MINUTES PSS EXECUTIVE COMMITTEE MEETING December 3, 2015, 2:30-4:30 P.M. 567 Capen Hall, UB North Campus

PSS Officers Present:

David Love, Vice Chair. Sarah Piraino, Recording Secretary.

PSS Officers Absent:

Domenic Licata, Chair

PSS Senator Attendance:

See attachment (sign-in sheet)

Guest Speaker: Marc Coldron, UB Human Resources Director

1. Call to Order: David

The meeting was called to order by David Love, Vice Chair at 2:32 p.m.

Approval of Minutes: Sarah

Upon motion by Kat K. and seconded by Tim T. the minutes of the November 5, 2015 meeting were unanimously approved.

*Motion to adapt the excel version of the agenda to a Word version was put forth by PSS Executive Senator, Kat K. Discussion regarding excel templates of minutes and agendas as difficult to read when converted to a PDF file and sent out.

*Note: Update the October 2015 minutes for approval next month—they were done in an excel format. PSS Secretary Sarah P. will edit, update and resubmit the previously approved October 2015 minutes for re-approval in the updated Word template.

*Final Action: motion to update October 2015 minutes in a Word document format and resubmit to the Executive Committee; motion approved.

- 3. Report: David
 - a) Chair's Report: David

*Meeting with President and presentation of report on shared governance (see attached report), Athletics and branding, attendance of Senators—discussion, holding Senators accountable to the bylaws regarding mandatory attendance of meetings. Suggestion to email Senators in follow up to missed meetings informing them of consequences of excessive absences as per the bylaws.

*Motion to table Senator Attendance discussion to next meeting put forward by Kat K., unanimously approved.

b) Committee Reports: David

Website Committee: survey sent out Diversity & Inclusion: Potluck *get report in full from David

4. Unfinished Business: David

*PSS Budget Oversight Committee:

*Motion to postpone discussion until next Executive Committee meeting; unanimously approved.

*Parliamentarian Appointment: description of position drafted by the PSS P & G Committee. Reviewed full description. Tim T. motion to add "may only hold one position while serving as the PSS Parliamentarian. Discussion regarding PSS Parliamentarian is now separate from the Faculty Senate Parliamentarian. Offices will no longer share one Parliamentarian, this will allow Professional Staff the opportunity to serve in this compensated position. Kesha L. bylaws should be updated and this position should follow suit as other PSS Officer elections. 17 applicants for this position.

*Motion to remove the 2 year appointment link to Chair---first part of term description. Update "discretion" to "recommendation" under "removal" and add "majority vote of the Executive Committee."

Discussion: Eileen: include compensation (pro-rated). Tim T. add under "removal" "thus halting any further stipend/compensation."

- *Kesha L. motion to make suggested amendments to document---unanimously approved.
- *Motion to approve update to Parliamentarian term through 2017; unanimously approved.
- *Motion to approve document with today's suggested updates and send back to bylaws committee for further editing, unanimously approved.

Senator Appointments: Nomination of Holli Klick Area III by Kat K., nomination of Lauren McGowan Area I by Gerri Kramer, nomination of Rachel Stern to Area V by Douglas Lavere.

*Motion to approve nominations of the three named new Senators to areas I, III and V put forward by David Love, PSS Co-Chair; nominations were unanimously approved.

7. New Business: David/Sarah

PSS Campus Visits: Roadshow. Discussion: State funds are inflexible. Solution: Invite outside guests and title the event a recruitment event. If PSS is unable to purchase food due to budget restraints, perhaps purchase prizes to draw attendees. Goal: to educate staff on the purpose of PSS, who we are, what we do. Idea: reach out to non-state employees. Supervisors may not allow release time for their staff. Better attempts to get the Supervisors on board. Suggestions: schedule these sessions during a lunch hour; offer two session times.

*Motion to accept PSS Officers Campus visit Roadshow; unanimously approved.

PSS Constituent Representation: Sarah and Joe M. introduced topic, suggestion to move to a model from the current 5 PSS Areas to 24 Areas based on Schools and VP units. Doug L., suggestion to remove areas altogether, reasons for the re-classification of areas, review of current area headings.

*Motion to send to Policy & Governance Committee, Joe M. to serve as "Consultant" (clarification: to consult and not to serve as leader) to the Committee; unanimously approved.

8. Guest Presenter: Marc Coldren, HR Director

Discussion: Current UB hiring practices as posting positions vs. recruitment which is what we could be doing, Learning Management System tool for Higher Education organizations to identify key postings, paths for opportunities, readiness, systems to structure opportunities for promotions. Supervisory development is key, then individual development and work-life balance, flexibility, individual accommodations. Supervisors are scared to allow flex time and remote work options. The key is to provide Supervisory training and development and align our expectations. Connect Supervisors to resources and training materials, possibly mandatory training for those who are in leadership positions on campus (example: Department Chair training). On call/recall questions, Marc requested to follow up with our group after further investigation into current practices and appropriate time for resolutions. Discussion regarding UB employee benefits including flex time and remote location positions. Suggestions for proposing an individual trial for an individual work flex consideration including time adjustment or working from home were to prepare a plan, consider all options and present the benefits to your Supervisor. Staff development and training as opportunities, HR is working with Supervisors to educate them on the benefits of working to create opportunities and being flexible with their staff in order to boost morale and allow employees room for advancement and their professional and personal lives. Good employees will be retained if they are happy in their work environments.

Follow up: agreed to return to finish the discussions.

Next Meeting

The next meeting of the Executive Committee will be held on Thursday, February 4th, 2015 at 2:30 pm in 567 Capen Hall, UB North Campus.

No January 2016 Executive Committee Meeting**

10. Adjourn

There being no further business, upon motion duly made and unanimously approved, the meeting was adjourned at 4:38 pm.

Respectfully submitted,

Sarah Piraino, MS

PSS Recording Secretary

PROFESSIONAL STAFF SENATE University at Buffalo The State University of New York

PSS Attendance Sheet

Meeting: General Membership/Senate

Date: December 3, 2015

		Area I: Health Sc	iences	
	Name	Role	Term	Present/ Alternate
1	Lynn Emminger	Executive Committee	2015-17	
2	Geraldine Kremer	Executive Committee	2015-17	X
3	Andrew Koenig	Alternate	2015-17	
4	Caterina Berti	Senator	2015-17	1 11 11
5	Jana Blaha	Senator	2015-17	
6	Barbara Buckley	Senator	2015-17	
7	Fred Covelli	Senator	2015-17	
8	Thomas Dzimira	Senator	2015-17	
9	Nargis Hossain	Senator	2015-17	
10	Candy Morris	Senator	2014-16	
11	Lauren McGowan	Senator	2015-17	
12	Carol Palm	Senator	2015-17	
13	Debra Stamm	Senator	2015-17	
14	Christine Stumm	Senator	2014-16	
15	Kevin Westling	Senator	2015-17	
	9			
			Total:	1
		Area I Me	embers Total:	1246
*	Note: 15 Senators of 41.	26.53		

		Area II: Core Camp	us Units	
	Name	Role	Term	Present/ Alternate
1	Marianne Sullivan	Executive Committee	2014-16	
2	Ilene Fleischmann	Executive Committee	2014-16	X
3	Shatorah Donovan	Alternate	2015-17	
4	Susan Buttaccio	Senator	2015-17	W-1-890 (C-W) - 12 (C-W) - 12 (C-W)
5	Michelle Chasse	Senator	2015-17	***************************************
6	Gloria Paveljack	Senator	2015-17	
7	Kimberly Popielski Kriz	Senator	2015-17	
8	Michelle Riggio	Senator _	2015-17	
**	Heather Montague **No Vote	SUNY Faculty Senator	2015-17	
		i de la companya de l		
			Total:	1
			mbers Total:	1267
>	Note: 8 Senators of 42.23.	Additional Senators needed	for Area II:	34.23

	Ar	ea III: Student Supp	ort Services	
	Name	Role	Term	Present/ Alternate
1	Kathleen Kielar	Executive Committee	2015-17	X
2	Timothy Tryjankowski	Executive Committee	2015-17	X
3	Susan Mann Dolce	Alternate	2015-17	
4	Rachel Blane	Senator	2015-17	
5	Chris Bragdon	Senator	2014-16	
6	Kristen Brill	Senator	2015-17	
7	Kathryn Doran	Senator	2015-17	
8	David Emhof	Senator	2015-17	*
9	Corey Hill	Senator	2015-17	. 1
10	Holly Klick	Senator	2015-17	X
11	Stefanie Lizauckas	Senator	2015-17	
12	Alaska McInnis	Senator	2015-17	
13	Susan Ott	Senator	2015-17	
14	Joseph Rizzo	Senator	2015-17	
15	Zachary Slaybaugh	Senator:	2015-17	
16	Kirkshinta Turnipseed	Senator	2014-16	X
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			Total:	4
		Area III M	embers Total:	620
*N	Note: 16 Senators of 20.66.	Additional Senators needed	d for Area III:	4.66

	Name	Role	Term	Present/ Alternate
1	Christopher Keough	Executive Committee	2015-17	X
2	Denise Wolfe	Executive Committee	2015-17	
3	James Gordon	Alternate	2014-16	X
4	Michael McManaman	Sanatan	2014.16	
		Senator	2014-16	
5	Kathleen O'Brien	Senator	2014-16	
6	Pamela Rose	Senator	2014-16	
7	Eileen Sirianni	Senator	2015-17	
8	Cherie Williams	Senator	2014-16	
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		. 30		
			Total:	2
		Area IV Me	embers Total:	425
*1	Note: 8 Senators of 14.16.	Additional Senators needed	for Area IV	6.16

	Name	Role	Term	Present/ Alternate
1	Hugh Jarvis	Executive Committee	2014-16	
2	Kesha Lanier	Executive Committee	2014-16	X
3	Unfilled Position as of December 2015	Temporary Alternate:		A
4	Dave Hill	Senator	2015-17	
5	Douglas Levere	Senator	2014-16	X
6	Joseph Mantione	Senator	2014-16	X
7	Linwood Roberts	Senator	2014-16	
8	Rachel Stern	Senator	2015-17	
			Total:	
		3		
		Area V Me	embers Total:	763

	<u>Name</u>	Role	Term	Present/ Alternate
1	President Tripathi **No vote	UB President, Ex- Officio	2015-17	
2	Domenic Licata	PSS Chair	2015-17	PLANE STREET
3	David Love	PSS Vice Chair	2015-17	X
4	Sarah Piraino	Recording Secretary	2015-17	X
			,	
5	Ann Marie Landel **No vote	Immediate Past PSS Chair	2015-17	
6	Phil Glick **No vote	Faculty Senate Representative	Guest	
7	Parliamentarian name here:	Parliamentarian (Temp)	Temporary	
	Guest Speaker: Marc Coldron			
				oct Incorruption was a salima
			Total:	2