

Minutes of the Executive Committee – APPROVED

April 9, 2020 (virtual, held using Zoom)

Convener: Tim Tryjankowski

Officers Present: Tim Tryjankowski (Chair), Don Erb (Vice Chair), Hugh Jarvis (Secretary)

Executive Members Present: Cheryl Bailey (no video), Charlie Baxter, Jessica Coram, Lynn Emminger, Jim Gordon, Janiece Jankowski, RJ Multari, Ben Poremski, Pamela Stephens-Jackson

Executive Members Absent: JD Augustine

Members/Guests: Deborah Horsman, Dom Licata

Parliamentarian: Rachel Poole

Staff: (none)

Recorder: Hugh Jarvis

Zoom meeting called to order by Tim Tryjankowski at 2:38 p.m.

Quorum reached: 8 (with video) members and 3 officers present.

**Supporting documents in Box.com folder in
Professional Staff Senate/ Meetings/ Executive Committee Meetings**



SPECIAL GUEST SPEAKER – Laura Hubbard, VPFA

(Due to technical difficulties, she was unable to attend.)

SPECIAL INTRODUCTION – Virtual Meeting Voting Policies & Procedures (R. Poole)

The following special motion was written and presented by our parliamentarian to facilitate holding PSS EC business by virtual meeting:

- I move to allow the business of the Professional Staff Senate Executive Committee to be conducted remotely via synchronous video teleconferencing from now until such a time as the COVID-19 crisis subsides and allows for normal University business and operations to resume and public gatherings are allowed by the University, local and state governments.

**Office of University Shared Governance
Professional Staff Senate**

543 Capen Hall, Buffalo, NY 14260-1601

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- Remote meetings will be conducted via synchronous video technology that allows all participants to see, hear and speak with one another. Members shall be considered present if they have joined the meeting and can be both seen and heard by all participants. Quorum will be determined by the count of voting members that meet this requirement. The meeting link will be sent to participants by the Secretary in line with current meeting notification requirements.
- Motions and voting shall take place in line with the Senate's governing documents. Motions will be put forth and seconded by voting members and will be open for discussion through the video connection as well as through the chat, and when appropriate the chair will ask for a verbal yay/nay vote. If the vote cannot be called from the verbal vote an individual count vote will be taken, allowing the Chair time to visually confirm each members' vote via their video stream. If necessary the Chair can ask for clarification from the member on their vote.
- **Motion to adopt these virtual meeting policies & procedures: Charlie Baxter (Pam Stephens-Jackson). Passed unanimously.**

***** From this point forward, the meeting was conducted under the aegis of the aforementioned virtual meeting policies and procedures.*****

PRESENTATION OF AGENDA – Tim Tryjankowski

- **Motion to adopt Agenda: Janiece Jankowski (Ben Poremski). Passed unanimously.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from March 12, 2020: Ben Poremski (Janiece Jankowski). Passed unanimously**

CHAIR'S REPORT – Tim Tryjankowski

Presentation of changes due to COVID-19:

- Concerns about drop in student numbers, international and domestic.
- Anticipate changes in campus residency and makeup of student population.
- SUNY budget will be flat, no increases but no cuts.
- Q/ If someone got compression raise can they get it a second year?
 - A/ Yes.
- NYS will not honor negotiated raises and may cut some salaries. UUP would fight this but our raises are not affected by this.
- Provost Weber did a Faculty Senate presentation: Strive for 25 was all pre-COVID-19 and will likely change. Expect changes in priorities. We will adjust our parallel efforts. Lack of tuition revenue will lead to campus cuts. He asked faculty to consider hybrid teaching model this fall.-- summer will be online but fall will be a mixture. May be social distancing adjustments with broad impact in scheduling. Asked faculty to use summer to prepare.
- Q/ will UB be in a better position than smaller SUNY campuses? (more resources)
 - A/ Not addressed, but is appointing people to new committees to assess issues.

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- Campus will follow CDC recommendations. Research continuity will be very important.
- Chancellor is expected to announce changes to SUNY construction fund but state will likely maintain current budget priorities through bonds. Engineering Building, One World Café, etc. Budget for EOP is flat, which is better than most years.
- SUNY Distinguished Awards granted. Assume awards for professional service will be announced soon.
- Hiring will be bad on campus.
- Concerns about graduating students not getting jobs, parents out of work.
- UB looking for ways to maintain student retention esp. first to second year.
- Elsevier contract has been resigned with SUNY Libraries.
- Course evaluations will be changed in format.
- Promotion and tenure will be adjusted.
- Still almost 1,400 students in residence. Concerns for their welfare and employees.
- Discussion:
 - Heard reports of a student quarantined in Governor's with symptoms. What do we know about protections for students and employees?
 - Their roommate has been quarantined for their safety.
 - Facilities has done deep clean.
 - This is a fluid situation. EH&S is taking every precaution. HR is engaged.
 - Tim will bring up these concerns to the admin.
- **Motion to receive: Jim Gordon (Janiece Jankowski). Passed unanimously.**

VICE-CHAIR'S REPORT – Don Erb

- **Marketing & Communications Cmt** - been busy upgrading website, including a new contact page for inquiries, a new COVID-19 Resources page (buffalo.edu/pss/coronavirus)
- **Recreation & Wellness Cmt** - Met via Zoom on 4/6. Kathy Aiken demonstrated the SUNYedu.workplace.com; their goals in the platform are: develop workplace to send email, create community rules, create a couple initial topics: cooking, fitness, nutrition, generate an email to PSS members by 4/15; a chat room was also created in jabber; committee is investigating a Bike Challenge similar to the Step Challenge for April
- **Staff Development & Engagement Cmt** - Zoom meeting planned April 14; new member, Ashley Regling; Welcoming Sub-Cmt brainstorming a virtual New Hire Welcome Session (Chairs could talk about their committees and Tim could talk about how to get involved in the PSS and its importance to UB); Social Sub-Cmt will be sending an email to Lunch Bunch participants encouraging them to reconnect virtually; Mentoring Sub-Cmt will email mentors/protégés encouraging them to reconnect virtually.
- **Sustainable Living Cmt** - conducted a Zoom Meeting on 4/6; Faculty Senate Sustainability and Environment Cmt passed their "beautification of campus" resolution and it will now go to the president for promulgation. They believe he will move it forward, but there may be no discretionary monies available for the proposed outcomes; SUNY's Got Your Back Program was cancelled but could be restarted in Fall (promoted recycling used personal toiletry packaging); Caught Green Handed Program will be started soon and an email from the PSS in April will ask for candidates who



are innovating and living a sustainable existence while in their alternative workplace; Electronics Recycling Event was cancelled but will be rescheduled; discussed fall sustainability event (we will make the call about whether to host in September when we “meet” in May); we will continue to think about how to be helpful to colleagues working from and living at home from a sustainability perspective.

- **Discussion:**
 - NYS has passed a Styrofoam ban.
 - UUP Earth Day plans, including a series of actions, meetings and panels. Ryan McPherson is interested in co-promotion. Expect a call for participation soon.
- **Motion to receive: Lynn Emminger (Jessica Coram). Passed unanimously.**

SECRETARY’S REPORT – Hugh Jarvis

- Virginia Stever wishes to serve as a new senator for Area 2.
- **Motion to approve appointment of Virginia Stever for 2020-21: Pam Stephens-Jackson (Lynn Emminger). Passed unanimously**
- **Motion to approve Secretary’s Report: Jim Gordon (RJ Multari). Passed unanimously**

UNFINISHED BUSINESS

NB. Many actions planned by the PSS are currently on hold; e.g. New Hire Breakfast, SUNY AWARDS, June 11th Professional Staff Appreciation Day, Special Redistricting Committee.

NEW BUSINESS – Tim Tryjankowski

- Elections – concerns about aging software currently in use. New member with IT skills has become involved, may offer a solution.
- Looking forward, three strategic questions need to be addressed:
 1. Is there an appetite for an online, general meeting?
 2. We passed an emergency voting resolution. Should we ask Constitution & Bylaws Cmt to look at this further, to consider adjusting our governing documents?

Discussion:

 - Q/ Bylaws require four meetings per year. Are we compliant?
 - A/ Yes: 9/26, 10/24, 11/21, 2/27
 - Q/ Why not have a meeting?
 - A/ We have no procedure to formally hold a remote meeting.
 - A/ Parliamentarian: concerned with our bylaws especially for a large meeting.
 - A/ Technology is also a problem. How do we run the meeting and vote properly.
 - Q/ Can we have an informal meeting as a discussion forum?
 - A/ Parliamentarian: yes, provided it is not a formal meeting (no business).
 - Q/ If Constitution & Bylaws Cmt comes up with a proposal, can we vote on it? How do we facilitate discussion?



- A/ We have the ability now to do PSS business in the EC. We can hold off on general senate business for now.
- Q/ Is there value in conducting a poll to get more input?
- Q/ Suggest any guest speaker have a fixed presentation time to facilitate attendance.
 - A/ Instead Tim proposes giving concrete speaker and time, broadcast and also record the meeting.
- Q/ Suggest soliciting general input to share with the speaker.
- **Motion to ask Constitution & Bylaws Cmt to recommend ways for the PSS to conduct business in general member meetings: Janiece Jankowski (Jessica Coram). Passed unanimously.**
- A second virtual EC meeting will be scheduled for May. An emergency session will be called if needed.

ADJOURNMENT

Adjourned: Pam Stephens-Jackson (RJ Multari). Passed unanimously. 4:06 p.m.

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

Meeting audio recording available in the PSS office.