



Minutes of the Executive Committee - APPROVED

September 13, 2018

Convener: Tim Tryjankowski

Officers Present: ~~Don Licata~~, Tim Tryjankowski, Hugh Jarvis

Executive Members Present: Cheryl Bailey, Kevin Baron, Janiece Jankowski (for Christopher Cheung), Dan Kelly, Julie Kim-Proehl (for Kevin Westling), Tracey McNerney, RJ Multari (for Ben Poremski), Lisa Pano, Mike Yates (for Charlie Baxter)

Executive Members Absent: Charlie Baxter (sent alt.), Mike Brown, Christopher Cheung (sent alt.), Don Erb, Phil Glick, Ben Poremski (sent alt.), Kevin Westling (sent alt.).

General Members/Guests: none

Parliamentarian: ~~Joshua Wallace~~ (not present)

Staff: Lindsay Allen

Recorder: Hugh Jarvis

Meeting called to order by Tim Tryjankowski at 2:33 p.m.

Quorum reached: 6 senators and 2 officers present.

Supporting documents on Box:

<https://buffalo.box.com/s/7o2nfv9o3tjr87bs990fz2cwqie0hdc>

PRESENTATION OF AGENDA – Tim Tryjankowski

- **Motion to adopt Agenda: Lisa Pano (Janiece Jankowski). Passed.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from June 4, 2018: Dan Kelly (Julie Kim-Proehl). Passed.**

CHAIR'S REPORT – (Tim Tryjankowski)

- Provost's request for names to serve on nominating committee.
- Kayak launch a success, winners to be honored at next senate meeting.

VICE-CHAIR'S REPORT – Tim Tryjankowski

- Summary of committee business, including upcoming Sustainability Fair, Tree inventory; Web Cmt procedures for receiving photos; seven new kayaks; no diversity summit this year (will piggyback on university event); PSS newsletter usage, request for more staff profiles, kickoff for PSS video; elections were delayed, need efficiencies; editorial and procedural changes planned for bylaws and constitution.

Office of University Shared Governance

The Professional Staff Senate

543 Capen Hall, Buffalo, NY 14261-1601

Ph: (716) 645-2003; Fax: (716) 645-2717

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- Review of current committee charges, chairs and rosters.
 - Awards Cmt changes:
 - remove: Elaine Cusker, Larry Sanders, Letitia Thomas
 - add: Dan Kelly, Liz Lidano and Becky Brierley
 - Policy & Governance Cmt changes:
 - remove Laura Barnum, Donna Czaja, Erika Grande and Kim Krzemien
 - Staff Development & Engagement Cmt changes:
 - remove: Amy Myska
 - add: Lynn Emminger, Allison McCarthy, Marianne Sullivan
 - seeking a chair for Social & Networking Subcommittee
- **Motion to receive Vice-Chair's report and accept committee charges, chairs, and rosters, with amendments: Lisa Pano (Cheryl Bailey). Passed.**

SECRETARY REPORT – Hugh Jarvis

- None.

REPORT FROM BUDGET ADVISORY COMMITTEE – Tim Tryjankowski

- Report on our finances and recommendations for this year's budget with two handouts:
 - spending plan with original committee requests (\$259 deficit)
 - recommended spending plan (\$5,541 positive balance)
 - Annual Awards Committee - \$500
 - Inclusion and Diversity Committee - \$825
 - Marketing & Communications Committee - \$3,500
 - Sustainable Living Committee - \$620
 - Elections Committee - \$400
 - Recreation & Wellness Committee - \$0
- Money unused in committee folders was swept back into general funds at end of last year.
- This year had a \$10,000 carry over from last year.
- Need to have 5-10% reserve in general funds.
- Note: budget request form and budget projection are on PSS website.
- Recommendation pushes requests lacking quotes or detailed outlines back to cmt and ensures 10% reserve. Committees can always resubmit with supporting details.
- **Motion 1 -- The BAC recommends approval of the following requests. Activities in this category have either been done before or a specific budget outline was given with quotes for expenses and rationale. Dan Kelly (seconder not needed). Passed unanimously.**
 - Elections Committee
 - Officer awards \$400.00
 - Marketing & Communications Committee
 - PSS video produced by CFA \$3500.00
 - Awards Committee
 - Luncheon (start-up costs) \$500.00
 - Inclusion & Diversity Committee
 - Bi-annual conference (start-up costs) \$500.00
 - Winter potluck \$100.00

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- Hosted panel discussion and lunch \$150.00
- LGBTQ FSA Program Sponsorship \$75.00
- Sustainable Living Committee
 - Sustainable living fair \$220.00
 - Support and expand UB Reuse \$300.00
 - Electronics recycling \$100.00
- **Motion 2 -- The BAC recommends the following requests be revised by the proposing committee and resubmitted with quotes and rationale. RJ Multari (Lisa Pano). Passed unanimously.**
 - Recreation & Wellness Committee
 - Annual kayak launch \$300.00
 - Sustainable Living Committee
 - Bulb planting \$500.00
 - Invite national sustainability content expert to campus \$2000.00
 - Plant exchange \$500.00
 - Trip to Colgate University to discuss their grounds care \$500.00
 - Support a University tree inventory \$2000.00

UNFINISHED BUSINESS

Funding request from LGBTQ FSA - Tim Tryjankowski

LGBTQ FSA previously requested funding from PSS to support a speaker series plus additional funds for marketing and communications. PSS EC previously voted to approve \$75 for brown bag series but not the larger sum. EC pushed further conversation to Diversity Cmt.

NEW BUSINESS

Vacancies on senator roster. EC is empowered to approve new senators without election – presenter

- **Motion to appoint Daniel Vargas as Area I senator – RJ (Dan Kelly). Passed**
- **Motion to appoint Matt Deck as Area I senator – Dan Kelly (Lisa Pano). Passed.**
- **Motion to appoint Donna Malecki as Area V senator - Dan Kelly (Janiece Jankowski). Passed.**

Considering holding upcoming meetings

NEXT MEETING (details)

Next general and senate meeting is September 27 in 403 Hayes Hall.

Motion to Adjourn: Lisa Pano (Janiece Jankowski). Passed. 3:41 pm.

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

Meeting audio recording available in the PSS office.

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