# **Minutes of Executive Committee – UNAPPROVED**

## **Sept. 9, 2021 (virtual, held using Zoom, business conducted)**

**Convener**: Tim Tryjankowski

**Officers Present:** Tim Tryjankowski (Chair), Don Erb (Vice Chair), Catherine Donnelly (Secretary)

**Executive Members Present**: Ed Brodka, Jessica Coram, Ray Dannehoffer, Andrew Fogelsonger\*, Janiece Jankowski, Hugh Jarvis, Chris Keough, Carl Lam, Tim Matthews, Marlo Roetzer\*, Melinda Saran, Eileen Sirianni, and Krystal Testa.

**Executive Members Absent:** Brianna Bennett, Lynn Emminger\*, Dom Licata, RJ Multari\*, Fred Stoss

(\*alternate in attendance)

**Senators/Guests:** Kim Behun, Rachel Blane, Jennifer Chazen, Peter DiNunzio, Mary Clare Fahey, Rita Ferri, Meredith Forrest Kulwicki, Christina Greenberg, Kimberly Krzemien, Michelle Kleinhammer, Jenna Lenz, Sherene Milizia, Lisa Patterson, Pam Rose, Janet Schrum, Daniele Schweitzer, Tony Waleszczak

**Parliamentarian:** Rachel Poole

**Staff:** Jessica Naish

**Recorder**: Catherine Donnelly

**Meeting** **called to order** by Tim Tryjankowski at 03:00 p.m.

**Quorum** **reached**: 8 members, 2 alternates and 3 officers present.

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


## ****PRESENTATION OF AGENDA –**** Tim Tryjankowski

* Agenda shared. Meeting will be focused on an orientation for new EC members and Senators. It is important to remain focused on the “Drive to 25”.
* **Motion to adopt Agenda: Melinda Saran (Krystal Testa). Passed.**

## ****REVIEW OF PAST MINUTE(s) –**** Tim Tryjankowski

* Minutes from the June meeting were shared and are archived in UB Box.
* **Motion to approve Minutes from June 26, 2021: Jessica Coram (Chris Keough). Passed.**

## ****CHAIR’S REPORT –**** Tim Tryjankowski

* Phil Glick, the Upstate Chapter President for the Health Sciences Chapter on the South Campus, asked for PSS volunteers to join with the Faculty Senate (FS) on an initiative to improve childcare services on our three campuses. Thank you to Michelle Connolly, Jeremy Jungbluth, Lauren Kwiatkowski, Timothy Matthews and Mary Odden who are currently on that committee.
* **Upcoming ceremonies and events:**
	+ **Bench dedication for Sarah Piriano.**
	+ **Award ceremony for SUNY Chancellor and PSS winners from 2020, 2021.**
	+ **Tree inventory of 5,000 trees to examine health on the campuses and plan replacements if needed.**
	+ **PSS participated in the Employee Appreciate events first week picnics.**
* **I saw SUNY Chancellor Jim Malatras at the UB football game and thanked him for putting together the pilot telecommuting policy. He agreed this program needs to grow. Please participate in the program when it begins on 9/15.  We want to collect success stories and challenges to share.**
* **I will be joining a campus wide panel on equity and diversity and specifically am on the hiring panel. The goal is hire a more diverse professional staff at UB.**
* **50th anniversary pin, all senators should come pick up one from Jessica in the Shared Governance office. Pins have been shared with the president, provost and Laura Hubbard.**
* **Please send ideas for future speakers.**
* **Motion to receive the Chair’s Report: Melinda Saran (Jessica Coram). Passed.**

## ****VICE-CHAIR’S REPORT – Don Erb****

* Thank you to our PSS sponsors. We are seeking more and welcome Voya Financial Advisors as a repeat sponsor.
* **We are forming a new committee, approved by the previous PSS, for Retirees. Anne Bielinski from the Emeritus Center will assist.  Jill Rexinger Kuhn will be the inaugural chair.**
* **Motion to receive the Vice-Chair’s Report: Chris Keough (Ed Brodka). Passed.**

## ****SECRETARY’S REPORT – Catherine Donnelly****

* **We have two requests to be appointed to the PSS Senate: Virginia Stever to Area II and Charlie Baxter to Area III.**
* **Motion to approve new senators: Eileen Siriani (Lisa Patterson). Passed.**
* **Motion to receive the Secretary’s Report: Melinda Saran (Eileen Siriani). Passed.**

## ****NEW BUSINESS****

### **Orientation**

Tim shared how this is a representative body and all are equal members. We appreciate all of the volunteer time you give to the PSS.

* Tim Tryjankowski is the current Chair and as the leader of this group is the primary liaison to the president’s office, FS and other organizations as needed.
* Don Erb is the current Vice Chair and his primary role is to support all of the committee work.
* Cathy Donnelly is the new secretary and she manages the meeting schedule, agenda, minutes and maintains all PSS records. She will generate special reports as needed too.
* Rachel Poole is the parliamentarian and she is responsible for ruling on matters of procedure at meetings. Jessica Naish is our administrative assistance and she manages the Office of Shared Governance.

The executive committee meets monthly during the academic year to help set the overall direction of the professional staff said as an organization. Together, the members of the executive committee evaluate ideas from the various committees and review proposed resolutions. Senators are elected according to the number of professional staff in each of five areas. EC representatives are elected from the senator pool.

Work this year should be correlated to the Drive to 25 initiative

Rachel provided an overview of the process for managing meetings.

* Governing documents
* Parliamentary procedures (PDF)

Cathy reminded everyone to look for calendar holds for upcoming meetings.

* Be sure you’re on the correct listserv.
* All files will be saved in the shared Box folder.
* Links will be included in minutes.

Jessica described the Office of Shared Governance Office, described the listservs and how to add things to the newsletter.

Don provided an overview of the PSS Committees. Each chair was invited to speak.

* The new **Retirees** committee is just getting started.  Details to come soon.
* **Awards Committee** did not have a rep available. Christa Greenberg sent a note that nominations will be accepted this year. See instructions on website.
* **Budget Advisory Committee**: Peter DiNunzio reminded chairs to get their budget requests in using the Excel form.  Requests up to $500 can be approved by the Budget team. Larger amounts are brought to the EC.
* **Constitution and Bylaws Committee**: Kim Krzemien shared how this group conducts an annual review of these documents and that the team is currently reviewing a proposal to reorganize the PSS. Materials will be reviewed for inclusion and diversity.
* **Elections Committee**: Kim also chairs this group. Elections manage officer elections in December, PSS elections in the spring and then help to maintain coverage.
* **Inclusion and Diversity Committee**: Jessica Coram shared how this is a large committee that involves a lot of support from the team including Mary Clare Fahey and Vivian Jimenez.  Many have been impacted by national events and we work with other like-minded individuals. There will be a lot of events this semester including ones for veterans, cultural competency and a land acknowledgement. Mary Clare discussed renaming the Audobahn Parkway and partnering with the Office of Inclusive Excellence.
* **Marketing and Communications Committee**: Michelle Kleinhammer is the chair and she is leaving UB. The website has been recently updated. Newsletter is a new initiative. Free tool is limiting, but the process is growing.
* **Recreation and Wellness Committee**: Kathy Aiken is chair. She could not be here but the committee is focused on wellness.
* **Staff Development and Engagement Committee**: Ed Brodka said group helps to support staff and advance skills. Work with Kelli Hennessy to promote UB’s organization training initiatives. There are three subcommittees:
	+ Mentoring Subcommittee managed by Kim Krzemien helps connect new employees with seasoned staff.
	+ Social & Networking Subcommittee managed by Becky Burke has a strong outreach with the lunch bunch. Staff get vouchers and join up for lunches and networking.
	+ Welcoming Subcommittee managed by Marlo Roetzer introduces new staff to the president. We are already planning the April event.
* Sustainable Living Committee: Cannot do the fair with the pandemic but will be doing an electronics recycling event Oct. 28. Also, you can find a list of the Hearts for the Homeless bin locations on the website. There is also an Alternative Transportation Subcommittee: Managed by Jim Gordon

### Other Items of New Business

* **We are looking at a reorganization, the way that our representative body works. A special gave recommendations to the previous EC and it is now in the bylaws committee to review. They will report back when they are done.**
* **The provost cannot meet with us this month, but he shared at the FS that there are two new deans, 80 new faculty and 2,000 more students this year so we are over 30,000 now. We are the most vaccinated SUNY campus with 99% students reporting vaccination and working to get SSN for international students who want to work on campus. Those students will help to improve dining services when they can get trained. Only able to process 130 each week right now.**
* **Approve Agenda for 9/23 General Membership Meeting. Will discuss committee updates, any issues with COVID and remote work and the telecommuting agreements. We propose using breakout rooms for discussion.**

**Motion to approve the Agenda: Jessica Coram (Eileen Siriani). Passed.**

## ADJOURNMENT

**Motion to Adjourn:** Tim called for adjournment at 04:31 p.m.

*Attendance tracked by Zoom available in the* *Box folder**. Zoom video also available in the folder.*