

Minutes of the Executive Committee – APPROVED

April 4, 2019

Convener: Dom Licata

Officers Present: Dom Licata, Tim Tryjankowski, Hugh Jarvis

Executive Members Present: Cheryl Bailey, Charlie Baxter, Chris Cheung, Don Erb, Janiece Jankowski (alt. for Lisa Pano/McLaughlin), Dan Kelly, Lauren McGowan (alt. for Ben Poremski), RJ Multari, Kevin Westling

Executive Members Absent: Kevin Baron, Mike Brown (COAL), Phil Glick (FS), Lisa Pano/McLaughlin (sent alt.), Ben Poremski (sent alt.),

Members/Guests: Provost Charles Zukoski

Parliamentarian: (none)

Staff: Lindsay Allen

Recorder: Hugh Jarvis

Meeting called to order by Dom Licata at 2:30 p.m.

Quorum reached: 7 senators and 3 officers present.

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



PRESENTATION – Provost Charles Zukoski

- Provost noted he always enjoys presenting our meetings.
- Graduate applications up 8% especially in Engineering. Also in medical and dental schools, but they have caps based on accreditation so tends to mean better students among those finally accepted. Graduate international applications up as well.
- Undergraduate applications down 3% in freshman applications from last year (SUNY is down 5%). Not sure why. Possibly they are applying to fewer schools. Also a flattening in engineering despite current national emphasis on STEM, not sure if will hit targets.
- SAT scores are up and under-represented minority enrolments are up. Admits are up 11%.



- Finish in 4 and Excelsior are still unknown factor
- Accepted Students Day is this Sunday, makes a huge difference to families and students
- Goal to increase number of students overall, seems to be working. 3,500 to 4,100 FT first time freshmen. Campus services are showing the increased load, dorms 98-99% full, dining services, technology, transport. Growing need for mental health and food insecurity. Building new bridge programs and services to cope.
- One explanation for more students is new programs like dual degree programs (e.g. 4 year multi department BA + 1 year teaching degree). Micro credentials (week long to just under a masters in length). Several can turn into a masters. Can add to transcript and CV even if no academic credit.
- Q/ Do employers have a preference for micro-credentials?
 - A/ We're learning. Students might do anyway, but can now show off these talents, soft skills, continuing ed credentials. Still experimental.
- Rebuilt Center for Educational Innovation over past year with focus on online teaching and related support plus teaching in general. Developing programs to support these activities.
- UB sports in the rise. Bulls basketball successes brought us a lot of attention. We'll see if it boosts numbers next year.
- Rise in our rankings: sustainability, clinical offerings, food services, communications, educational offerings esp. graduate programs (Social Work, Industrial Engineering, Public Health, Rehabilitation Counseling, online GSE, online Nursing...).
- Research dollars are highest ever, top for SUNY, and 59th nationally.
- Wall Street Journal / NY Times: #1 public university in NY and 28th nationally.
- SkyFactor Campus Climate Survey just coming out, encourages us to respond.
- Q/ Any correlation between distance learning and changes in attendance? (less campus presence)
 - A/ Not sure, but we may be at a tipping point where students can stay at home and still get a quality degree.
 - A/ SUNY Online wants to grow 80,000 new online-only students by 2025. Social Work has bought their faculty VR goggles to experiment with.
- Q/ Any plans for student services to expand to support online students? (e.g. advising/coaching)
 - A/ We're still learning. Social Work is pioneering here.
- Q/ CEI finds itself lacking in video production capacity. What about physical infrastructure?
 - A/ Nursing/GSE/Social Work are national pioneers, have figured this out on their own. But is this most efficient path? Discussing ways to balance resource load centrally vs schools.
- Q/ With SUNY considering offering central programs, how does this impact UB and our faculty?
 - A/ SUNY will not offer degrees. They wish to facilitate sharing degrees and programs but lots of questions about logistics and business model.
 - A/ SUNY trying to scale courses much larger. E.g. several UB courses are very large: 1,000 for statistics, 15,000 (SEAS Blockchain MOOC). ASU and Southern NH are very big into this. Perdue just bought Kaplan. Still debating should we go farther in this direction. Blockchain is already waning. Continuing ed is clearly important vs undergrad degrees like criminology.
 - A/ Need to be nimble -- continuing ed is a different area. SUNY is NOT nimble. UB is not very nimble.
- Q/ PSS is shared governance, has many talented people, topical committees, programs, what partnership would you like to see from us going forward?
 - A/ He'd like to continue to explore positive directions... Likes cohesion. Sees value in sharing information important... (but just to reproduce what admin is pushing)... ways to work together to advance the institution.. More used to academic side, looking for advice.



- Q/ Are there any initiatives we should be on lookout for, that we can help with?
 - A/ Big thematic issues:
 - FY2020, making UB competitive, retention, grow revenue or decrease costs.
 - Uncertainty, austerity. How do we remain creative and nimble despite system framework (e.g. Concur)? How do we advance and be effective?
 - Educational innovation, sustainability of related operations as curriculum theme.
 - Diversity of faculty, students and staff. Prodigy. STEM.
 - Challenge in our research mission. We have lots of money to education but not for research. We spend 70% in direct costs but grants only recoup 58% so we're subsidizing from other parts of our budget. Need creative solutions, more grants to sustain and expand our research mission.
- Q/ To what extent are we increasing ability of undergrads to participate in research? (e.g. CURCA)
 - A/ Unsure, but experiential learning is expanding, suspects will expand while majors are falling. Solution may be expanding internships and practical experience. Career skills.
- Q/ Many campuses have active faculty clubs which support networking and cooperative research.
 - A/ Global Café will have 3000SF of additional space which could be a faculty club. Will it be a club or conference center? Will it serve alcohol?
 - A/ Five years ago started communities of excellence, acting as a catalyst for new cooperation and interactions. Didn't really succeed.

REVIEW OF PAST MINUTE(s) – Dom Licata

- **Motion to approve Minutes from March 7, 2019: Kevin Westling (Don Erb). Passed.**

PRESENTATION OF AGENDA – Dom Licata

- Time adjustments with shift of Provost to first slot.
- **Motion to adopt Agenda: Charlie Baxter (Janiece Jankowski). Passed.**

CHAIR'S REPORT – Dom Licata

- UB has been selected to receive the State University of New York's Shared Governance Award for academic year 2018-2019 (Dom Licata, PSS chair, and Phil Glick, FS chair, applied).
- Listserv Moderation, Marketing and Communications Issues
 - PSS has received 'cease & desist' notices from ER/Chris Putrino for our PSS Connect listserv
 - "partisan political activity" as the chair encouraged everyone to vote
 - promotion of a private business (violation of NYS ethics law) by a PSS member
 - promotion of a fund raiser (illegal gambling) by a PSS member
 - office has also received some member complaints about volume and some of content
 - as a result, Chair acted to make PSS Connect a moderated list to prevent further inappropriate use, not to censor or block appropriate use, and this provoked complaints from members who believe this should be a decision made by the Senate
 - this all raises further questions about communications guidelines in general
 - traditionally
 - Area listservs used for official PSS or PSS-sponsored business (branded)
 - PSS Connect used for non-PSS topics (un-branded)



- Suggested Steps:
 - Approve or revoke the moderated status of the PSS CONNECT List.
 - Invite Chris Putrino and Jim Jarvis to present on appropriate communications using state-owned resources.
 - Identify a content “gatekeeper” to send content either to the lists directly or to the Marketing and Communications Committee for formatting and brand compliance.
 - Improve committee awareness of the proper use of Listservs and the services of the Marketing and Communications Committee.
- Questions:
 - Who should be the gatekeeper, how should this function..?
 - What role should Marketing & Communications Cmt have..?
 - What role should staff/officers have..?
 - Balance PSS-wide items vs those of interest primarily to smaller audiences..?
 - Opt-in vs opt-out..?
- Discussion:
 - Example of UUP official listserv vs opt-in chatty listserv. PSS Connect can be opt-in, while official listservs should be mandatory.
 - Official communications should go through official channels
 - We should be careful to participate in areas we have not been welcomed
 - Be good to remove moderation. We could formally acknowledge steps taken to protect the Connect list, and encourage officers to look into it further.
 - Be good to have unmoderated opt-in place for open discussion but cannot be legally linked to officers or PSS.
 - Committees often need help with writing, design, branding. Marketing & Communications has expressed willingness to help but needs lead time.
 - We need to firm up our practices.
 - **Motion to support emergency decision by the Chair to moderate the PSS Connect listserv as a temporary measure, and to charge the Chair to consult with Employee Relations, and to request Employee Relations to speak to the Executive Committee: Dan Kelly (Charlie Baxter). Passed unanimous.**
- Release time and extra-mural activities.
 - Laura Hubbard contacted Chair with concerns about PSS members going on field trips, their status on these trips, and whether they have requested leave time to participate.
 - Chair reassured her that members are representing PSS and NOT UB as such.
 - Requested information about leave time and whether members could attend without taking leave if they have their supervisor’s permission.
 - No response our questions from Chris Putrino or Laura.
 - Due to this lack of clarity, Chair has put a hold on the Colgate field trip for now.
 - This has much greater ramifications:
 - PSS cannot take action in any area that may conflict with another unit’s business.
 - If the administration narrows our involvement, this limits shared governance.
 - This potentially may have much greater ramifications. Chair will wait until we learn more before taking further action.
- Upcoming meetings:
 - April 25 – PSS Electronics & Clothing Recycling Event



- April 25 –joint senate meeting moved up to noon (12-2) to protect Student Excellence.
- May 2 – EC meeting

- **Motion to receive Chair’s report: Dan Kelly (Cheryl Bailey). Passed.**

VICE-CHAIR’S REPORT – Tim Tryjankowski

- Marketing & Communications Cmt –video project should be completed before end of FY 18-19.
- Policy & Governance Cmt – starting to discuss PSS areas
- Staff Development & Engagement Cmt – new employee welcome Apr 12, 34 of 50 seats rsvp; Lunch Bunch networking meetings have started
- Inclusion & Diversity Cmt – PSS/LGBTQ FSA Brown Bag Conversation with Evergreen Health and Pride Center of WNY, April 10; biannual diversity conference planned June 4
- Sustainable Living Cmt – round table with Sustainability April 12; Random Acts of Sustainability program; Alternative Transportation Day May 17; Electronics & Clothing Recycling Day April 25; tree inventory making progress, six students have applied through CURCA; plant exchange May 29
- Awards Cmt – celebration scheduled May 28, awaiting response from SUNY, event is free for EC
- Budget Advisory Cmt – report will follow
- **Motion to receive: Don Erb (RJ Multari). Passed.**

SECRETARY’S REPORT – Hugh Jarvis

- Update to senators lapsed from poor attendance: Julie Kim-Prohl has resigned (Nursing, Area I) and we were unable to reach Karen Anderson (Pediatrics, Area I) and Arvind Ramaswamy (CBLS, Area V). Their seats are thus vacant and will be refilled during upcoming election.

REPORT FROM BUDGET ADVISORY COMMITTEE – Charlie Baxter

- Have been discussing officer stipends and is hoping to get feedback to come up with a final proposal.
- Had been no change in 14 years until a small increase in 2015. Outgoing PSS Chair asked committee to look at levels, disparity versus FSS levels, and consider an inflationary mechanism to avoid the problem of the current officers not wishing to give themselves raises.
- There are clear differences between FS and PSS, but PSS officers contribute considerable effort.
 - **PSS: Chair \$9,403; Vice Chair \$2,304; Secty \$2,304; Parl. \$1273 = \$15,284**
 - **FS: Chair \$11707; (no Vice Chair); Secty \$5092; Parl. \$1273 = \$18,072**
- Q/ Does FSS have a vice chair? A/ No.
- Good time to review stipends with the officers in transition.
- **NOTE: All officers have recused themselves from the discussion and vote.**
- Desire to keep stipends in proportion to PSS budget.
- Sandra Fulman has stated that written financial policies provide more compelling budget requests.
- Potential as recruitment tool for new talent, esp. as agency and officer roles & responsibilities are growing (was no competition for Chair or Vice Chair this year). Supports longevity and growth. Shows clear value and sincerity.
- Role of each officer was reviewed. All raised by 10% with additional adjustments; e.g. Vice Chair’s role as ex officio member on all committees was seen as deserving additional compensation.



- **Motion by Charlie Baxter, chair of Budget Advisory Cmt (no second needed):**
 - **Beginning with the Fiscal Year 2019-2020, the Professional Staff Senate will increase officer stipends by 10% to compensate for the gap in increases for the previous 4 years and achieve parity with Faculty Senate allocations toward officer stipends. Subsequent annual increases of 2% will occur automatically on July 1 each year to support recruitment of committed and capable leadership ensure the vitality of the PSS.**
 - **In addition to the increases above, the Budget Advisory Committee has considered the duties required of the Vice Chair and recommend that the stipend for this role increase beyond the 10% outlined for other positions. Given that the Vice Chair is required work directly with every committee, support the coordination of their activities and serve as the liaison between them and the Executive Committee, the Budget Advisory Committee recommends the stipend be increased to \$3,500 for the Fiscal Year 2019-2020 and follow the schedule of 2% increases in all years thereafter.**
 - **Periodic review of this policy shall take place every 4 years (2 officer terms) in the February prior to the election of new officers. This will ensure that the stipends remain at an appropriate level in relation to the Provost's "annual allocation "to maintain the overall health of the PSS finances. To support a transparent process that takes place before the installation of newly elected officers, the Budget Advisory Committee will conduct the initial review and advise the Executive Committee with recommendations for consideration at its February meetings in the appropriate years.**
 - **(FY19-20: Chair \$10,343; Vice Chair \$3,500; Secty \$2,534; Parl. \$1,400 = \$17,777)**
 - **MEETING IS NOW OUT OF TIME.**
 - **Motion to extend discussion for ten minutes: Charlie Baxter (RJ Multari). Passed.**
 - Discussion:
 - Q/ Will the budget increase to absorb this? A/ For immediate year, it will reduce our operating costs.
 - Q/ What is typical carry forward? What is our budget like? A/ Couple of thousand plus reserves. Have requested increase from Provost.
 - Provost will not have a say in our stipends but he does limit our budget. Good to show we are using our funds wisely. Checkstops and review help to show this.
 - Good to have a policy for regular adjustments and review that is out of the officers' hands.
 - Committee would appreciate substantive feedback now for consideration.
 - **Suggestion: change review to "no later than four years", rather than every four years.**
 - Chair: there is no pressure to make this decision now. Should be transparent with as much information as possible.
 - **No vote.**

UNFINISHED BUSINESS

(none)

NEW BUSINESS

Parliamentarian Appointment – Dom Licata

- Committee met and interviewed two candidates: Rachel Poole and Dan Ryan.
- Both were well qualified and good candidates. Committee chose Rachel Poole.
- Has experience at former workplace (U Texas – Austin) with professional staff senate executive committee, helped update their bylaws. Is already active in PSS and has supervisor’s full support.

Motion to accept Rachel Poole as new Parliamentarian: RJ Multari (Cheryl Bailey). Passed.

ADJOURNMENT

Motion to Adjourn. 4:38 p.m.

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

Meeting audio recording available in the PSS office.