

MINUTES
PSS EXECUTIVE COMMITTEE MEETING
September 8, 2016
531 Capen Hall, CIO Conference Room

Attendance:

Domenic Licata, Chair. Sarah Piraino, Recording Secretary, Joshua Wallace, Parliamentarian. Fran Fiscus, Christopher Keough, Nora Renda, Tim Tryjankowski, Susan Ott, Debra Stamm, Jennifer Lawrence, Philip Glick, Allen Gallen, Lisa Kulka, Kesha Lanier, Lynette DePonceau, Maribeth Tamsen. (Attendance sheet sign in document housed in the PSS office for filing).

Guest Speaker: Kesha Lanier, "SUNY's Got Your Back" initiative.

1. Call to Order: Domenic
The meeting was called to order by Domenic Licata, Chair at 2:36 p.m.
2. Vice Chair's Committee Report: Table until next month in Vice Chair's absence, David Love.

***Upon motion by Domenic Licata, approved by Tim Tryjankowski, and second by Christopher Keough, the agenda for today's meeting was unanimously approved.**

3. Chair's Report: Domenic Licata
 - Senator welcome and check in: each PSS Executive Senator introduced themselves to the group and discussed their goals, ideas and experiences with UB PSS.
 - Follow-up: each Senator needs to designate an alternate for General Membership meetings. Alternates are already designated for Executive Committee meetings.
 - Attendance policy and by-laws review. We will enforce this year!
 - One Senator for every 30 PSS members.
 - Current vacancies for Senators in all areas.
 - Goal: contested elections in all five PSS areas (this year we had only one in area three).
 - Meeting locations 2016-17 suggestions: Downtown, South Campus, 105 Hariman, CTRC, Silverman Library, 107 Capen Hall, Hayes Hall ballroom,
 - Domenic Licata shared his goals, ideas and suggestions for the year ahead with a focus on Shared Governance. We need to push Shared Governance, resolution writing, policy endorsement. UBreathe Free initiative discussion.
 - Shared Governance. Talk to Your Constituents: Shared Governance starts at the ground level!!
 - Defined and described our roles: staff, faculty and student.
 - Goal: to ensure staff have a voice on campus in all pertinent matters.
 - Remain a recognized body that has the ear of upper-level administration at UB.
 - SUNY Shared Governance Award: committee undergoing processes currently.
 - Slow Roll Buffalo Bicycle event: October 1st 9am "UB Slow Roll"
 - Campus partners include UUP, UB Office of Special Events, Faculty Senate, etc.
 - Bike through a variety of neighborhoods with the goal of promoting sustainable transportation.

- Pending Amherst Police approval
- PSS Professional Clothing Drive
 - Contact Laura Barnum: looking for drop off sites and volunteers.
- Overview of Committees/Chairs List
- Resolution on Release Time for Shared Governance Activity
 - Draft language in progress
 - PSS service is not only recognized but expected
 - Dom is looking for volunteers to assist in the writing of this resolution. If interested, contact Domenic Licata.

Motion set forth to suspend the agenda so that it can be revised after the five day deadline period and prior to the established meeting as set by Domenic Licata. Motion supported by Nora Renda and seconded by Susan Ott. Unanimously approved by all attendees.

- PSS Constitution & Bylaws Revisions
 - P & G PSS Committee met today to discuss revision of the Constitution and Bylaws. September 22, 2016 General meeting will review the first draft of the document by our members. If the document is accepted, it will be voted upon in our October EC meeting. If not approved, it will be returned back to the PSS P & G committee for revision.

*Chair's Report concluded at 3:18 PM

4. Approval of the minutes of June 2016. Motioned by Domenic, supported by Kesha Lanier and seconded by Christopher Keough. All approved unanimously.

5. Unfinished Business: Domenic

- Updating Designated PSS Areas

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

Outcome: This agenda item has been tabled until next EC meeting: 4/7/16

- Attendance: PSS Senators
Review of attendance tracking of Senators. Moving forward will continue to include attendance sheets indicating Senator attendance at all PSS events. Emails will be sent from Dom to those Senators who miss a meeting without notifying PSS indicating the correct procedures for absences and current policy for Senatorial attendance at our PSS events.
- Bylaws updates/review: Elections Processes
Terms of Office, Removal of Officers, Voting, Replacement of Elected Officers, Elections of Senators, Executive Senators, review of PSS designated areas.

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

6. New Business: Domenic Licata

- Subcommittee on Alternative Transportation

- Discussion: PSS would add a subcommittee under the Sustainable Living PSS committee tasked specifically with the charge of handling matters related to alternative transportation on campus.

Domenic Licata proposed a motion to discharge and recommit dissolve the special committee and create a new PSS Subcommittee on Alternative Transportation, second by Susan Ott. Unanimously approved by all attendees.

- Resolutions Discussion & Brainstorming
 - UBreath Free
 - Facilitation of Bike Commuting
 - Generating a Public Plan for the Future of Campus Landscaping
 - Improvements of the Annual Performance Plan and Evaluation
 - Discussion: any Senator can take on one of the above mentioned resolutions
 - Discussion: Creation of an anonymous feedback form online in order to generate new ideas, facilitate discussions within PSS Areas, currently online PSS web form does not hold the potential for members to remain anonymous. Comment cards at meetings, update website.
- Report from Lynette DePonceau, Maribeth Tamsen, Chairs of PSS Staff Development & Services Committee

Motion brought forth by Lynette DePonceau and Maribeth Tamsen requested including: motion to entertain the proposed motion by Debra Stamm and seconded by Nora Renda; unanimously approved to submit the motions as follows:

- The Professional Staff Development & Services Committee be hereby re-named as the PSS Staff Development & Engagement Committee
- Request Lynette DePonceau be named as Chairs and Maribeth Tamsen as Vice Chair for the PSS Staff Development and Services committee
- Request that membership to the PSS Staff Development & Services Committee for the 2016/2017 academic term (ending 6/30/2017) include:
- Continue to include the (previously named) Social Committee as a subcommittee within the PSS Staff Development and Services Committee
- Request clarification regarding the subcommittee name for the Social (and Networking) Committee
- The Social Committee be re-named and hereby known as the Social and Networking Committee
- Request that Holly Klick be names Chair of the Professional Staff Development & Services subcommittee: Social & Networking Committee
- Request to incorporate the current standing Welcoming Committee as a subcommittee within the Professional Staff Development & Engagement Committee
- Request that the Plant Exchange subcommittee within the Staff Development and Engagement Committee be reconsidered under another committee, perhaps the Sustainable Living Committee

Motion to adopt the motions set forth as stated above. Debra Stamm accepted, seconded by Nora Renda. Unanimously approved motions accepted by all attendees.

7. Guest Speaker: Kesha Lanier “SUNY’s Got Your Back”

- UB campus-wide event partnered with “Crisis Services of Erie County” for female victims of sexual violence including students and staff.
- Goal: Create care “bags” enclosed with trial sized personal care items. UB pledged 300 bags, Albany pledged 200 bags. Extra items will be donated to victims of rape and domestic violence in Erie County.
- Seeking donation items for the bags. Must have 300 of the items. Need sweatpants. No cash handling. Items must be for personal comfort. Wednesday October 19th from 11am-1pm in the Student Union will be the bag stuffing day. Departments can take pictures.
- Seeking PSS support from members, committees, departments. For information contact Kesha Lanier. PSS can provide food and snacks as well as identify collection sites.

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday, October 6th, 2016 at 2:30 pm location to be announced, likely a South Campus location.

9. Adjourn

There being no further business, upon motion duly made and unanimously approved, the meeting was adjourned at 4:31 pm.

Respectfully submitted,

Sarah Piraino, MS
PSS Recording Secretary