

MEETING MINUTES

- 1) Approval of the past minutes of November and December 2013
The minutes for both November and December 2013 were approved.
- 2) Chair Report
 - Ann Marie welcomed the group back to school and introduced the officers.
 - Attendance of Executive Senators – Ann Marie reviewed the Attendance Bylaws as they relate to Executive Senators. Coming to Executive meetings is important. Want to remind everyone that if you cannot attend to Contact Anna Kedzierski by calling, emailing or stopping in the PSS Office and let her know. We need to have communication from you to be excused. Don't be a 'no show'.

Some people have not been attending meetings nor communicating that they can't make it.

Our ByLaws state:

SECTION E—ATTENDANCE

1. If senators cannot attend a meeting of the Senate or of the general membership, it shall be their responsibility to notify their alternates that they need to attend. If both a senator and that senator's chosen alternate are absent from any two consecutive meetings, or three meetings all year, that senator shall be dropped automatically from the Senate. This would terminate the service of the alternate.

PSS has not enforced this bylaw in the past, however we are a governance body, need a quorum to vote, (Quorum for Exec meeting is 6, for GM meeting is 34) Exec members were elected to represent their people and provide feedback on issues such as the documents I send out (Infrastructure Task force, Startup NY plan). We had 2 months of minutes to approve where we didn't have a quorum).

Starting 2014, if a senator does not comply to the above bylaws, they will be removed to allow someone else to take their place.

- HR is developing a new website and has asked for individuals to volunteer review the site. If you are interested, please let Ann Marie know via email.
- Ann Marie will be meeting with Brice Bible next week. Brice has been the UB Vice president and Chief Information Officer since mid Nov. The vice president and CIO position will play a critical role in advancing UB's research and education mission and its global prominence as a progressive university that delivers a well-aligned, innovative and robust technology environment. At UB, he takes over the CIO responsibilities from Tom Furlani, director of UB's Center for Computational Research, who has served in an interim capacity for the past three years. He comes to us Ohio University where he was the CIO there. He has 20 years of experience.
 - At Ohio University, Bible was responsible for the formation of a service-focused organizational model, establishment of a multi-faceted governance approach, creation and implementation of a comprehensive IT improvement and modernization program, and collaborative creation of an enterprise-wide IT alignment program that included central and distributed IT services.
 - He led the readiness analysis, acquisition and implementation of a new Student Information System (SIS) and a major enterprise-wide (main and five regional campuses) 10-gigabyte network upgrade.
 - If you have any questions you would like Ann Marie to bring to Brice Bible, please feel free to email her your questions.
- Ann Marie has a meeting with Nancy Patton next week. She is the new VP of Communications and has been with UB since October 2013. She is a nationally recognized communications strategist and will provide leadership in advancing the vision for UB as one of the world's great research universities.
- We are currently undergoing a yearlong decanal review for the Law School dean. We have submitted names of PSS members and the committee has been appointed by the Provosts office. This committee will meet throughout the year to evaluate standard criteria.

- The UB Campus governance leaders, made up of the CSEA and UUP Presidents, the Faculty Senate Chair, PSS Chair, and the police, met last week and discussed topics such as where the university was going to get the money for the Bargaining raises, campus security for the downtown campus, and ongoing problems within Employee Relations when dealing with units having issues and needing guidelines and authority.
- Over the last year the university has been realigning different departments, thus changing their organizational structure. As a result, PSS has had to realign area memberships based on entity codes and the different organizational structure. These changes will show at the next election through Senator representation.
- Ann Marie did follow-up with Liesl Folks after our December meeting to discuss the Realizing UB2020 Infrastructure sub-taskforce on Employee Development. We had anticipated having Liesl come to talk to the Executive Committee about the taskforce during January or February, but her schedule would not allow for it. As a result the officers corresponded with Liesl before the deadline of mid-December. We recommended the following:
 - Dedicated Employee Training Facilities/Space
 - Dedicated and centralized training budgets
 - Supervisory evaluation system

Space: We recommended that current spaces in CROFTS and the Center for Tomorrow be upgraded to be better suited for training activities, including the technology used, as well as the current building structure/thin walls of the rooms (particularly in CROFTS). Further there we recommended that space be made available on each of the campuses, and that all space be made available for use at no-cost for university departments wishing to conduct training for their staff or for training offered to the University as a whole. The committee agreed with the recommendation, but felt that it was not applicable for this report as they viewed space was already tight on campus for absolutely everything we are trying to do. They also felt that the costs to use centralized space were reasonable for departments.

Centralized budget – The HR team makes the case that there already is a centralized training budget – being the funds used by the HR team to offer all the courses they provide, in most cases at no charge to the participants. Accordingly, there are essentially no support for asking for more funding for generic training activities at this time, as the benefits would be at best incremental rather than transformational.

Supervisor Evaluation System – There was positive support for developing our supervisory evaluation systems, but it was felt that this should be presented as part of the recommendation to have a campus-wide performance assessment program in place, since it should be part of how supervisors are assessed.

The taskforce recommendations have been released and can be found at:
<http://www.buffalo.edu/ub2020/realizing-ub-2020/task-forces.html>

- UB Faculty Senate – The Faculty Senate has been busy with resolutions and policy. They have sent a resolution on UB Foundation transparency to the University President for promulgation. The statement read as follows:

"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."

The senate also approved another statement regarding MOOC's. That statement reads as follows:

"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."

There has been an update to the grading policy that pertains to the time period for changing grades. This has been approved by the senate.

The Faculty Senate continues to work on reevaluating, reorganizing, and suggesting chairs/members for its committees to better represent the needs of faculty and to get greater participation. The new committee structure consists of:

- Academic Freedom and Responsibility
- Academic Planning and Assessment
- Academic Policies and Grading
- Budget Priorities
- Bylaws
- Elections
- Equity and Diversity
- Faculty Senate Executive Committee/Governance
- Library and Information Technology
- Research and Creative Activities
- Teaching and Learning
- Tenure, Promotion and Privileges

Scott Weber is heading up the Seamless Transfer initiative that SUNY is pursuing. There are 38 pathways that are currently being worked out that students can follow amongst all SUNY institutions that will ensure they will receive their four year degree in four years. Currently this involves over 1200 faculty statewide that are reviewing the pathways. It's in everyone's best interest to continually review curriculum and these pathways.

- **University President's Report**

Budget – The operating budget is flat. Not included in the budget is the collective bargaining unit raises, thus they must come out of the operating budget of each SUNY institution. They are currently working with legislative groups, unions, and the governor's office to rectify this.

We've had a number of different research monies come to the University over the last few months:

- \$25 million Science and Technology Center Grant from the NSF to transform the field of structural biology, including drug development, using X-ray lasers. The BioXFEL center will focus on this research.
 - Oishei Foundation has given \$5 million to UB for School of Medicine and Biomedical Services' new building
 - \$105 Million given to UB by the Governor's office for the NY Genome Center (Buffalo Billion)
 - UB is ranked the 51st best valued university and ranks 33rd in the Kiplinger magazines 2013 list of 100 Best Values in Public Colleges. UB ranked 38th last year, 46th in 2011, and 70th in 2010.
 - By all accounts Winter Session was a success with over 1000 students enrolled.
 - The Provost has initiated 7 taskforces that will be working under Realizing UB2020. Their membership and their reports can be found at:
<http://www.buffalo.edu/ub2020/realizing-ub-2020/task-forces.html>
- **Assessment –** We are trying to set up a meeting with Sean Sullivan and Mike Ryan to discuss Middle States. We know that the Middle States review will be conducted in March. Sean and Mike wish to present on the status of our Middle States review, but also to engage us in establishing metrics and assessment criteria in our work.

Carol VanZile Tamsen – being a leader and using assessment. .

Carol established listservs for various discipline areas and functions within the university in the hopes that those interested in sharing assessment expertise, questions, etc., will subscribe to one or more of these listservs and start the conversation. To subscribe, send an e-mail to any that interest you, and you will be added.

Assessment Listservs

assessment-learning-effectiveness-of-services-programs-list@listserv.buffalo.edu

assessment-learning-humanities-list@listserv.buffalo.edu

assessment-learning-arts-list@listserv.buffalo.edu

assessment-learning-co-curricular-learning-list@listserv.buffalo.edu

assessment-learning-professional-programs-list@listserv.buffalo.edu

assessment-learning-health-sciences-list@listserv.buffalo.edu

assessment-learning-sciences-list@listserv.buffalo.edu

assessment-learning-general-education-list@listserv.buffalo.edu

Kim and Carol will be on all lists to help answer questions and connect people doing similar assessment work. In addition, we will be planning several brown bag sessions for spring semester and are happy to entertain topics that you suggest. You can either send these to us directly or post them on the listservs. Thanks and happy assessment work!

- **Cleaners on Campus** – Kat Kielar reported that there were supervisory/quality of work issues with cleaners in Ellicott and wondered if other areas of campus were experiencing similar issues. In particular, Kat is noticing that when the one reliable cleaner is absent from work, there is no coverage of his/her work. The group was mixed but indicated that the PSS Officers should meet with Lou Schmitt, Director of Facility Operations to have these issues resolved campus wide.

3) Vice – Chair Report

- **Continuous Improvement** – Arlene Kaukus reported that the committee met in January. They are working on a couple of things including a supervisors forum on continuous improvement, recruiting presenters from the general membership to present to student advising services and Cory P. Maloney college, updating our website, and talk about how they can present 1 or 2 sessions at the upcoming PSS Professional Development meeting.
- **Elections** – Bill Baumer said we are now received nominations for a SUNY Faculty Senator position. There has only been one person who has put their name and Vita forward; Henry Durand. As there is only one candidate, Roberts Rules dictate that the PSS Senate Secretary cast one vote as the new senator. A motion was made, seconded, and the Secretary cast the approving vote so that Henry Durand becomes the next SUNY Faculty Senator, filling the position that Don Grinde once had.
- **Marketing and Communications/Website** – They held a meeting in December and would like to redesign the Website committee pages to reflect that structure of the Continuous Improvement page. Please use the web form on the PSS Website to update your page. All events should be on the calendar before we send out an email to everyone advertising your event.

The Marketing & Communications committee is wondering if there should be a survey sent out to all professionals about what is going on in their area. The Executive Committee felt that a survey would be helpful and be helpful for the PSS to keep in touch with the concerns they face every day. Ann Marie asked the

group to help develop this survey by submitting questions. An email will be sent out to all committee chairs asking them for questions for the survey.

- Staff Development will have a Professional Staff Development Conference at the Holiday Inn Amherst on May 21, 2014. The overall theme is “Strengthening Your Professional Core” and the conference will go all day.
 - **Mentoring/UB Buddy** Joe Mantione reported that this committee is in a rebuilding year for the program. They will be conducting an assessment of the 2012 protégé’s. They will then be conducting a marketing campaign to develop the program further. Finally, the committee is pursue a UUP campus grant for mentoring on SUNY campuses.
 - **Sustainability** – The committee is working on a number of events. Next week they are going to the Culinary Crossroads Center to get a tour of the facility and how Campus Dining and Shops are being sustainable (e.g. use of local resources for food, recycling, etc.).
 - **Awards** – Ann Marie said that the Chancellor’s award was due on January 15th, however the other two awards, Outstanding Service Award and Outstanding Service to the Professional Staff Senate Award are still open. She encouraged folks to nominate individuals.
 - There were no reports from Welcoming, Social, Plant Exchange, Policy & Governance, Constitution/Bylaws, and Diversity.
- 4) SUNY Plenary Report – Kat Kielar The full report can be found at <http://www.pss.buffalo.edu/about/pdfs/plenary/SUNYFacultySenateWinterPlenaryMin2014.pdf>
- 5) Old/New Business

Calendar of Events

- Sit with Me Event – This event will showcase women who are making it in the STEM fields. PSS is supporting the event through its marketing and communications committee. This event takes place on March 4th at 2:30 PM in Davis Hall.
- Upcoming General membership meetings
 - February General Membership meeting will be Provost Charles “Chip” Zukoski
 - March General Membership meeting will be Sustainability, assessment of sustainability, and continuous improvement
 - April 17th General Membership meeting will be Laura Hubbard

- Upcoming Executive Committee Meetings
 - March Executive Meeting will be Laura Hubbard
 - April Executive Meeting will be Alex Cartwright

Ann Marie reported that we were not getting UBF members from HR, but that problem now has been corrected and that there will be a couple hundred individuals added to our listserv.

Janiece Jankowski asked for further follow-up from the discussions that went on with Liesl Folks and the employee development taskforce that was set up. She wanted to know where the final report was. The report was expected to be released during the week (and actually was posted at <http://www.buffalo.edu/ub2020/realizing-ub-2020/task-forces.html>)

Jim Gordon indicated that the Libraries has training materials.

Arlene Kaukus asked Carol Vanzile-Tamsen if the Middle States discussion could also provide the staff information on how we can prepare for Middle States in the short-term and long-term period.

A motion was made to adjourn.



PROFESSIONAL STAFF SENATE

University at Buffalo *The State University of New York*

E2614

Executive	2/6/2014			Area
Jennifer	Berryman	Senator	A	1
Kimberly	Krzemien	Executive Senator	A	1
Candy	Morris	Executive Senator	A	1
Jonathan	Navratil	Senator	A	1
Dianne	Notaro	Senator	A	1
Caryn	Sobieski-Vandelinder	Senator	A	1
Domenic	Licata	Alternate	A	2
William	McDonnell	Executive Senator	A	2
Katherine	Trapanovski	Executive Senator	A	2
James	Bowman	Senator	A	3
Arlene	Kaukus	Alternate	A	3
Kathleen	Kielar	Officer	A	3
Eugene	Pohancsek	Executive Senator	A	3
James	Ramsey	Executive Senator	ABSENT	3
Laura	Stevens	Senator	A	3
Carol	Van Zile-Tamsen	Senator	A	3
James	Gordon	Executive Senator	A	4
Janiece	Jankowski	Senator	A	4
Kathleen	O'Brien	Executive Senator	A	4
Laura	Barnum	Officer	A	5
Ann Marie	Landel	Officer	A	5
Joe	Mantione	Guest	A	5

E2614

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