

Minutes of the Executive Committee – APPROVED

February 13, 2020

Convener: Tim Tryjankowski

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

Executive Members Present: JD Augustine, Charlie Baxter, Lynn Emminger, Fran Fiscus (alt. for Jessica Coram), Jim Gordon, Janiece Jankowski, RJ Multari, Ben Poremski

Executive Members Absent: Cheryl Bailey, Jessica Coram (sent alt.), Pam Stephens-Jackson

Members/Guests: Ed Brodka

Parliamentarian: Rachel Poole

Staff: Gail Reino

Recorder: Hugh Jarvis

Meeting called to order by Tim Tryjankowski at 2:31 p.m.

Quorum reached: 4 senators and 3 officers present.

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



PRESENTATION OF AGENDA – Tim Tryjankowski

- Brief summary of topic
- Cont'd
- **Motion to adopt Agenda: Janiece Jankowski (Charlie Baxter). Passed.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from November 7, 2019: Lynn Emminger (Janiece Jankowski). Passed.**

CHAIR'S REPORT – Tim Tryjankowski

- Thanks to Pamela Stephens-Jackson for running our Support a Family Holiday Drive
- Stop the Bleed rescheduled Feb 24; ECC will run; 50 people can attend – will open first to people who previously registered
- During One World Café construction, many rooms in Student Union and Capen may be unavailable
- Thanks to Jason Parker for many years of service on senate especially chairing the Web Cmt
- Thanks to Russel Crispell for many years of service on senate especially getting Recreation & Wellness Cmt up and running
- Provost Search successful (PSS was actively involved)
- Chancellor's Award nominations now closed
- University Shared Governance Day at JSMBS, March 3, 8:30-10, followed by tour
 - concerns about sufficient attendance and recognition
 - considering reconfiguring from original resolution
- SUNY Faculty Senate Plenary at Albany
 - State budget and Excelsior funding were hot topics
 - Envisioning SUNY: Residential Campus of Future - will try to bring to campus
 - universities need to adapt with times
 - how can professional staff adapt and help campus adapt to changes
- Feb 27 general meeting – guests AD Mark Alnutt and basketball coach Jim Whitesell with door prizes; Tess Morrissey and Town of Amherst supervisor Brian Kulpa
- June 2020 professional development conference being repurposed as staff appreciate day
- SUNY Faculty Senate special election upcoming (RJ Multari elected to one position, but second position now needs to be filled)
- PSS election cycle beginning
- **Motion to receive: Ben Poremski (Charlie Baxter). Passed.**

VICE-CHAIR'S REPORT – Don Erb

- Awards Cmt – new member Nicole Peradotto; reviewed chancellor's award nominations; application deadlines approach for other awards
- Elections Cmt – RJ Multari appointed to SUNY FS; working on new voting platform; next PSS election cycle beginning
- Marketing & Communication Cmt – newsletter stats; numerous flyers created; reorganized Box content; active on social media, developing more comprehensive strategy
- Staff Development & Engagement Cmt – active; new hire breakfast April 8 8:30-10 CFT
- Sustainable Living Cmt – electronics recycling event April 16, 7:30-1:20 with food drive
 - Faculty Senate is moving ahead with resolution on campus forestry, with blessing of admin
- **Motion to receive: Lynn Emminger (Jim Gordon). Passed.**

New Business

Changes to Charge of Marketing & Communications Committee

- Merger of M&C Cmt with Web Team as a sub-committee.
- Discussion: consensus is a well-thought out and reasonable development.
- **Motion to accept new charge: Janiece Jankowski (Lynn Emminger). Passed.**

Changes of Chair for Recreation & Wellness Committee

- Russell Crispell is retiring. Vice-Chair Kathy Aiken is stepping up as new chair.
- Kathy plans to continue cmt's work but narrow focus.
- Not sure how Russ's retirement will affect his office.
- **Motion to accept new charge: Charlie Baxter (Lynn Emminger). Passed.**

SECRETARY'S REPORT – Hugh Jarvis

- Note that a series of senators have lapsed due to poor attendance.
 - Area I: Kevin Westling, Terry-Anne Smith
 - Area II: Jessica LaBella
 - Area III: Phil Ryan, Glenn Taplin, Ann Marie Hantman, David Emhof, Jonathan Freifeld
 - Area IV: Harrison Cheung
 - Area V: Kurt Baumgaertner
- Members offered to outreach and discern intent to continue.
- **Motion to reinstate all of them: Ben Poremski (Jim Gordon). Passed.**
- **Motion to accept secretary's report: Jim Gordon (Lynn Emminger). Passed.**

UNFINISHED BUSINESS

Special Cmt on Redistricting – Rachel Poole

- Survey results will be reported at February senate meeting and more extensively in March, generally show disconnect in representation and perception of representation, staff are not aware who represents them, don't understand structure
- Benchmarking against peer universities
- Interviews and consultations (incl. Mark Coldren)
- Developing alternate model that is based on administrative structure
- Their goal is fact finding, not to emplace a solution, that will follow with new special cmt
- Process would run over next year, leading to final decision that best serves body
- Discussion:
 - Q/ Any feedback at executive cmt level? How will EC represent the base?
 - A/ Not directly measured but can be addressed in next part of process.
 - Q/ any evidence we were ever set up on administrative lines?
 - A/ No.

Office of University Shared Governance
Professional Staff Senate

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- Comment: SUNY Faculty Senate guidelines do not apply.
- Comment: Stacey Johnson would be a good source of information. She was integral part of original PSS formation.
- Any changes will need to go through full bylaw revision process
- By end of this year, EC will need to decide if there is sufficient reason to move forward with changes.

Budget Committee Requests – Charlie Baxter

- Tabled.

Professional Development Conference Evolution – Ed Brodka

- Developing a combined meeting: Staff Appreciation Day, Awards Ceremony, Professional Development Conference with food trucks, and more
- Encouraged by Mark Coldren
- Many advantages, including savings on overhead of each meeting, ease of planning
- Historically the main conference has cost several thousand dollars plus \$30-40 per person
- Alternate plan would be in Union (free) and shared costs with HR
- Tentatively June 11
- Need to repurpose funds from two events (ca. \$5k)
- Feedback to date: split between on/off campus but June date will alleviate parking on-campus
- Tentative schedule shared
- Discussion:
 - Ed would like Staff Development Cmt to focus on staff development portion
 - Pull in more stakeholders like HR, EAP
 - Chance to bond closer with admin/stakeholders in relaxed setting
 - Outside stakeholders still available (e.g. Voya already willing to sponsor \$1k)
 - Chance to keep costs down, be more inclusive
 - Like how can pull in people with fun activities and then use as PSS recruitment tool
 - Can be part of our top 25 effort, address retention
 - Pulls multiple efforts into alignment and solves increasingly difficult endeavors (e.g. awards ceremony)
 - Need top down encouragement to facilitate attendance, communicate value, no need to charge time, encourage attendance
 - Make flexible so people can come and go as appropriate
 - Make sure sufficient content to warrant participation
- **Motion for chair to approach university administration with proposal from our Professional Development Cmt to establish a full day event supported by earmarked PSS funds provided there is matching support: Lynn Emminger (Don Erb). Passed unanimous.**

NEW BUSINESS

Strive for 25 Initiative – Tim Tryjankowski

- Scott Weber encourages PSS to support UB's Top 25 initiative.
- UB is targeting retention, hiring, faculty awards
- PSS will develop its own agenda. We will brainstorm ideas today and present resolution to president.

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- Rachel Poole draft resolution opens: the professional staff resolves to support the University at Buffalo Drive for 25 with the goal for UB to achieve top 25 ranking status through its initiative programs and events....
- Discussion:
 - Advantage to mirroring UB's strategic goals.
 - Be careful not to make resolution too specific or too binding, instead make broad statements to guide professional staff at large and specifically the PSS and create a culture that embraces drive for ranking in top 25.
 - Each unit is already being asked to do this on a department level.
 - For each element, can then ask how our intended actions will support.
- Open forum begins 3:31 pm. Consolidates notes will be provided for more discussion.

ADJOURNMENT

Motion to Adjourn: 4:20 p.m.

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

Meeting audio recording available in the PSS office.

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