

**Professional Staff Senate Executive Meeting  
June 10, 2015**

Convener: Ann Marie Landel

Recorder: Kathleen M. Kielar, Ph.D.

Agenda:

- 1) Approval of previous meeting minutes from May 7, 2015
- 2) Chair Report
  - a) Resolutions for Consideration
    - i) FMLA Resolution
    - ii) Resolution on new Graduate Fellowships
    - iii) Resolution on renewal of NY SUNY 2020
    - iv) Resolution to Support Applied Learning
    - v) Resolution on Open Access Publication
    - vi) Resolution on Presidential Evaluation
    - vii) Statement on Shared Governance
  - b) Participation on SUNY Faculty Senate Committees
  - c) Calendar Review
  - d) Update/Repopulate PSS List-servs
  - e) Plans for Fiscal 2015-16
- 3) Vice Chair report
  - a) Elections Committee needs two additional members
    - i) Senator Elections
    - ii) Executive Senator Elections
  - b) Staff Development Committee needs a Co-Chair
  - c) Welcoming Committee needs a Chair
  - d) Budget Committee – needs members
- 4) Old/New Business
- 5) Adjournment

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- 1) Meeting called to order by Ann Marie Landel

- 2) Minutes from the May 7, 2015 meeting were approved.

- 3) Resolutions for Consideration – All resolutions can be found at the end of the minutes

- FMLA Resolution – Consensus was reached that the Executive Committee was not in support of this resolution. There was concern about how the payment of Family

- Medical Leave would occur and there was fear that this would come out of the campus budgets.
- Resolution on Fellowships to support graduate research for SUNY undergraduate student who wish to attend graduate school. This resolution was supported with no dissent. The resolution can be found at:  
<http://www.pss.buffalo.edu/about/pdfs/resolutions/GraduateFellowships.pdf>
  - Resolution on Renewal of NYSUNY2020 – This resolution was supported with no dissent. The resolution can be found at:  
<http://www.pss.buffalo.edu/about/pdfs/resolutions/NYSUNY2020.pdf>
  - Resolution to Support Planning and Implementation of Applied Learning Experiences at SUNY. This resolution had 3 “yeah” votes, 6 “nay” votes, and 1 abstention. It, therefore, did not receive support from the Executive Committee. There were departmental budget concerns raised as how to pay internship faculty that volunteered. If this was supported, departments would lose a vital training ground that makes internship programs affordable at UB.
  - Resolution on Open Access Publication. This resolution was supported with no dissent. The resolution can be found at:  
<http://www.pss.buffalo.edu/about/pdfs/resolutions/OpenAccess.pdf>
  - Resolution on Presidential Evaluations. This resolution was supported with no dissent. The resolution can be found at:  
<http://www.pss.buffalo.edu/about/pdfs/resolutions/PresEvals.pdf>
  - Statement on Shared Governance. The group reached consensus to have Dominec move ahead with presenting this to Phil Glick of the Faculty Senate, as well as to the President.
- A) Participation on SUNY Faculty Senate Committees – Ann Marie said that the SUNY Faculty Senate is still looking for participation on its committees. These committees are: Diversity, Ethics, Governance, Graduate and Research, Operations, Programs and Awards, Student Life, and Undergraduate Academic Programs and Policies. A description of each of these committees can be found at:  
<http://system.suny.edu/facultysenate/committees/> Participation on these committees provides networking across the SUNY system on issues of interest.

2015-16 Calendar Review – Executive members were presented with a proposed calendar of events and speakers for the upcoming academic year. Kathleen Kielar noted some changes. For the schedule meeting on May 5, there is a SUNY Plenary in SUNY Brockport. The meeting date was changed to May 12th. Kielar also proposed that we do not have a speaker for the next Thursday after a Plenary meeting if we are looking to vote/review resolutions passed in the SUNY Plenaries. These meeting dates were November 5 and February 4. It was also suggested that we not have a meeting on the

South campus because we can not get a quorum for our meetings. The group agreed that meetings will not be held on the south campus.

- B) PSS Budget – We have been approved with a budget. Ann distributed the Projected Budget/Spending Plan for the 2015-16 academic year. There is a stipend for the Parliamentarian, which will be an elected office. There is an increase in stipend for the Chair, Vice Chair, and Secretary. This is an adjustment for inflation. Under training and development we envision having a lecture series on joint governance. Policy and Governance also suggested a workshop on Writing Resolutions and a workshop on shared governance.
  - C) Ann also announced we will have a new administrative assistant starting on Tuesday, June 15. Her name is Mary Beth Townsend. The offices are being painted right now.
  - D) Domenic announced that they are looking for artwork produced from the UB community
  - E) Up Date/Repopulate the Listserv – Joe Manton has researched a list of who fits in as professional staff senate employees. He pulled 3706 employees that are professional staff senate staff. Our list is 2700. We will be updating these list-servs so everyone will get emails.
  - F) Plans for our fiscal year. We are low on senators in Area 5 and Area 2. If people have names in those areas that would like to be senators, please forward them on to Domenic.
  - G) We are working on a PSS YouTube video that is a promotional video of what PSS does.
- 4) Vice Chair Report
- A) Elections Committee is still looking for two more members
  - B) Staff Development needs a co-chair to work with Ed Brodka
  - C) Welcoming Committee needs a chair
  - D) Budget Committee needs members – Bylaws committee will work on language to come up with a charge
  - E) We have a PSS year-end update.
- 5) Old/New Business – Ann Marie handed over the baton to Domenic Licata wishing him well. The incoming officers presented the outgoing officers with gifts and cards, as well as a gratitude of thanks for their service to the PSS.
- 6) Meeting Adjourned



# PROFESSIONAL STAFF SENATE

University at Buffalo *The State University of New York*

E61015

<b>Executive</b>	<b>6/10/2015</b>			<b>Area</b>
Candy	Morris	Executive Senator	A	1
Christine	Stumm	Executive Senator	A	1
Ilene	Fleischmann	Alternate	A	2
Domenic	Licata	Executive Senator	A	2
Marianne	Sullivan	Executive Senator	A	2
Arlene	Kaukus	Alternate	EXCUSED	3
Kathleen	Kielar	Officer	A	3
Michael	McManaman	Executive Senator	A	3
Sarah Ann	Piraino	Executive Senator	A	3
Kirkshinta	Turnipseed	Executive Senator	EXCUSED	3
Janiece	Jankowski	Executive Senator	A	4
Laura	Barnum	Officer	A	5
Deborah	Hard	Senator	EXCUSED	5
Ann Marie	Landel	Officer	A	5
Linwood	Roberts	Executive Senator	EXCUSED	5
Susan	Steck	Executive Senator	A	5

## University Faculty Senate

### Executive Committee

170th Plenary

SUNY Plattsburgh

April 25, 2015

### **Resolution: To Support Planning and Implementation of Applied Learning Experiences at SUNY**

WHEREAS, Article X § 4 of the Policies of the SUNY Board of Trustees stipulates that “the faculty of each college shall have the obligation to participate significantly in the initiation, development and implementation of the educational program”; and

WHEREAS, Article VI. § 3 specifies that “The University faculty shall be responsible for the conduct of the University’s instruction, research and service programs”; and

WHEREAS, Title 8, Chapter II, Part 52 (b) (3) of the Regulations of the Commissioner stipulates that “For each curriculum the institution shall designate a body of faculty who, with the academic officers of the institution, shall be responsible for setting curricular objectives, for determining the means by which achievement of objectives is measured, for evaluating the achievement of curricular objectives and for providing academic advice to students. The faculty shall be sufficient in number to assure breadth and depth of instruction and the proper discharge of all other faculty responsibilities. The ratio of faculty to students in each course shall be sufficient to assure effective instruction”; and

WHEREAS, Title 8, Chapter II, Part 52 (c) (5) of the Regulations of the Commissioner requires that “The institution shall assure that credit is granted only to students who have achieved the stated objectives of each credit-bearing learning activity”; and

WHEREAS, Title 8, Chapter II, Part 52 (e) (4) of the Regulations of the Commissioner identifies an administrative responsibility to ensure that “Academic policies applicable to each course, including learning objectives and methods of assessing student achievement, shall be made explicit by the instructor at the beginning of each term”; and

WHEREAS, academic institutional support, including a philosophical commitment evidenced by allocations of both financial and human resources, is required for internships and all credit-bearing experiential education to meet program goals of the department and academic units that offer them (e.g., interdisciplinary centers and cooperative education programs); and

WHEREAS, SUNY instructional faculty in academic departments and SUNY instructional support personnel in Career Development Centers share a common purpose to serve SUNY’s students and SUNY’s commitment to experiential education/applied learning; and

WHEREAS, academic departments and institutions that offer internships have a responsibility to assure the availability of adequate funding for appropriate faculty supervision of all types of credit-bearing applied learning, including regular internship site visits and/or other means of effective internship supervision; and

WHEREAS the New York State Education Department includes the expectation that “qualified members of the faculty are assigned to oversee each internship experience,” for the approval and registration of programs containing required internships, (Guidance on General Academic Program Documents);

THEREFORE BE IT RESOLVED that all SUNY experiential education such as internships, co-operative education, and all applied learning and/or experiential education earning academic credit shall be a responsibility of appropriate faculty who are members of the academic department (or similar academic unit) within the discipline in which the internship is

offered and should be qualified to supervise the internship and other experiential education in the respective subject area; and

BE IT FURTHER RESOLVED that specific learning outcomes, carefully defined by faculty, will dictate the role a given applied learning experience contributes toward the requirements for the major or program; and

BE IT FURTHER RESOLVED that such credit-bearing experiential education shall be delivered with academic rigor and attention to educational effectiveness; and

BE IT FURTHER RESOLVED that faculty compensation and schedule for instruction and supervision of experiential education courses including internships, co-ops, and all other types of credit-bearing experiential education shall be commensurate with compensation and schedule adjustment of any other credit-bearing course taught by that faculty member, and,

BE IT FURTHER RESOLVED that when possible, faculty and student development personnel including Offices of Career Development shall work together to enrich the student educational experience.

170-02-1

Resolution: To Support Planning and Implementation of Applied Learning Experiences at SUNY

Passed without Dissent

## **Statement on Shared Governance**

Governance is the name commonly given to the processes by which the faculty and staff express and exercise their governance authority and responsibilities in support of the University at Buffalo. It is most often accomplished within the context of what we called “shared governance,” a distribution of authority to various campus and system constituencies based upon law and its mandates and the degree to which each is engaged in that particular area of institutional governance.

Participatory governance must be a process as well as a goal. It requires an ongoing commitment from all, in order to be achieved. Campus governance members must make use of many strategies to listen to, inform, and involve their constituents. College and campus presidents and other administrators responsible for the management of their institutions recognize that the health and vigor of the college or university depend fundamentally upon the vitality, creativity, intelligence, and commitment of academic and professional staff.

Meaningful professional consultation can only occur when direct communication of the issue needing resolution exists between the administration and the elected professional staff senate representatives or the entire Professional Staff Senate. This communication should occur as soon as an issue is identified in all cases, the professional senate representatives should have time to provide a meaningful response. Normally a minimum of 30 days should be allowed. In special circumstances, a shorter time for professional senate representative response may be required. Ongoing, complete communication of important issues between the administration and the professional governance body will help improve decision making in the university.