## MINUTES PSS EXECUTIVE COMMITTEE MEETING February 4, 2016, 2:30-4:30 P.M.

567 Capen Hall, UB North Campus

**PSS Officers Present:** 

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

PSS Officers Absent:

None

PSS Senator Attendance:

See attachment (sign-in sheet)

Guest Speaker: None

Call to Order: Domenic
 The meeting was called to order by Domenic Licata, Chair at 2:30 p.m.

2. Approval of Minutes: Sarah

\*Upon motion by Kat K. and seconded by Tim T. the minutes of the December 3, 2015 meeting were unanimously approved.

- 3. Chair's Report: Domenic Licata
  - SUNY Plenary:

Budget, PIP, Executive Budget Proposal, no money for SUNY pay raises, MoE, 485M cut from CUNY senior colleges (30%), SUNY 2020-21 tuition increase to restore funds, max raised is 3M per year (Governor's proposed budget). Discussion: Governor's proposal, lobbying, final answers will be reported April 1<sup>st</sup> 2016. Dream Act, \$15/hr min. wage for hourly workers. Discussion: effects on UB Libraries: min. wage laws and program cuts due to lack of available funding. Chancellor Zimpher spoke at the SUNY plenary, January 2016. CGL's discussed concerns that not all CGL's were engaged in the PIPs. Request that campus Presidents be required to report on how campus governance organizations were included in the development of performance improvement plans. Provost Cartwright and Chairman McCall Calls for Diversity; "the state must do its part—the students have done their part.'

- Report on display of use of weapons for 2015 by UB Police
- PSS Committee Budget Action Plans. Most committees have submitted. Action: will compile and report.
- PSS Chair Meeting with the Provost. Consider if PSS can contribute to governance. Question from the Provost as to "what is it that we govern?" We need to work on clarification of this question. Submit our response as policy to the President. Discussion: what is it that the staff at UB needs? We are campus leaders, we need to be recognized and offered a voice equal to those of Faculty members on campus. We have an impact, soft governance. We provide professional development and mentorship on campus!!
- Shared Governance. Talk to Your Constituents: Shared Governance starts at the ground level!!

### Upcoming Senate/Gen Membership Meetings:

- Feb 25<sup>th</sup> Provost & Andy Stott (GenEd)
- Mar 24<sup>th</sup> Panel Discussion of Advancement and Promotion
- April 28<sup>th</sup> Facilities and Planning with Laura Hubbard and BNMC

### March 1st: UB Day of Shared Governance

- Ribbon cutting 12pm start 3/1
- Meeting with CGL group
- 3PM UB FS meeting
- 3:30PM Historic joint meeting with FS and PSS, Chancellor Zimpher via video conference
- Panelist presentation with UB President, Provost, facilitated by FS and PSS Chairs

### 4. <u>Committee Report: David Love</u>

- Website Committee: AnnMarie Landel will be stepping down—need replacement nominee. Seeking assistance for stakeholders interviews, David will solicit to general members or Senators to offer feedback about the current website to test the site. Kat K. nominated.
- Mentoring Committee: Needs more Mentors
- Staff Development: June 2<sup>nd</sup> Bi-Annual PSS Conference: Ramada (Amherst) \$30

### \*Motion to accept both the Chair and Vice Chair reports; Hugh J. Kat K, second; unanimously approved.

### 5. <u>Unfinished Business: Domenic</u>

<u>Updating Designated PSS Areas</u>

\*Motion by Domenic L. to table this discussion to our next meeting. Motion was seconded by Hugh J; unanimously approved.

Outome: This agenda item has bee tabled until next EC meeting: 3/3/2016

### Attendance: PSS Senators

Sarah P. tracks and maintains attendance records of PSS Senators and EC Senators via spreadsheets in the PSS shared drive. There are Senators who have missed 6 or more meetings last semester fall 2015. Options include enforcement of pre-existing PSS bylaws or updating bylaws.

Discussion: PSS Office should reach out to any Senator who misses a meeting, reminding them of their commitment to PSS.

First, send Outlook Invite to all Senators in advance of scheduled meetings. Second, notify members of absences. Email communication should be sent from PSS Officers, general and not any one specific person.

\*Motion by Kat. K; Senators attendance tracking update: send a friendly reminder to Senators missing two consecutive meetings or three non-consecutive meetings per year beginning July 1st, those Senators could be subject to removal as per the PSS bylaws. Motion

second by Tim T, unanimously approved.

<sup>\*</sup>Chair's Report concluded at 3:02 PM

Bylaws updates/review: Elections Processes (Kim K, Kat K.) Terms of Office, Removal of Officers, Voting, Replacement of Elected Officers, Elections of Senators, Executive Senators, review of PSS designated areas. \*Discussion: some of the language needs to be more uniform and consistent. Clarification of the role of the President in the PSS. Request feedback of our new Parliamentarian once they are officially elected. Add a section for PSS designated areas review on an annual basis, this will assist us in staying current with new units and areas within the University. For smaller PSS areas, we may need to combine. We may need to rewrite all changes because they are lumped into one motion at this time. Section "B" will need to be replaced altogether if we DO decide to redesignate PSS areas. Annual review of the PSS designated electoral areas. Issue: is the current areas designation reflective of our UB staff? We get best attendance when Senior campus leadership is present at our meetings. \*Outcome: update and then present to General PSS Members. Domenic, motion to approve draft and send to general membership for adoption. Kat K; cannot support the motion as it exists, first reading, full senate and then general membership for voting. Kesha K, motion to submit an invitation to vote electronically in advance to all general members.

### Motions put forward by Domenic L:

Examine language for voting and edit for consistency. Email to Executive Committee for approval.

Submit a draft, with instructions for contacting Senators will be called to discuss and, if need be, propose amendments.

A special meeting of Senators will be called to discuss and, if need be, propose amendments.

General members will be given ballots to vote on the amended Constitution and Bylaws.

\*Motion to move forward with these proposals accepted by Hugh J; second by Kat K.; unanimously approved.

Parliamentarian Appointment: Joshua Wallace. Discussion of qualification.

\*Motion by Dom L. to accept the appointment of Joshua Wallace as our new UB PSS Parliamentarian; <u>unanimously approved</u>.

6. New Business: Domenic
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. \*Staff volunteers: Denise Wolfe, Gerri Kramer

\*Motion by Dom L. to accept PSS Officers Campus visit Roadshow; approved by Tim T., Second by Gerri K; <u>unanimously approved.</u>

March 1<sup>st</sup> UB Day of Shared Governance Resolution. Discussion, draft shared by PSS Chair. Seeking President's approval of our resolution. Faculty Senate will vote next week. Invite to Student Association pending will remove from final draft. Seeking approval today so that we can move forward with this resolution for our deadline next week.

\*Motion by Dom to approve March 1st as UB Day of Shared Governance.

\*Kat. K. motion to table until one week from today. Vote via email within one week.

\*Senators will have adequate time to read, discuss and vote via email by the end of next week.

\*Kesha K., second; unanimous approval.

\*Outcome: Tabled until next EC meeting 3/3/16

- 7. New PSS Senator Nominations Pending:
  - 1. Jaine Maerten-Rivera (Area 1)
  - 2. Fran Fiscus (Area V)
  - 3. Kelli Bocock-Natale (Area 1)

\*Motion to approve all three Senatorial nominations by Domenic L; approved by High J., second by Kat K. unanimously approved. All three candidates will be notified by the PSS Elections committee next week.

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday, March 3<sup>rd</sup>, 2016 at 2:30 pm in 567 Capen Hall, UB North Campus.

9. 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: Executive Committee Meeting** 

Date: February 4, 2016

		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	
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	
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				<u>0</u>
			-	
			Total:	1
	11	Area I Me	mbers Total:	1246
*	Note: 15 Senators of 41.5	3. Additional Senators neede	ed for Area I:	26.53

	Name	Role	Term	Present/ Alternate
1	Marianne Sullivan	Executive Committee	2014-16	X
2	Ilene Fleischmann	Executive Committee	2014-16	X
3	Shatorah Donovan	Alternate	2015-17	
4	Susan Buttaccio	Senator	2015-17	
5	Michelle Chasse	Senator	2015-17	X
6	Gloria Paveljack	Senator	2015-17	
7	Kimberly Popielski Kriz	Senator	2015-17	1
8	Michelle Riggio	Senator	2015-17	
**	Heather Montague **No Vote	SUNY Faculty Senator	2015-17	
	Total:			3
		1267		
*	Note: 8 Senators of 42.23.	34.23		

	Name	rea III: Student Supp Role	<u>Term</u>	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	X
10	Holly Klick	Senator	2015-17	
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
			1.0	
			Total:	4
		Area III Me	embers Total:	620
*N	ote: 16 Senators of 20 66	Additional Senators needed	NAME OF TAXABLE PARTY AND ADDRESS OF TAXABLE PARTY.	4.66

	Name	Role	Term	Present/ Alternate
1	Christopher Keough	Executive Committee	2015-17	X
2	Denise Wolfe	Executive Committee	2015-17	X
3	James Gordon	Alternate	2014-16	
4	Michael McManaman	Senator	2014-16	
5	Kathleen O'Brien	Senator	2014-16	
6	Pamela Rose	Senator	2014-16	X
7	Eileen Sirianni	Senator	2015-17	
8	Cherie Williams	Senator	2014-16	
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		3		
		425		
*No	ote: 8 Senators of 14.16.	6.16		

	Name	Role	Term	Present/ Alternate
1	Hugh Jarvis	Executive Committee	2014-16	X
2	Kesha Lanier	Executive Committee	2014-16	X
3	Unfilled Position as of December 2015	Temporary Alternate:		
	T	· ·		
4	Dave Hill	Senator	2015-17	
5	Joseph Mantione	Senator	2014-16	
6	Linwood Roberts	Senator	2014-16	
7	Rachel Stern	Senator	2015-17	
8	Douglas Lavere	Senator	2015-17	X
			1.05	
	Total:			3
		763		
:	Note: 7 Senators of 25.43.	18.43		

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	Name	Role	Term	Present/ Alternate
1	President Tripathi **No vote	UB President, Ex- Officio	2015-17	
2	Domenic Licata	PSS Chair	2015-17	X
3	David Love	PSS Vice Chair	2015-17	X
4	Sarah Piraino	Recording Secretary	2015-17	X
5	Ann Maria I - 1 1	1 2 2		
3	Ann Marie Landel **No vote	Immediate Past PSS Chair	2015-17	X
6	Phil Glick **No vote	Faculty Senate Representative	Guest	
7	Parliamentarian name	Parliamentarian (Temp)	Temporary	
	Kimberly KPSS Chair	Elections Committee	2015-17	X
		p'		
	Total:			5