

## Minutes of the Executive Committee – APPROVED

May 13, 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:** 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:** JD Augustine

**Members/Guests:** Peter DiNunzio, Michelle Kleinhammer, Tony Waleszczak

**Parliamentarian:** Rachel Poole

**Staff:** Jessica Naish

**Recorder:** Hugh Jarvis

**Meeting called to order** by Tim Tryjankowski at 3:02 p.m.

**Quorum reached:** 7 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: Jenna Lenz (Jessica Coram). Passed.**

### REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from March 11, 2021: Rita Ferri (Lynn Emminger). Passed.**

### CHAIR'S REPORT – Tim Tryjankowski

- PSS elections have begun for area senators. Nominations are again low. Please recruit good candidates



- The 2020-21 year is wrapping up. The next general meeting is May 27. There will be no general meeting in June. We will shift the final EC meeting from June 10<sup>th</sup> to June 24<sup>th</sup> to attend any final business of the year. EC will then be re-seated in July and with a new meeting calendar starting in August or September.
- Chair requested approval to use this meeting's agenda for the May 27 general meeting.
- PSS budget will be presented by Peter DiNunzio (Budget Advisory Cmt). EC members need to act in their role as cmt liaisons to encourage committee chairs to supply a budget proposal to the Budget Advisory Cmt soon so we can plan for the upcoming year.
- Return to work: remote work agreement will sunset July 5<sup>th</sup> and currently no extension is planned. Talk of August 1<sup>st</sup> return to work on campus. Issue of unvaccinated faculty and staff is still unclear, waiting to hear from CDC then SUNY and Governor, although students will likely push to require employees to be vaccinated. We want guidelines for students in offices, for staff meetings – for PSS meetings and events.
- Eight new chancellor award winners have been announced. Chair sent a note to all. Expect a fall celebration event for 2020 and 2021 winners.
- Medical school dean's search – thanks for rapid turnaround on suggestions. Chair gave four names to Beth Del Genio for the president to select from.
- UUP WNY coalition – Kat Kielar looking for two volunteers.
- SUNY Plenary – RJ Multari will report but they elected a new FS President from Buffalo State but she just took a position at Keuka College so an emergency nomination and election is on-going.
- PSS 50<sup>th</sup> anniversary logo – suggest pins and other promotional materials.
- PSS sponsorships–special sponsorship for return to campus.
- UBIT is updating anti-virus software -- look for email from Bryce Bible
- **Motion to receive and approve same agenda for May 27 general meeting: Rita Ferri (Lynn Emminger). Passed.**

## VICE-CHAIR'S REPORT – Don Erb

- Constitution & Bylaws Cmt – changes to governing documents were approved: bylaws (99 respondents, 90 yays, 9 abstentions) and standing rules (99 respondents, 89 yays, 10 abstentions).
- Elections Cmt – Voting has started for senators. EC will follow.
- Marketing & Communications Cmt – May newsletter 2497 recipients, 28% open rate.
- Sustainable Living Cmt – Virtual meeting series is wrapping up.
- **Motion to receive: Cathy Donnelly (Jessica Coram). Passed.**

## SECRETARY'S REPORT – Hugh Jarvis

- (none)

## DISCUSSION – RETURN TO CAMPUS

- Request from chair for concerns. Brief discussion ensued.
  - Concern about vaccination mandate, establishing a precedent.
  - Students are pushing for a normal campus.

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- CDC will need to approve it.
- We already have required vaccinations (for students).
- We should survey our members before taking any stand.
- Religious and health exceptions would still apply.
- Roswell doesn't even require vaccination, have 90% rate, remainder have medical concerns.

## UNFINISHED BUSINESS

### Reorganization Committee – Tony Waleszczak

- Recap to bring everyone including new members (?) up to speed.
- Committee General Body Survey (distributed 11/2019) found:
  - 1/3 of respondents did not know what the PSS was nor its function.
  - ~2/3 of respondents indicated little to no knowledge about the 5 Areas, and identified more closely with their VP/Decanal unit.
- Mid-March 2020 EC Meeting:
  - Language was adopted by the EC to pursue a VP/Decanal unit reorganization for the PSS.
- Late June, 2020, focus groups were held, findings:
  - Further confirmed the survey's findings from November 2019.
- VP/Decanal Areas
  - Late fall 2020, 23 VP/Decanal lines identified by HR
- Spring 2020 and Fall 2020 further research and benchmarking:
  - Drafting recommendations, which are successfully employed by several peer institutions, namely SUNY Binghamton and UT Austin
- Established need to reorganize the Executive Committee due to the change in the representative structure of the PSS General Body, already adopted by the EC.
  - January 2021 EC meeting proposals were presented, none adopted, but preference given to the hybrid proposal.
  - March 2021 EC meeting, further explanation and details of the hybrid proposal presented, none adopted, charged with further refinement and depiction of proposal.
  - EC asked special committee to return with a more concrete proposal.
- Still recommend hybrid proposal:
  - Current governing documents require senators allocated 1 per 30 individuals.
  - Suggest changing this to 1 per every 45 individuals assigned to represent VP/Decanal Unit, rounding to nearest whole number or 1 if under 1 then remainder serve at-large.
- Theory behind numbers:
  - We wanted approximately 2/3 of senators to represent units and 1/3 to be at-large.
  - 2,933 Total Staff = **98 Senators** (1 per 45)
    - **68** assigned to areas *\*\* (elected by ranked voting in units with more than 1 seat)*
    - **30** at-large *\*\* (elected by ranked voting with the same voting rights)*
- EC Reorganization Proposal:
  - Current EC membership is defined based on the five areas, which will no longer exist.
  - Reclassify (9) standing committees into Governing versus Functional.
  - **Governing Committees** (permanent, inward facing, pivotal to PSS operation): Budget Advisory, Constitution & Bylaws, Elections, Marketing & Communications, and Awards.



- **Functional Committees** (outward facing, constituent serving, not pivotal to PSS operation): Inclusion & Diversity, Recreation & Wellness, Staff Development, and Sustainable Living.
- All committee chairs must be selected and voted on by full general body at final meeting of the academic year (May).
- Maintain all current officer positions (no changes proposed)
- Maintain a ten member Executive Committee (in addition to officers).
  - Five will be chairs of Governing Committees (voted and confirmed by full senate).
  - Remaining five members will come from general body, elected via ranked voting.
    - No multiples from same VP/Decanal units to avoid stacking.
    - Top vote recipient per VP/Decanal unit will be elected and others eliminated. If positions not filled, then proceed to the next highest non-represented VP/Decanal unit and highest vote recipient.
- Much discussion ensued:
  - Q/ Would this impact ex-officio members?
    - A/ No
  - Q/ Will these all be senators?
    - A/ Elected from senators (not general body).
  - Q/ Concern with other chairs not getting a seat since they represent core values of the PSS.
    - A/ Trying to fulfill feedback they received.
  - The number of standing committees may change over time. EC may need to grow.
  - Fixed number may be problematic. Could specify a range.
  - Q/ Currently one person chairs multiple committees.
    - A/ Didn't consider this yet.
  - Q/ Separation of committees into two tiers is troubling. Could expand to allow all chairs.
    - A/ Ten seemed a workable number but could be larger.
  - Serving on a committee and EC is a significant time commitment. Could allow a designee.
  - Q/ How often will this be revisited.
    - A/ Did not consider. Might be bi-yearly.
  - Need to be nimble. Fixed numbers and named committees will require lots of future changes that may need to be approved before we can conduct business.
  - Concerned requiring EC members to be people who have stood up to focus on a very specific subject for a committee then being asked to take a general stance on senate at large at EC.
  - Q/ Getting too specific. Just pull people from general body by broad areas.
    - A/ Were strongly persuaded by benchmarking experiences.
    - A/ Current breakdown is not very evenly distributed.
- Consensus unclear but several members were not happy with bias on committee chairs.
- Chair tabled until upcoming general meeting with possibility of more discussion at June EC meeting.

## NEW BUSINESS

### Retirees Cmt – Jill Rexinger-Kuhn

- Draft charge -- to keep recent retirees active with campus and to reconnect with all other retirees through initiatives and efforts which will contribute to the overall mission of the University at Buffalo.
- Goal to get individuals involved with the Emeritus Center and SUNY Retirees Service Corps.

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- Additionally, to encourage retirees to get involved with activities such as Homecoming / Family Weekend Activities, Student Move-In Weekend, athletic events, SEFA Campaign, admissions tours, CFA and alumni events.
- Will encourage retirees to keep their buffalo.edu email active
- Will develop a method to get retirees to sign up to join a UB Retirees Group
- Will create a list of perks and benefits that will encourage involvement by retirees
- Next steps:
  - will request approval of the PSS to begin this initiative
  - needs to appoint a Chair and/or Co-Chair
  - will request a small budget line from PSS account to offer light refreshments at future meetings hosted by the Retirees Committee
  - will work with Human Resources to develop ways to connect with retirees
- Discussion:
  - Q/ How will we recruit people?
    - A/ HR processes people, but their website is slim.
    - A/ Will speak with Amy Mischka's unit to promote.
  - Q/ Expand charge to support participation in all PSS committees.
    - A/ Could not be chair, but could serve as cmt member. (Already allowed.)
- **Motion to formalize new standing committee: Lynn Emminger (Cathy Donnelly). Approved.**

#### Campaign to ask Chancellor to ask TIAA to divest from fossil fuels – Don Erb

- Evolving idea with no traction yet in faculty senate.
- Faculty Senate has already asked Chancellor to write this letter.

#### 50<sup>th</sup> Anniversary Logo - Michelle Kleinhammer

- Shared four logo ideas. Some discussion.
  - Q/ Do these then need approval from Trademarks & Licensing?
    - N/ No, these are pre-approved.
  - Need to watch font size of the years. (Two are quite small.)
  - Q/ Should we state University at Buffalo?
    - A/ No, that could be a trademark issue.
  - Gold is the 50<sup>th</sup> anniversary color.
- Group ultimately voted on gold primary text.



## SUNY Faculty Senate Spring 2021 Plenary – RJ Multari

- SUNY Budget is now much improved.
  - 5% reduction will not carry into next year.
  - TAP Gap, \$500 increase per student so will eliminate gap by 2024-5
  - EOC/EOP 20%
  - Tuition freeze.
- Lot of discussion about SUNY Remote.
- Reopening guidance in development. Will need flexibility in case infections spike.
- Three step program to support applicants and their families especially for rural campuses.
- Chancellor is directly supporting shared governance and asking each campus to speak to how they are supporting it.
- Gen ed revisions underway, drafting new policy now.

## New Senator and EC Members: What to Know – Marlo Roetzer

- Drafted onboarding guidelines for roles and responsibilities.
- **Knowledge Required**
  - a. Take time to have a detailed understanding of the PSS Constitution, Bylaws, and Code of Ethics. Be prepared to evaluate proposed changes to these documents from PSS members/senators, which the EC is required to review annually, as well as to vote on official PSS resolutions.
  - b. Read and become familiar with the PSS EC and PSS General Membership monthly meeting minutes.
  - c. Become informed on the rules of a quorum for meetings (a majority of the voting members shall constitute a quorum), calls for first and second motions from members, and how to vote accordingly at meetings. Once the first and second motions are accepted, this provides a mechanism to hold conversations about agenda motions and calling the question on motions at each meeting.
  - d. Define the duties and responsibilities of senators.
- **Meeting Involvement**
  - a. Attend monthly EC meetings, PSS General Membership meetings and special meetings, as requested. If you cannot attend an EC or General Membership meeting, you will need to provide an alternate to attend the meeting.
  - b. Participate in setting the agenda for meetings of the Senate and general membership.
  - c. Evaluate and review ideas from PSS committees, including events and budgets, and work with PSS Chairs/Budget Advisory Committee on these items to come to a determination.
  - d. Be prepared to volunteer to assist with PSS activities, such as Adopt-A-Family, award, diversity, and employee appreciation events, and other conferences/seminars as needed.
  - e. Provide guest speaker suggestions for general PSS and EC meetings that would be of interest to that audience and provide questions for these guest speakers.
  - f. Be aware of distribution deadlines for meeting-related documents, which can be found in the Constitution, Article IV, Section 4, a-c.
  - g. Submit reports through its Chair on all its non-procedural decisions to the Senate at all regular Senate meetings.
  - h. EC members may call for a special meeting by a majority vote or the special meeting may be called by the Chairperson.

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- **Communication**
  - a. Act as a representative of the Senate between Senate meetings in all matters within the jurisdiction of the Senate under any of the following conditions:
    - i. When the action involves implementation of existing Senate policy.
    - ii. When there is insufficient time to bring a matter before the Senate. Such actions shall be reviewed by the Senate at its next regularly scheduled meeting.
    - iii. Pursuant to such delegation and direction as the Senate shall provide.
  - b. Communicate on a monthly basis with your area senators regarding constituent concerns to bring to the EC's attention, including from your area senators and/or general membership participants. Share EC meeting minutes with your area senators and encourage their feedback and thoughts on agenda items.
  - c. Act as a liaison to a PSS Committee Chair by communicating information to and from the EC and Committee Chair as needed to keep business moving forward when EC involvement is needed as a part of committee business. The EC will provide a document describing in detail your liaison role.
  - d. Advise and consult with the University President on any matters of University policy.
  - e. Consider and advise the Senate regarding all matters within the jurisdiction of the Senate.
  - f. Represent the EC by communicating PSS activities and events to your constituents.
  - g. Act fairly and provide impartial and equitable thoughts/resolutions to concerns brought to your attention in a timely manner.
  - h. Serve as the Senate's Committee on Committees.
  - i. Establish ad hoc committees as necessary.
  - j. Determine the charges for all Senate committees.
  - k. Receive reports from Senate committees and promptly transmit them to the Senate whether with or without endorsement or comment, reserving the right first to recommit reports to committee for further work.
  - l. Nominate individuals to serve on external committees.
- Document will be shared to EC members for comment then revisit in June.

#### Budget Committee Report – Peter DiNunzio

- PSS received \$1,366 credit from humor event.
- Officers did not take 2% stipend increase for 2020-21 so will be given as a lump sum in June.
- Overall budget, balance \$13,789 and for next year will net \$17,800.
- **Motion to receive report: Jill Rexinger-Kuhn (Jessica Coram). Passed.**

#### ADJOURNMENT

**Motion to Adjourn:** 4:41 p.m.

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

*Meeting audio recording available through the PSS office.*