

MINUTES
PSS EXECUTIVE COMMITTEE MEETING
March 3, 2016, 2:30-4:30 P.M.
567 Capen Hall, UB North Campus

PSS Officers Present:

Domenic Licata, Vice Chair. Sarah Piraino, Recording Secretary. Joshua Wallace, Parliamentarian.

PSS Officers Absent/Late:

David Love, Vice Chair: 2:50pm—late.

PSS Senator Attendance:

See attachment (sign-in sheet)

Guest Speaker: None

1. Call to Order: Domenic

The meeting was called to order by Domenic Licata, Chair at 2:38 p.m.

2. Approval of Minutes: Sarah

Discussion: High J., motion to make 2 addendum's to existing minutes from 2/2015:

- Update page 4 name: Hugh Jarvis
- Update language of the Cleary Report, display on use of weapons

***Upon motion by Kat K. and seconded by Hugh J. the minutes of the PSS EC February 2016 meeting were unanimously approved with two addendums as described above.**

3. Chair's Report: Domenic Licata

- March 1st: UB Day of Shared Governance
 - Overview: successful event for PSS and FS at UB!
 - Summary of Chancellor discussion at the 3/1 Day of Shared Governance event by Janiece Jankowski outlining her thoughts and ideas on issues and questions raised by the Chancellor at this event.
 - Follow up on the audio/video for the event with the CFT staff.
 - Encouraging words from the President at the event regarding Shared Governance, appears to be an ally of our efforts at this time.
- Senate/General Membership Meeting 2/25/16
 - No quorum
 - Discussion: those Senators who are missing meetings are harming our quorum thus preventing us from conducting business, PSS roadshow will address the importance of Senator attendance, EC will have the final say in removal of Senator's who are at risk of termination due to absenteeism.
 - Notice of absentee status will be emailed to Senators as per last month's discussion.
- Special Meeting of the Senate—May 19th, 2016
 - Year in review, assessment
 - Senator roles
 - Senator processes and procedures
 - How best to communicate with constituents

- Discussion: May 2016 is not a conducive time for most staff at UB, request to table the meeting until summer or early fall. Kesha K., PSS Senator recruitment over the summer.
- PSS 2016-2017 Budget Action Plans. Most committees have submitted. New initiatives: Inclusion & Diversity bi-annual conference and a Shared Governance Award in the sum of \$1000 for training opportunities that would benefit the PSS in some way. PSS EC will review proposals.
- PSS Annual Awards Luncheon: May 18, 2016
 - EC Members required to attend
 - Location: CFT
- UB Box
 - Students March 22
 - Staff/Faculty March 29
 - Discussion: Dropbox, we will be migrating all PSS documents through this site. Note that when you terminate from UB these documents will not follow you, backup your work. Unlimited amount of space, videos, games etc. This will replace the UB “U” drive, authenticate with your UBiD, cloud file storage, browser.
- Upcoming Senate/General Membership Meetings Overview Spring 2016
 - March 24: Panel discussion of Advancement and Promotion
 - April 28: Facilities and Planning with Laura Hubbard
 - May 19: Tentative

*Chair’s Report concluded at 3:19 PM

***Motion to accept the Chair report; Hugh J. Kat K, second; unanimously approved.**

4. Committee Report: David Love

- Awards Committee: committee met today to begin planning the banquet. The date for the Awards Ceremony is May 18th, 2016.
- Constitution & Bylaws Committee: currently undergoing a major bylaws revision.
- Staff Development: June 2nd Bi-Annual PSS Conference: Ramada (Amherst) \$30

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

7. Unfinished Business: Domenic

- PSS Budget Oversight Committee:

***Motion by Domenic L. to table this discussion until our 4/2016 meeting so the P & G committee has had adequate time to work on the language of the charge of this committee. Chris K. motion, second by Tim T.; unanimously approved to table until 4/2016.**

- Updating Designated PSS Areas

***Motion by Domenic L. to table this discussion to our April meeting. Motion was seconded by Chris K; unanimously approved.**

Outome: This agenda item has bee tabled until next EC meeting: 4/2016

- PSS Staff Representation on Faculty Senate Committees

*Discussion: FS wants professional staff representation on all FS committees, in the spirit of shared governance. We have a unique opportunity to get involved as professional staff at UB. Invitations were sent out via email but only ONE response in total.

- 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.**

- 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 re-designate 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; unanimously approved.**

6. New Business: Domenic

- New PSS Senator Nominations Pending:
 1. Terri Budek (Area III)
 2. Eileen McIhagga (Area I)

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

- Committee Appointment:
 1. Marketing & Communications Committee: Katie Barnum, Chair

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

- Discussion of Constitution & Bylaws amendment process

Discussion: How do we get our members to read the updates, call a special meeting, record the session and send to members, vote on one document and not a vote on each change. Last Bylaws update was 2004. Concern is that our members have not read the document, it is too lengthy, this feels like a lot of work to members. We need to offer members the chance to vote on this document, it needs 2/3 of the total members voting confirmation for approval. Quorum was not present at the senate/general membership meeting. Summary document, discussion only, reading, attendance will likely be poor however procedurally we should call a special meeting.

Outcome: plan a special meeting and send invitation, April 2016.
- Committee Discussion:

*Discussion: Mentoring committee is in need of a Chair. Joe M. is stepping down. Updates on the Minutes & Reports documents, David will update and post to the website.

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday, March 3rd, 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 3:54 pm.

Respectfully submitted,

Sarah Piraino, MS
PSS Recording Secretary