

Minutes of the Executive Committee – APPROVED

May 21, 2020 (virtual, held using Zoom, business conducted)

Convener: Tim Tryjankowski

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

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

Executive Members Absent:

Members/Guests: Dom Licata

Parliamentarian: Rachel Poole

Staff: (none)

Recorder: Hugh Jarvis

Zoom meeting called to order by Tim Tryjankowski at 2:32 p.m.

Quorum reached: 7 (with video) members and 3 officers present.

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



PRESENTATION OF AGENDA – Tim Tryjankowski

- **Motion to adopt Agenda: Jessica Coram (Ben Poremski). Passed unanimously.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from April 9, 2020: RJ Multari (Lynn Emminger). Passed unanimously**
- **Motion to approve Minutes from May 9, 2020: Janiece Jankowski (RJ Multari). Passed unanimously**

CHAIR'S REPORT – Tim Tryjankowski

Presentation of changes due to COVID-19:

- Still much being discussed and planned.
- Drop dead decision for Facilities for return to campus will be June 10, for signage, markings and the need to recertify the bus & shuttle drivers.
- Incoming students seem willing to embrace online but current students are not.
- Q/ Would this be sufficient time to get special supplies (e.g. PPE) for fall?
 - Q/ They feel yes. (e.g. 40 thousand masks are on hand)
- Need to limit numbers in elevators and dorm rooms.
- Still discussing how soon staff will return.
- Tim will ask for more details about the timeline.
- Q/ Can we have hand sanitizer stations at entrance to each building?
 - A/ Tim will pass on to the committee.
- Q/ what about those with disabilities?
- Q/ Instructional support staff in Art Department has been asked to consider reopening this summer. They have concerns about capacity but also air flow/contamination. Who will clean these spaces?
- Q/ UUP is re-opening our health and safety committee.
- Q/ Are units all working on their own protocols..?
 - A/ Tim will share with the committee. We are working for, hoping for more guidelines.

- **Motion to receive: Jessica Coram (Ben Poremski). Passed unanimously.**

VICE-CHAIR'S REPORT – Don Erb

Our committees have been very active.

- **Budget Advisory Cmt** – Our desired purchase of voting software was turned down. Peter DiNunzio will be chair this spring.
- **Elections Cmt** – Call for senator nominations went out. Open seats exceeds nominations.
- **Inclusion & Diversity Cmt** – Promoting their activities.
- **Marketing & Communications Cmt** - working to increase engagement and newsletter readership. They need two weeks advance notice to assist with projects. Making lots of updates to our website.
- **Recreation & Wellness Cmt** – Launching a Bike Challenge end of June to August.
- **Staff Development & Engagement Cmt** – June 3 webinar on communicating with your manager. Plans for others including humor in the workplace. June 11 new employee 'breakfast'. Expanding the lunch brunch effort.
- **Sustainable Living Cmt** – Developed home tips for sustainability. Working on other projects. Reminder, NFTA is currently free (must wear masks and social distance). Ride for Roswell is postponed.

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- **Motion to receive: Janiece Jankowski (Jim Gordon). Passed unanimously.**

SECRETARY'S REPORT – Hugh Jarvis

(none)

UNFINISHED BUSINESS

- “Strive for 25” – Pres. Tripathi eager to receive revamped resolution (more to come).

NEW BUSINESS – Tim Tryjankowski

- Thanks to Charlie Baxter for his service to Budget & Advisory Cmt.
- We moved swiftly to try to purchase license for new voting software but due to a reduction in purchasing we were told no software could be purchased. So is on hold for now. UB is taking a snapshot and requesting future budget reductions so either way we are not able to make even normal expenditures. We have appealed to Provost Weber (Tim will meet with him soon).
- A thank you/welcome letter was sent out to all senators, officers and committee members and their managers with an overwhelming positive response.
- Q/ Departments aren't being treated this way. They are looking at annual budgets not expenses.
 - A/ Others said not true, is all about expenditures.
 - A/ Apparently this is posturing for the governor's office to support his bid for a bond.
- Q/ Suggest bringing past two years of budgets into the conversation with the provost. Will provide a more accurate model for PSS.
- Elections – nominations are done, but no voting software. No contested seats in any area so no actual need for an election. Could the chair just vote for them all as a block? But our bylaws require a vote by members.
 - Poole (Parliamentarian) provided more context. A vote by acclamation requires a physical meeting by the voting body. We could have a meeting, but hard with COVID. Since our governing documents are silent, we must follow Roberts Rules.
 - Licata (prev. Chair) provided more context. Was a similar situation in 2018. Essential to have due diligence and verification. No one should be able to self-nominate and walk into a seat without oversight. This was done in 2018 without a meeting due to tight time constraints.
 - Options presented for the group to indicate their preference:
 - a) Call a special membership meeting, hold vote by acclamation. [5 votes]
 - b) Handle in EC. [3 votes]
 - c) Email to all senators requesting response to a block vote by the chair. [9 votes]
- Proposal for a motion that due to COVID-19, hold a special mailing to all senators to approve a vote by acclamation by the chair of the nominations for this year's election.
- **Discussion:**
 - Q/ Would it be ok for senators to vote for another area's nominees?
 - A/ Not an issue since this will be a vote by acclamation for ALL NOMINEES.
 - Q/ Who will vote?
 - A/ The chair (Roberts Rules).

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- Q/ Does a senator's affirmative vote apply just to their area?
 - A/ No, the vote allows the chair to vote in all nominees.
- The email must include a list of all nominees for transparency.

- **Motion for the Elections Cmt to send an email to the entire membership requesting response by return email allowing the chair to hold a vote by acclamation of the entire slate of nominees for this year, clarifying none are contested, by a simple majority of votes cast. Jessica Coram (Janiece Jankowski). Passed unanimously.**

- Chancellor's award winners are known but not yet announced by the president's office.
- EC terms expire by end of June.
- Policy and Governance Cmt over past three years, the committee has lost its value. The current chair is now retiring and members are all stepping down and they recommend sun setting the committee.
 - Discussion:
 - EC probably now serves their role anyhow and our bylaws support much of their original function.
 - PSS chair now also provides a more transparent and focused governing presence.
 - Would need a new charge now.

 - **Motion to sunset the committee: Jim Gordon (Janiece Jankowski): Passed with one abstention.**

ADJOURNMENT

Adjourned: 4:01 p.m.

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

Meeting audio recording available in the PSS office.