



## Minutes of the Executive Committee - APPROVED

February 1, 2018

**Convener:** Dom Licata

**Officers Present:** Dom Licata, Tim Tryjankowski, Hugh Jarvis

**Executive Members Present:** Kevin Baron, Charlie Baxter (alt. for Kulka), Don Erb, Phil Glick (FS), Ilene Fleischmann, Dan Kelly, Chris Keough, Kesha Lanier, Nora Renda, Debra Stamm, Maribeth Tamsen

**Executive Members Absent:** Lisa Kulka (rep. by Baxter), Jenifer Lawrence (retired)

**Members/Guests:** Matt Deck (to speak, not officially as EC)

**Parliamentarian:** Joshua Wallace

**Staff:** Lindsay Allen

**Recorder:** Hugh Jarvis

**Meeting called to order** by Dom Licata/Tim Tryjankowski at 2:35: p.m.

**Quorum reached:** 9 committee members and 3 officers present initially.

Supporting documents on Box:

<https://buffalo.box.com/s/oy17i88xswjm53zbrjh2bwzliovo2h0>

### PRESENTATION OF AGENDA – Dom Licata

- **Motion to adopt Agenda: Chris Keough (Nora Renda). Passed.**

### REVIEW OF PAST MINUTE(S) – Dom Licata

- **Motion to approve Minutes from December 7, 2017: Kesha Lanier (Don Erb). Passed.**
  - **Friendly amendment by Maribeth Tamsen: where the minutes note that no motion was made to approve the Breathe Free UB ‘report’, add the words “and policy”.**  
[NB. since there was no motion at the December meeting, this change has no real effect.]
    - **So moved, Maribeth Tamsen (Chris Keough). Passed.**

### CHAIR’S REPORT – Dom Licata

Including:

- SUNY Voices Conference: Surviving Middle States with Shared Governance: Fri. Mar. 2
- Annual Shared Governance Day, with invited speakers including Provost Zukoski, Tanja Aho (GSA Pres.), Gwen Kay (SUNY UFS), Nina Tamrowski (FCCC), CSEA and UUP: Tue. Mar. 6.
- Chair met with Tonga Pham on ‘Improvement of Landscape’. Went well. Invited her to speak to PSS.



- Chair met with Pres. Tripathi on PSS resolutions (Breathe Free UB, Landscape, Fossil Fuel Divestment, and Support for TAs) and shared governance strategies in general. Went well.
  - Further discussion about Breathe Free UB resolution, education and developments in state/local governance legislation.
- Request for EC members to consider providing regular Area Reports.
  - Discussion: members don't understand what PSS is, members may not have issues to share, dog & pony tours and marketing literature for new staff, revisit new employee orientation.
- Next general membership and senate meeting: Thu. Feb. 15.
- **Motion to receive report: Dan Kelly (Chris Keough). Passed.**

### VICE-CHAIR'S REPORT – Tim Tryjankowski

Including:

- Katie Barnum has resigned as chair of Marketing & Communications Cmt. Need replacement.
- EC members encouraged to attend New Employee Welcome Breakfast: Mar. 22, 8-1 (Student Union)
- Recreation and Wellness Cmt will hold first meeting Fri. Feb. 9 to review their charge.
- All Food Has a Carbon Footprint workshop: Wed. Feb. 28, noon-1:30.
- Intro. To Web Accessibility workshop: Thu. Feb. 8, 9-10.
- **Request to approve charge & roster for Professional Development & Engagement Cmt** (accidentally skipped at previous meetings):
  - **Charge:**
    - *To recommend to the Executive Committee programs for the continuing development of professional staff in areas having to do with:*
      - *skills or knowledge necessary in administrative/academic units;*
      - *enhancement of interpersonal relationships, and*
      - *programs which encourage career mobility.*
  - **Roster:**
    - *Chair: Ed Brodka*
    - *Members: Stephen Hart (conference co-chair), Frank Teirney, Amy Myska, Geraldine Kremer, Kelli Hennessy, Kristi Fields, Roberta Sullivan, Johnny Garcia*
- **Request to approve updated charge for Web Committee:** (revised since approval last meeting):
  - **Charge:**
    - *Responsible for the implementation, organization, and timeliness of the PSS website:*
    - *Publish content that is current and of benefit to the professional staff and the mission of the Professional Staff Senate;*
    - *Facilitate access to that content via a simple, attractive, and easy-to-use website; serve as a public record of Professional Staff Senate business and activities.*
- **Motion to receive report: Nora Renda (Charlie Baxter). Passed.**
- **Motion to approve the two committee charges noted above: Maribeth Tamsen (Don Erb). Passed.**



## Secretary's Report on Attendance – Hugh Jarvis

- Shared updated list of truant senators plus results of outreach by EC members (bylaws automatically remove any missing 2 consecutive or 3 per annum). Most wished to continue. Several resigned. One has retired. One may have left UB (unclear). EC is required to formally re-nominate them.
  - Discussion: can their clock restart, other options permitted, reinstate with additional conditions, revise bylaws to allow more leeway/options.
  - **Amendment to strike Ilene Fleischmann's name from consideration as she did send an alternate: Matt Deck. Passed**
- **Motion to reinstate the senators who wish to continue, keep their existing term, but restart their attendance clock: Charlie Baxter (Nora Renda).**
  - Specifically: Kevin Baron, Kelli Bocock-Natale, Fred Covelli, Geraldine Kremer, Lisa Kulka, Joy Piper, Debra Stamm, and Christine Stumm.
  - (These senators have resigned or left UB: Lin Feng, Jenifer Lawrence, Linda Lohr, Lisa Stephens, and Ryan Taughrin.)
  - **Amendment, to say reinstatement will be on condition that they attend the next senate meeting or send an alternate, and if they fail to do so, they will be automatically removed: Dan Kelly (Kevin Baron). Passed.**
    - Further discussion: e.g. attend remotely, should we apply additional rules.
  - **Original motion as amended. Passed.**
- **Motion to refer Bylaws Section E paragraph 3 to Constitution & Bylaws Cmt to review pathway to removal of senators for poor attendance, to allow for unforeseen circumstances and excused absences, and alternatives to the automatic removal process: Matt Deck (Don Erb). Passed.**

## UNFINISHED BUSINESS

*[Approval of two committee charges subsumed in Vice Chair's Report.]*

## NEW BUSINESS

### Joint PSS/General Membership Meeting Agenda – Chair

- Proposed speaker, 'UB in the Community'. No other business yet.
- **Motion to approve agenda as is: Nora Renda (Maribeth Tamsen). Passed.**

### Granting funding requests from outside PSS; request from 'Women in STEM'

- **Motion to contribute \$100 to 'Women in STEM': Ilene Fleischmann (Chris Keough). Passed**
  - Discussion: have a table but who station it, involve Sustainable Living Cmt or Diversity & Inclusion Cmt, but where would money come from. Proposal to split the money into several pieces, to support activity of appropriate committees. Make committees responsible for adopting these requests, will actually be allocated from our general fund. (No add. motion.)
- **General sense, accept sponsorships that provide benefit to PSS and are aligned with our mission; pay through general fund but run them through appropriate committee(s). If under \$250, Budget & Advisory Cmt can approve. If over \$250, must go through EC.**



### Procedure for the Adoption of Resolutions – Maribeth Tamsen

- Proposal to clarify our process for handling resolutions drawing on Faculty Senate procedures. Would require every resolution to come through a committee and have a committee sponsor, then move formally through the EC and then the Senate, with two readings at each stage, and require specific handling procedures and deadlines.
  - Discussion: more time needed to consider anything of this scope, but many concerns including need for alignment with how the EC and PSS actually conduct our business (Roberts Rules, Bylaws, past practice), restrictions on the range of resolution pathways, internal inconsistencies in the document itself, incorrect math for calculating a majority.
- **Motion to refer proposal back to Policy & Governance Cmt: Don Erb (Nora Renda). Unanimous.**

### PROGRAM

#### Professional Development and Career Advancement Initiative – Matt Deck

- Proposed scope for a new ad hoc committee including:
  - equal access to training for all
  - employment being curtailed just before tenure
  - gender equity
  - service component for PD on all performance plans
  - release time to participate in professional activities such as PSS
  - expansion of UB Edge for performance management component
  - salary compression
  - employee retention & turnover
  - succession planning for management positions
  - training managers for consistency in UB way
  - change to perception of professional staff at UB
- Discussion: generally liked the concept but need more time to discuss, how will it work, how might we include HR in this process (or not).
- **Motion to receive draft and discuss further at next meeting: Kesha Lanier (Charlie Baxter). Passed.**

**Motion to Adjourn:** Don Erb (Dan Kelly). Passed. 4:40 pm.

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

*Meeting audio recording available in the PSS office.*