University at Buffalo
Professional Staff Senate
University Shared Governance

Minutes of the Executive Committee – APPROVED

May 1, 2020 -- Special Meeting (virtual, held using Zoom)

Convener: Tim Tryjankowski

Officers Present: Tim Tryjankowski (Chair), Don Erb (Vice Chair), Hugh Jarvis (Secretary)

Executive Members Present: Cheryl Bailey (audio only), Charlie Baxter, Chris Cheung (alt.), Jessica Coram, Lynn Emminger, Janiece Jankowski, RJ Multari, Pam Stephens-Jackson

Executive Members Absent: Jim Gordon, Ben Poremski

Parliamentarian: Rachel Poole

Staff: (none in attendance)

Recorder: Hugh Jarvis

Zoom Meeting called to order by Tim Tryjankowski at 10:36 a.m.

Quorum reached: 4 members and 3 officers present initially. Later 2 additional members joined for the vote. One member attended by audio only, and thus does not qualify for quorum or voting purposes.

<mark>** This meeting is conducted using the special provisions for virtual meetings.**</mark>

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

PRESENTATION OF AGENDA – Tim Tryjankowski

This is a special meeting, to review a Budget Advisory Committee proposal to purchase voting software. Financial documentation was shared with the committee in advance, and is in the linked Box folder.

REQUEST FOR FUNDING FOR NEW VOTING SOFTWARE – Tim Tryjankowski

- The chair provided a brief update on the state of our election needs. The system we have been using for several years needs to be updated, and the generous PSS member who has been supporting it can no longer do so.

- The Elections Committee has reviewed several options, and proposed a new alternative to the Budget Advisory Committee, who have passed it up the Executive Committee for approval.

- The proposal is to purchase a license to SImplyVoting.com, at the price of $4,800 for a 3 year subscription, with a 20% discount; i.e. ca. $1,300 p.a. for three years. This software is used by many government and commercial agencies, including higher education institutions.

Discussion:

- Q/ Will senators need to register and will they need to provide additional details to this vendor?
    - A/ No.
- Q/ Was vetting done..?
    - A/ We were given a list of customer references, including SUNY Albany. Lexington Coop also uses this software.
- Q/ (What about other partners?)
    - A/ The Faculty Senate is not interested in partnering with us at this time.
    - A/ We cannot partner with our UUP chapter because they fall outside of UB's state funding boundary. Also they have found their own solution centrally.

- **Motion to purchase the SImplyVoting software for a 3-year license for the amount described: Janiece Jankowski (RJ Multari). Passed unanimously.**

ADJOURNMENT

Motion to Adjourn: 10:47 a.m.

Attendance sign in sheet(s) housed in the PSS office.
Meeting audio recording available in the PSS office.