

Minutes of the Executive Committee – APPROVED

March 11, 2021 (virtual, held using Zoom, business conducted)

Convener: Tim Tryjankowski

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

Executive Members Present: JD Augustine, Jessica Coram, Catherine Donnelly, Lynn Emminger, Rita Ferri, Chris (CJ) Keough, Jenna Lenz, Dom Licata (ex officio), Rose Mammen, RJ Multari, Jill Rexinger-Kuhn, Marlo Roetzer, Krystal Testa

Executive Members Absent: none

Members/Guests: Virginia Stever, Tony Waleszczak

Parliamentarian: Rachel Poole

Staff: Jessica Naish

Recorder: Hugh Jarvis

Meeting called to order by Tim Tryjankowski at 3:01 p.m.

Quorum reached: 9 members and 3 officers present.

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



PRESENTATION OF AGENDA – Tim Tryjankowski

- **Motion to adopt Agenda: RJ Multari (Jenna Lenz). Passed.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from February 11, 2021: RJ Multari (Jenna Lenz). Passed.**

CHAIR'S REPORT – Tim Tryjankowski

- **Chancellor Awards - Becky Brierley (Pharmacy) willing to help prepare a celebration but we need additional members.**

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- University budget looking better than feared. 5% across the board cut for each unit, but there will be additional pockets of money. Liaisons asked to work with their committees to rough out future plans (e.g. staff appreciation day) that can be shared with Laura Hubbard.
- HR has now fully moved to South Campus. Please share any concerns. Retirement counselling has already been identified as a weakness.
- Provost reports grad and undergrad applications are up, and above average, but internationals are way down. Also Provost's view of hybrid working model is shifting, that students deserve a vibrant campus with most employees present.
- President's Council on Race - President is promoting an upcoming forum (March 22).
- PSS sponsorship - Several complaints about recent email advertising Orange Theory. Need to better identify nature of the sponsorship and refine process.
- Officer election results: Tryjankowski and Erb will serve second (and final) terms in current roles. Cathy Donnelly will join as secretary, replacing Jarvis who is sun setting.
- Officers would like to mentor new leadership to help with future transition.
- Bylaws require regular review of our parliamentarian in parallel with officer elections. A special committee was formed by our chair including current and future officers and member-at-large Chris Keough. They met and propose our current parliamentarian continues for another term.
 - **Motion to reappoint Rachel Poole as Parliamentarian: RJ Multari (Marlo Roetzer). Unanimous.**
- **Motion to receive Chair's Report: Jenna (Rose). Passed.**

VICE-CHAIR'S REPORT – Don Erb

- **Awards Cmt** - Chancellor's Award for Excellence in Professional Service recommendations have been sent to President's office. Next step is SUNY. Deadline for Outstanding Service and Outstanding Service to the PSS nominations is March 11.
- **Budget Advisory Cmt** – Total spendable balance is currently \$12,730.
- **Constitution & Bylaws Cmt** - Proposed changes to Bylaws and Standing Rules (already approved by EC) have been sent to members for consideration. The items will be sent again ten business days (weekdays) before the April 22 general meeting and if no further change are requested, a vote will be held ten business days (weekdays) afterwards.
- **Inclusion & Diversity Cmt** – After a recent refresh of website, charge and roster, 35 members wish to remain active. A list of anti-racism books was shared with members. The committee was invited and many participated in a beta test of UB's new Safe Zone training to promote LGBTQ acceptance. A March 2 event cosponsored with Center for Diversity Innovation discussed complexities of trans* identity and strategies to support trans* students (over 210 attendees). March 2 event cosponsored with Minority Faculty Staff Assn featured a panel of experts to discuss racism (110 attendees) – also our first event in tandem with MFSA.
- **Marketing & Communications Cmt** – March newsletter had some issues with delivery which have now been resolved. 22% open rate. Seek more referrals for staff spotlights.
- **Recreation & Wellness Cmt** – Demo'd new Microsoft Teams collaborative website. Active plans include kayak loans, Bike to Work (with UB Parking), and hopes for other activities.
- **Sustainable Living Cmt** – Endorsed a partnership with UCapture whose app provides carbon debt compensation for individual purchases. Assembling speakers for a virtual series, including electric vehicle purchase & operations, elephant sanctuary in Tennessee, and sustainable eating.

- **Motion to receive Vice-Chair's Report: RJ Multari (Jessica Coram). Passed.**

SECRETARY'S REPORT – Hugh Jarvis

- Congratulations to elected officers including my replacement, Cathy Donnelly.

UNFINISHED BUSINESS

Special Committee on Redistricting – Tony Waleszczak

- In 2020, drafted proposal to redistribute senate along VP/decanal lines. EC membership must also be adjusted to reflect these changes. They tendered two proposals but there was no consensus. They then developed a third 'hybrid' proposal:
 - Classification of the PSS's Nine (9) Standing Committees into Governing and Functional Categories:
 - Governing Committees (permanent, inward facing, pivotal to the operation of the PSS): Budget Advisory, Constitution and Bylaws, Elections, Marketing and Communications, and Awards
 - Functional Committees (outward facing, constituent serving, and not pivotal to the operation of the PSS): Inclusion and Diversity, Recreation and Wellness, Staff Development, Sustainable Living
 - All committees must elect chairs at the final meeting of the academic year (May).
 - Retain all the PSS Officer Positions (Chair, Vice Chair, Secretary, and Parliamentarian) and Ex Officio Members (Former PSS EC Chair and University President). The nomination and election of the PSS officer positions will continue as previously conducted.
 - Maintain Ten (10) EC Members
 - Five (5) EC Members will be the chairs of the aforementioned Governing Committees
 - Because the EC is concerned with the operation of the PSS, these five (5) Chairs should be seated on the EC as members.
 - Five (5) other EC Members will be elected from the Senate by ranked voting.
 - No multiples from the same VP/decanal units will be allowed to serve on the EC at any one time; not including the five Governing Committee Chairs.
 - These members may (or may not) be the Chairs from the aforementioned five (5) Functional Committees
 - The Largest Units on Campus: The Jacobs School of Medicine and the Office of the Provost will not be subdivided, but will elect their allotment of senators using ranked voting.
- Proposed next steps:
 - The Executive Committee must, at some point, vote either to adopt or reject any such proposal related to the restructuring of the EC.
 - If adopted, the committee chairs of the Elections, and Constitution and Bylaws Committees, in particular, will be asked to join our working group to decide how the adopted proposal may affect their current work or committee's charge.
 - Once an effective plan is created in conjunction with the aforementioned committees, this committee will report back to the EC with a final document –with the acceptance and contingency plans from the committees included.



- If this is approved, this motion will then be presented to the General Body for at least a two (2) week reading period, and then to the full Senate for a vote.
- If approved by the full Senate (perhaps Fall 2021), the ensuing election held in mid-2022 may assume this new reorganized format for the PSS.
- Concerning the election of Committee Chairs: It would be ideal that elected officers (taking office in July 2021) would be in place and not up for election. Only new Senators, and thus committee chairs would be impacted by this new landscape and election in mid-2022.
- Current officers would be able to oversee and usher in this new system as they close out their final year of their own terms in office.
- Discussion:
 - Q/ Concern that decanal units may not be well represented in EC.
 - A/ Could be highest voted member in turn from each area but there are too many areas in the new system (26).
 - A/ Chairs can represent all senate areas.
 - Q/ Concern with bias towards governing cmt representation versus functional cmt.
 - A/ Their membership is as general senators. Input from all committees is already part of our process.
 - Q/ Original goal for redistricting was to reach as broad as possible, to all campuses and units.
 - A/ Splitting into 26 areas will spread representation much more broadly than now with exception of Provost.
 - Q/ Proposal relies on general election for committee chairs. Several people felt this could be a problem.
 - Q/ Some cmt chairs already have senate leadership roles (e.g. Budget Advisory). Skip them to free up more seats.
 - A/ This is still a draft model. Feedback appreciated.
 - Q/ By comparison, the Faculty Senate has 25 members, and meet almost weekly, but they seldom make quorum.
 - Q/ We could have ranked voting from each area, and top two from each could serve.
 - Q/ Could have all senators serve on EC, but cycle over the two years.
- Request for cmt to share further revisions for next meeting.

Retirement Committee Proposal – Jill Rexinger-Kuhn

- Lisa Sandquist has offered to assist (retired).
- Someone from HR would be most helpful.
- Meeting set for March 29 to start planning.
- Should check on UB's Emeritus Center and maybe Rev-UP.

Drive to 25 Resolution – Tim Tryjankowski

- Resolution is in president's hands.

NEW BUSINESS

PSS Listserves and General Volume of Email Traffic – Tim Tryjankowski

- Concern with overloading our membership with sheer volume of announcements.
- Officers propose use of PSS-Connect list to send out general emails, and to switch to a single weekly summary email for all member communications
- Marketing & Communications Cmt will discuss this topic further.

Upcoming Meetings – Tim Tryjankowski

- Laura Hubbard will speak at our March 25 general meeting. Please solicit and share questions.

Draft Agenda for March 24 General Meeting – Tim Tryjankowski

- Chair shared a draft agenda for meeting.
- **Motion to accept: CJ Keough (Rita Ferri). Approved.**

Further open discussion:

- Provost's view that we should switch to a more in-person employee presence is a concern. Provost acknowledged this is up to HR and VPFA. Current remote working agreement runs out this spring.
- HR will be working on a letter to distribute to those now eligible for vaccination. Albany's website says beginning March 17, eligibility includes public employees who are public-facing or 'essential in-person'. If your unit is not supportive, contact HR (Mark Coldren). Tim will ask VPFA & Mark for clarification. Vaccination status is personal, and your office does not need to know.

ADJOURNMENT

Motion to Adjourn: Mover (seconder). Passed/not passed. 4:28 p.m.

Attendance sign in sheet(s) available through the PSS office.

Meeting audio recording available through the PSS office.