

## Minutes of the Executive Committee – APPROVED

October 17, 2019

**Convener:** Tim Tryjankowski

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

**Executive Members Present:** JD Augustine, Cheryl Bailey, Jessica Coram, Kelly Cruttenden, Jim Gordon, Janiece Jankowski, RJ Multari

**Executive Members Absent:** Charlie Baxter (sent alt.), Lynn Emminger, Ben Poremski, Pamela Stephens-Jackson

**Members/Guests:**

**Parliamentarian:** Rachel Poole (absent)

**Staff:** Lindsay Allen

**Recorder:** Hugh Jarvis

**Meeting called to order** by Tim Tryjankowski at 3:03 p.m.

**Quorum reached:** 7 senators and 3 officers present.

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



### REVIEW OF PAST MINUTE(s) – Tim Tryjankowski

- **Motion to approve September 12, 2019 minutes: Janiece Jankowski (Jessica Coram). Passed.**

### PRESENTATION OF AGENDA – Tim Tryjankowski

- **Motion to adopt Agenda: JD Augustine (Kelly Cruttenden). Passed.**

### CHAIR'S REPORT – Tim Tryjankowski

- State budget audit found almost \$895K UB money misallocated/spent, especially from UB Foundation accounts. Concerns about Foundation transparency.

Office of University Shared Governance  
Professional Staff Senate

543 Capen Hall, Buffalo, NY 14260-1601

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

pssenate@buffalo.edu

www.buffalo.edu/pss



- Officers are exploring housing older PSS documents in Library Archives.
  - SUNY Faculty Senate – vacancies in our representation. Two senator positions. Senator and corresponding alternate have retired, leaving a vacancy. PSS member RJ Multari is an alternate for the other (filled) seat, so cannot serve. Expect an election soon to fill vacant seat.
  - PSS Budget will now be reconciled on weekly basis as standard process.
  - March general membership meeting will be moved to University Shared Governance day, first Tuesday of March (March 3<sup>rd</sup>). USG is mandated in Bylaws, so this will save us from having two meetings in March.
  - UB review of dean of pharmacy, PSS asked to participate.
  - SUNY 3-year review of Pres. Tripathi underway, PSS asked to participate.
  - SEAS dean and UPD deputy chief searches, we were invited to participate in both.
  - Indigenous People’s event is tomorrow. We were asked to contribute two members to the panel.
  - Flashissue software renewed for PSS newsletter (\$107 p.a.).
  - Conversation has started about our listserves, how many we should have, how they should work.
  - Special Committee on Redistricting – transferring chair to Tony Waleszczak and Rachel Poole will now assist as vice-chair. Hugh Jarvis is also a member. Carlos Tejada and JD Augustine are joining as new members.
  - State of University by Pres. Tripathi – aim to be in top 25 research universities. No concrete mention of professional staff in his speech.
- **Motion to receive Chair’s Report: Jim Gordon (Janiece Jankowski). Passed.**

## VICE-CHAIR’S REPORT – Don Erb

- Awards Cmt – website now lists nomination criteria. Last year’s awards will be celebrated at upcoming Celebration of Faculty & Staff Excellence.
  - Budget Advisory Cmt – approved \$60 to support Inclusion & Diversity for upcoming brown bag with LGBTQ Senate. Peter DiNunzio is new member, pending EC acceptance today.
  - Marketing & Communications Cmt – social media activities; proposed changes to web page; newsletter out (no usage numbers due to issue with Flashissue software subscription).
  - Staff Development & Engagement Cmt – met with Buffalo-Niagara Marriott to assess location for annual conference, soliciting two other quotes, will soon file budget and ticketing request. Lunch bunch continues. New member Jeffrey Kohler pending EC approval today. Mentor subcmt is active.
  - Sustainable Living Cmt – participated in various meetings, ride-to-work events.
- **Motion to approve new committee members (Peter DiNunzio and Jeffrey Kohler): Kelly Cruttenden (Cheryl Bailey). Passed.**
- **Motion to approve new special committee members from Chair’s Report (Carlos Tejada and JD Augustine): Kelly Cruttenden (Cheryl Bailey). Passed.**
- Inclusion & Diversity Cmt was inadvertently missed during last month’s approval process. We still need to approve their charge, chair and members:
    - Charge: Seek to build a culturally diverse and pluralistic University Community committed to cultivating, celebrating, respecting and educating the university community about our differences.
    - Chair: Heather Hagenbuch

Office of University Shared Governance  
Professional Staff Senate

543 Capen Hall, Buffalo, NY 14260-1601

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

pssenate@buffalo.edu

www.buffalo.edu/pss



- Members: Chris Bragdon, Terri Budek, Jessica Coram, Susan Mann Dolce, Jessica DiPasquale, Caitlin Hoekstra, Julie Kim-Proehl, Cindy Konovitz, Domenic Licata, Neil McGillicuddy, Sherene Milizia, Hayley Rosario, Suzy Shallowhorn, Tony Waleszczak
- **Motion to accept Inclusion & Diversity Cmt charge/chair/members: Janiece Jankowski (Jim Gordon). Passed.**
- **Motion to receive Vice Chair's Report: JD Augustine (Jessica Coram). Passed.**

## SECRETARY'S REPORT – Hugh Jarvis

- **Motion to appoint Melissa Wood as Area V senator: Jessica Coram (Jim Gordon). Passed.**
  - Q/ Does she know? A/ Yes.

## UNFINISHED BUSINESS

### Tree Inventory Project Updates – Tim Tryjankowski

- Some headway in pilot project. Faculty can seek student funding from Honors College. Facilities may fund half the cost of the sensor. Continuing discussion about other pieces of the project.
- Faculty Senate has their own committee, led by Ernest Sternberg (Don Erb attends).
- Faculty Senate committee is drafting resolutions to further promote environmental concerns:
  - Resolution 1: Gives rationales for far greater UB and SUNY attention to afforestation and forest management as a matter of administrative priority. Main purpose is to give full explanation, gain attention, and express the faculty and staff's strong commitment to this subject. We will in the resolution also request supportive votes at other SUNY campuses via our representatives to the SUNY Senate. (In my experience, most SUNY campuses were built in the 1960s and show similarly unwarranted fondness for massed brick buildings surrounded by parking lots and turf-grass.)
  - Resolution 2: Proposes specific, primarily administration-led, study and strategy development for afforestation, possibly to include personnel or consultant hires and explicit prioritization of actions.
  - Resolution 3: Proposes specific campaign, project, or initiative, and efforts to apply for external funding, these actions primarily to be led by faculty and staff, in conjunction with students.
- As alternate funding, Sustainable Living Cmt previously had discussions with Advancement but did not get very far. Advancement felt it would compete with Campaign and seemed very confused about process.
- Facilities is becoming more engaged but still issues with funding and resources.
- Consensus: let Faculty Senate committee move farther ahead and then sign on as appropriate.

## NEW BUSINESS

### Budget Advisory Cmt – Tim Tryjankowski

Committee makeup is currently quite restrictive. Size of committee is limited so additional members cannot be added. The chair must be a sitting EC member and is thus pushed when their EC membership ends.

- *The Chair will be an Executive Committee member appointed by the Executive Committee on an annual basis.*
- *The PSS Vice Chair will be the Vice Chair and a voting member of the committee.*
- *The Staff Assistant in the UB Office of Shared Governance will be a voting member.*
- *Two members from the general membership, appointed by the Executive Committee on an annual basis.*
- *The PSS chair will be a non-voting member.*
- Hard to have continuity. Chair can only serve two years because must be sitting EC member.
- Membership is limited. Fixed cap so new members cannot be added. People are interested but cannot join.
- Would making changes to the committee structure effect their charge? No.
- Too many members can cause issues. Let's not open up membership more broadly.
- Continuity is good, but knowledge of EC procedures and PSS budgeting is valuable.
- Consensus: Committee chair could be past or present member of EC. Could be preference is given to someone with that experience but it is not required.
  
- **Motion to Bylaws & Governance Cmt to adjust governing documents about Budget Advisory Cmt membership, that "in appointing a chair, current membership on the Executive Committee is not required, but preference shall be given to individuals with current or previous experience on the Executive Cmt": JD Augustine (Jim Gordon). Passed.**

### EC Approval of Committees – Tim Tryjankowski

Approval of committee membership is burdensome.

- EC should annually approve chair and charge but not membership.
- This is just a bureaucratic exercise which the chair of each committee can handle routinely.
- Have we ever had any issues? No.
  
- **Motion to Bylaws & Governance Cmt to adjust governing documents so that Executive Cmt annually approves committee chairs and charges, but leaves committee membership decisions to each committee chair: Jim Gordon (Janiece Jankowski). Passed.**

### Senator Attendance Policy – Hugh Jarvis

Bylaws are very restrictive now.

#### *Article III, Section E – Attendance*

1. *If senators cannot attend a meeting of the Senate or of the general membership, it shall be their responsibility to notify their alternates that they need to attend.*

Office of University Shared Governance  
Professional Staff Senate

543 Capen Hall, Buffalo, NY 14260-1601

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

pssenate@buffalo.edu

www.buffalo.edu/pss



2. *It is the senator's (or their designated alternate's) responsibility to report their attendance to the Secretary at every meeting.*
3. *If both a senator and that senator's chosen alternate are absent from any two consecutive meetings, or three meetings all year (beginning July 1), that senator shall lose their seat in the Senate. The Executive Committee may move to reinstate the Senator.*

- Senators are regularly removed even for very reasonable circumstances.
- How do we measure engagement? If they communicate in advance, they could be excused.
- As professionals, we don't need to know their excuse.
- Do we do an acknowledgement of duties and obligations for senators? Not currently.
- In redistricting, develop a pool of alternates.
  
- **Motion to Bylaws & Governance Cmt to adjust governing documents to make senator attendance policy less restrictive, to accommodate absences when communicated in advance, but also to require senator acknowledgement of duties and obligations such as communicating anticipated absence in a timely manner and sending an alternate: JD Augustine (Jessica Coram). Passed.**

#### PSS Listserves – Tim Tryjankowski

- Do we need the PS Connect listserv?
- PS Connect was developed when there were no easy ways to communicate to all staff, and was meant just for general personal conversations, with no requirement to join. New employees are added regularly by PSS.
- SUNY guidelines control official emails from offices not informal channels.
- Could just make the rules clearer to users.
- Could be hosted externally, in a non-branded way.
- Not everyone has social media.
- What listserves does PSS have? Each committee, officers, each area (elected senators), each area (all members), and PS Connect.
- No resolution.

#### SUNY Faculty Senate Plenary – RJ Multari

- SUNY Online is a concerning construct. Budget and revenue models not yet established. Recreating existing structures (e.g. Empire State College, online courses, SUNY cross-registration). TAP Gap is a loss to all SUNY campuses. Also their TeleCounseling project is not sustainable.

## ADJOURNMENT

**Adjourned.** 4:32 p.m.

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

*Meeting audio recording available in the PSS office.*

Office of University Shared Governance  
Professional Staff Senate

543 Capen Hall, Buffalo, NY 14260-1601

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

pssenate@buffalo.edu

www.buffalo.edu/pss