

Minutes of the Senate and General Meeting – APPROVED

August 22, 2018

Convener: Dom Licata

Officers Present: Dom Licata, Tim Tryjankowski, Hugh Jarvis

Senators Present: Susan Bagdasarian, Cheryl Bailey, Kurt Baumgartner, Charlie Baxter, Kim Behun, Jason Bachert (for Reed Jones), Rachel Blane, Karlen Chase, Christopher Cheung, Harrison Cheung, Russ Crispell (setting up kayaks), Kelly Cruttenden, Matt Deck, Kalpesh Desai, Don Erb, Mary Clare Fahey, Fran Fiscus, Jonathan Freifeld, Omar Brown (for J. Gordon), Anne-Marie Hantman, Janiece Jankowski, Dan Kelly, Chris Keough, Julie Kim-Proehl, Theresa Kruse, Carl Lam, Jenna Lenz, Doug Levere, Kira Love, Donna Malecki, Lauren McGowan, Tracey McNerney, Sherene Milizia, Lisa Pano, Joy Piper, Ben Poremski, Matt Reitmeier, Kathy Roach, Eileen Sirianni, Debra Stamm, Pamela Stephens-Jackson, Kevin Westling, Michael Yates

Senators Absent: Karen Anderson, Kevin Baron, Jessica Coram, Fred Covelli, Beth Ann Crvellin, Tom Dzimira, Lynn Emminger, Connor Flynn, Phil Glick, James Gordon (sent alt.), Rosanne Johnson, Reed Jones (sent alt.), Geraldine Kremer, Jessica Labella, RJ Multari, Arvind Ramaswamy, Ryan Taughrin, Daniel Vargas, Kimberly Wagner, Cassandra Walker-Whiteside

Members/Guests: Ed Brodka

Parliamentarian: Joshua Wallace

Staff: Lindsay Allen

Recorder: Hugh Jarvis

Meeting called to order by Dom Licata/Tim Tryjankowski at 9:10 a.m.

Quorum reached: 44 senators and 3 officers present.

Supporting documents on Box:

<https://buffalo.box.com/s/wmqwus9dfmgz12nmp9l0v23x5tpvzkuq>

PRESENTATION OF AGENDA – Dom Licata

- Change in order, Budget Advisory Cmt report moved before Vice Chair's Report.
- **Motion to adopt Agenda: Chris Keough (Mary Clare Fahey). Passed.**

REVIEW OF PAST MINUTE(S) – Dom Licata

- **Motion to approve Minutes from April 19, 2018: Karlen Chase (Janiece Jankowski). Passed.**

CHAIR'S REPORT – Dom Licata

- **Motion to receive: Don Erb (Doug Levere). Passed.**

Office of University Shared Governance
Faculty Senate and Professional Staff Senate
543 Capen Hall, Buffalo, NY 14260-1601
Ph: (716) 645-2003; Fax: (716) 645-2717
pssenate@buffalo.edu
www.buffalo.edu/pss



BUDGET ADVISORY COMMITTEE REPORT – Charlie Baxter

- **Motion to receive: Doug Levere (Chris Keough). Passed.**

VICE-CHAIR'S REPORT – Tim Tryjankowski

- **Motion to receive: mover (seconder). Passed/not passed.**

SECRETARY'S REPORT – Hugh Jarvis

- Reminder that regular attendance is required by our bylaws, provision for alternates and request for senators to register their preferred alternate asap.
- **Motion to receive: Don Erb (Matt Deck). Passed.**

UNFINISHED BUSINESS

Standing Orders – Joshua Wallace and Dom Licata

- Brief presentation of the orders, their purpose and expected use. They are a living document, easily updated as needed by the Senate.
- Question: What is difference between bylaws and standing orders.
 - Answer: More specific. Easier to change as needed by the senate.
- Question: Should we accept the document now even if we feel we have not fully read/understood all its provisions?
 - Answer: Can accept it now, and amend as we go forward (expected use). Or we can postpone acceptance until a later date, which means we cannot start to apply its provisions.
- Question: What about amendments?
 - Answer: It is a living document and can be amended now or any time. A majority of quorum is required to make amendments.
- **Friendly motion to amend wording, "Mr./Madam" to "preferred name"; e.g. Section A,1, by Karlen Chase (Mary Clare Fahey). Approved.**
- **Friendly motion to amend wording, blanket removal of all gender specific language, Mary Clare Fahey (Eileen Sirianni). Approved.**
- **Motion to accept the Standing Orders with requested revisions Pamela Stephens-Jackson (Karlen Chase) Passed.**

Days of Special Concern –Dom Licata

- Brief presentation of the proposed document, introduced at the last senate meeting (April 19), including its purpose and expected use. It would be a living document, for general reference, easily updated as needed.
- Much discussion. Concerns about the large number of protected days will make scheduling very hard, the document becoming an overly restrictive policy, and under-representation of specific cultures and dates.



- Consensus was to ensure this does not become a restrictive policy, to keep it as an informal reference only, to ensure all cultures are considered fairly, but not to make it too broad.
- **Motion to receive the document: Janiece Jankowski (Don Erb). Failed unanimously.**
- **Motion to recommit the document to the Inclusion and Diversity Cmt, to make the document more inclusive with clear understanding it will be used as an informal reference only, Julie Kim-Proehl (Pamela Stephens-Jackson). Passed.**

NEW BUSINESS

Brainstorming and 2018-2019 Planning – Dom Licata (group activity)

Split into groups by Area. Each group charged to consider several significant challenges or tasks for the Senate in the upcoming year and to phrase each as a resolution.

Area I

- South Campus Green Space
 - a. Tennis court, public picnic benches [needed]
- Clark Hall
 - a. Unused green space [could be put into use for recreation]
 - b. Half wall [half-court, for practice]
 - c. Volleyball [court]

Resolution: South Campus Renovation incorporates outdoor recreation space for students, staff and faculty

Area II

- Meeting people with other staff members
- Bring people together at social events
- Way to share knowledge about topics like, expert on google analytics
- Directory of members and expertise they have
- Provide Senators of Area Offices included in each area
- Provide info on how Senators can send out to area list servers
- Divide between faculty and staff

Area III

- PSS Roadshow and what do area departments do
- Presentation on Staff Development opportunities
 - a. Better ongoing messaging
 - b. Who is this for
 - c. What to support
- PSS should look for ways to involve and support students in mission and activities



Resolution: Whereas the PSS wishes to include as many members as possible. And whereas departments may not be as aware of PSS mission, vision and values. And whereas the PSS may not be as aware of what departments do. We resolve that the PSS should create a mobile engagement team for a more complete exchange of ideas and information.

Mobile Engagement Team. Have we MET yet?

Area IV

- Performance reviews - timeliness
- Holding faculty accountable for performance review of staff

Resolution: Whereas performance programs and appraisals are conducted inconsistently across the university, and whereas some professional staff are managed by faculty, whereas the lack of tardiness of such programs on apart impacts staff members development, applications for promotion, and clarity of duties, therefore be it resolved that administration of performance programs and appraisals for all direct reports be a deliverable to be included on the supervisors performance program.

Area V

- Digital Accessibility
 - a. Universal Design
 - b. Education
 - c. Awareness
 - d. Cultural shift
 - e. Tools
 - f. Training
- Health and Wellness
 - a. Team Sports
 - b. Walking groups
 - c. Nutrition information
 - d. Health and wellness sessions
 - e. Class offerings awareness
- Traffic Patterns
 - a. Walking
 - b. Sidewalks (millersport/flint)
 - c. Town involvement
- Retirement
 - a. Individuals not bring replaced
 - b. Loss of Business process reasons



University at Buffalo

Professional Staff Senate

Meeting adjourned: 11:02 a.m.

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

Meeting audio recording available in the PSS office.