



## Minutes of the Executive Committee – APPROVED

April 5, 2018

**Convener:** Dom Licata

**Officers Present:** Dom Licata, Tim Tryjankowski

**Executive Members Present:** Don Erb, Charlie Baxter (for Lisa Kulka), Dan Kelly, Kesha Lanier, Nora Renda, Debra Stamm

**Executive Members Absent:** Kevin Baron, Ilene Fleischmann, Hugh Jarvis, Chris Keough, Lisa Kulka (sent alt.), Lisa Pano

**Members/Guests:** Phil Glick, James Gordon, Janiece Jankowski, Leslie McCain, Tonga Pham

**Parliamentarian:** Joshua Wallace

**Staff:** Lindsay Allen

**Recorder:** Lindsay Allen

**Meeting called to order** by Dom Licata at 2:35 p.m.

**Quorum reached:** 6 members and 2 officers present.

Supporting documents on Box: <https://buffalo.box.com/s/7nrawpmyoz3u6f0ij1mmutqlukogltpn>

### PRESENTATION OF AGENDA – Dom Licata

- Adjustments to accommodate Tonga Pham.
- **Motion to adopt amended agenda: Don Erb (Nora Renda). Passed.**

### REVIEW OF PAST MINUTE(S) – Dom Licata

- **Motion to approve Minutes from March 1, 2018: Don Erb (Nora Renda). Passed.**

### NEW BUSINESS

#### Standing Orders – Dom Licata / Josh Wallace

Presentation of the draft prepared by Parliamentarian Joshua Wallace. These supplement our bylaws and constitution to codify our actual procedures and provide institutional memory. Can be amended with greater ease than bylaws or constitution.

- Request for comments and questions from Executive Cmt.
  - Next steps? Amendments will be made as suggestions are received. Once satisfactory to EC they will vote (simple majority). Then Senate will hold full vote (not full membership).
  - Any previous editions? No.

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- No further questions or suggestions. [Can now go to full Senate.]
- **Motion to introduce to full Senate for review in April then adoption in September: Dan Kelly (Charlie Baxter). Some discussion how senator amendments will be received. Passed.**

#### CHAIR'S REPORT – Dom Licata

- Including:
  - Staff Development Cmt conference \$500 deposit
    - Review of motion made by Budget Cmt passed by EC members at March 15 Senate meeting. (Permissible business but resurfaced for transparency.)
    - **Motion to reaffirm approval of request for \$500 deposit: Nora Rena (Charlie Baxter). Some discussion: is non-refundable but was negotiated down from \$1,000 and they have money in their account. Passed.**
  - Faculty Senate GESS gender equity study update:
    - Results to Faculty Senate Executive Cmt, April 11.
    - Results to full Faculty Senate, April 16.
    - Ezra Zubrow will present methodology with a review to studying professional staff to PSS Policy & Governance Cmt, April 24.
    - Phil Glick recommends inviting GESS co-chairs and a statistician (Peter Elkin, Sharon Nolan-Weiss, Craig Abbey, Glenna Bett) and get assistance for Institutional Analysis for AAU comparisons.
  - SUNY University Faculty Senate committees welcome staff participation.
  - UB faculty staff handbook extensively reorganized. Provost invites comment.
    - Dom and Phil were both on committee.
    - Phil: site is close to perfect but needs some adjustments. Encourages staff to provide feedback. E.g. site currently has no search and is hard to navigate.
  - Graduate Student Assn resolution of TA living wage.
    - Provost has stated that each area sets stipends.
    - Students not happy, have requested minimum salaries.
    - Glick has charged Faculty Senate Budget Priorities Cmt to meet with Provost, Laura Hubbard, and any deans to discuss financial and academic outcomes of Provost's response on our graduate programs.
  - SUNY Board of Trustees public meeting, May 3.
  - Upcoming dates:
    - April 19 (was April 26) – Senate meeting w/ Pres. Tripathi
    - May 3-4 - Inclusive Excellence Summit
    - May 3 - EC meeting conflicts with Summit, will be rescheduled
    - June 7 - EC meeting conflicts with Development Conference, will be rescheduled
    - **Motion to reschedule May 3 and June 7 EC meetings according to results of Doodle polls: Don Erb (Keshia Lanier). Passed.**

## PRESENTATION –Tonga Pham, Assoc. VP University Facilities

- Topics included:
  - Capital Plan
  - Deferred Maintenance
  - VPFA Efficiency Savings plan...

### Capital Plan

- **Five guiding principles** for selecting and prioritizing projects (from UB 2020 comprehensive master plan): create Downtown Campus; revitalizing South Campus as professional education center; reorganizing North Campus to focus on undergrad education and research; improving overall campus life experience (students, faculty, staff, visitors); reduce deferred maintenance and address priority infrastructure issues
- **State funding** is much less than desired: critical maintenance (repair not replacement); large infrastructure renewal, programmatic space needs and deferred maintenance (lots)
- See latest details on Facilities website (updated monthly).
- **South Campus Plan:** Allen Hall (ADA); health sciences backfill; McDonald/ Pritchard/ Schoelkopf demolition; Townsend Hall rehab as 'surge space'; Parker Hall rehab for Social Work (2020-22); Diefendorf Annex demolition; Clark Hall (ADA); Crosby, Hayes Annexes demolition; deferred maintenance; 'moon shot' would be new GSE building and conference center. Will hold internal and public town hall meetings.
- **North Campus Plan:** natatorium renewal; Capen eatery; Cooke/Hochstetter lab renewal underway; new building for SEAS growth; new rec & wellness center (including Michael Hall tenants); Putnam sidewalk work extended; building fire alarm replacement; boiler/ generator/ roof repairs & replacements; Heart of Campus Phase 4 (Capen & Talbert); ADA adjustments; Baird Hall & Lockwood repairs; Chilled Water updates; Library Annex
- **Downtown Campus:** looking at establishing a services center to include UPD

### Discussion (She said she will take back much of our feedback.)

- Buffalo Room has terrible soundproofing especially from hallway.
- Mention of our Rec & Wellness Cmt interests, desire for involvement and PSS interest in staff involvement in rec & wellness center services in general.
- Any impact from chancellor signing UC3 carbon reduction commitment. [Very little funded. This would be for new construction.]
- Poor shape of Allen Hall NFTA lot.
- Rensch entrance crosswalks needed. [Planned this summer.]
- Classroom doors opening in for security reasons. [New to her.]
- Alternate transportation interests, please involve us.
- ADA, what about gender-neutral and lactation facilities. [On radar, in plans.]
- Be helpful if we could allow Campaign dollars to be assigned to more specific projects, such as Allen Hall theater. [Have been working with Jeff Bartlett to establish portfolio of smaller donatable projects... e.g. 'Blue Crosswalks', a really big UB logo, smaller strategic initiatives such as benches, flowers, landscaping.]
- Putnam Way trees [trees are purchased but missed the window, will be done right]
- Desire for stronger PSS partnership and a dedicated liaison. [trying to establish two target areas for South and North Campus]... we've heard 'let's get together' but still waiting months later... [we will, Chris is on leave]... what about another

beautification spot near field house [they're generally trying to make this process easier... part of their master plan, send to hear more directly through Dom]

- General request to send communications through Dom to her office (Susan Larimer).
- Not keen to have liaison serve on our committees.
- Capital Planning Cmt gives her approval on projects, meets monthly. Her vision is limited.
- Landscape (she labels as 'campus beautification') is very low on her radar.
  - Comment: tree inventory is not very expensive. [Sounds confused. Feels would be competing with large projects. Ok, could be part of student experience projects... ]
  - UB Day of Caring could be a solution. [Yes, but understand resources are limited. Not keen on planting by Field House.]
  - Majority of AAU peers have campus arborist. [Tonga would love but no funding for this role. Hiring a landscape architect on radar but not soon. No funding.]
  - What is vision to act on the results of tree inventory. [She would like data but no plans to act on it.] Any aerial photos [no]. Could bring in faculty and students. [Willing to meet with us, possibly monthly.]
  - PSS wants includes representatives from VPFA/Facilities. Could she encourage participation. [Likes idea but did not commit. She volunteered bi-annual strategic updates.]
  - Any existing relationships with academic departments. [She mentioned Architecture, SEAS but not environmental, not Geography, no success with RENEW, no resources for GIS but would love it.] CURCA can assist if faculty will mentor and have facilities contacts.
- Actionable items according to Dom
  - UB Day of Service [Tonga mentioned commencement preparation for highest ROI. Weeklong endeavor, lots of resources.]
  - Tree Inventory [PSS carry out, build baseline data]
  - APPA campus landscape survey, respond together, deadline May 1st. [Likes idea. Can we do a prelim and then share with her.]
- **Motion to receive: mover (seconded). Passed/not passed.**

## NEW BUSINESS

### Requests from Budget Advisory Cmt

- Sustainable Living Cmt requests authorization for up to \$700 on 100 reusable water bottles with PSS logo for an April 24 exercise boot camp by Veterans Affairs and Residence Halls Association.
  - Discussion about use and ROI for professional staff. Response, this hits three areas of sustainability. Not direct benefit to staff. Suggestion to purchase \$700 worth as promotional items, then donate some to the event.
  - **So moved: Don Erb (Nora Renda). Passed.**
- Recreation and Wellness Cmt wants \$1,577.76 to purchase six kayaks and related equipment for recreational use by staff on Lake LaSalle.
  - This directly supports mission of the committee and identified needs of the staff.
  - Discussion about permissible expenses, appropriate use of funds, faculty senate share, insurance, liability.
  - **Motion to table until next meeting, to clarify permissibility and source of funds, actual use conditions, and insurance/liability: Nora Renda (Dan Kelly). Passed.**



University at Buffalo

## Professional Staff Senate

Days of Special Concern (origin Cindy Konovitz, Jessica Coram, Terri Budek)

Draft document on Box: <https://buffalo.box.com/s/6mtndsqiyp1hvj9912ah570mqajg5c6i>

Awareness tool for planning meetings. If EC adopts will be passed to full Senate for approval, then passed to administration for implementation. If not implemented, then PSS will encourage use independently.

- Discussion: useful complement to formal accommodation policy but who will maintain it.
- **Motion to accept and forward to full Senate: Charlie Baxter (Dan Kelly). Passed.**

**Motion to Adjourn: 4:43 p.m.**

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

*Meeting audio recording available in the PSS office.*