

Minutes of the Executive Committee – APPROVED

Nov. 10, 2022 (Zoom meeting, business conducted)

Convener: Tim Tryjankowski

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

Executive Members Present: Kimberly Behun, Jaclyn Bodack, Rita Ferri, AJ Franklin, Chris Keough, Carl Lam, Tim Matthews, Sherene Milizia, RJ Multari, Susan Ott, Fred Stoss

Absent/Excused: Lauren Galgovich, Hugh Jarvis, Lisa Patterson, Melinda Saran, Eileen Sirianni, Tony Walezczak

Members/Guests: None

Parliamentarian: Rachel Poole

Staff: Jessica Naish

Recorder: Catherine Donnelly

Meeting called to order by Tim Tryjankowski at 3:00 p.m.

Quorum reached: 10 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: **Susan Ott (Kimberly Behun) Passed.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- Minutes available in Box folder.
- Motion to approve Minutes from previous meeting: **Jaclyn Bodack (Susan Ott). Passed.**

CHAIR'S REPORT – Tim Tryjankowski

- Attended the Faculty Senate Executive Committee meeting. There is some chatter about merging the PSS with the FS. There is a lot of missing knowledge about how the FS cancelled their parliamentarian and why their committees are struggling. We propose having this PSS EC meet with the FS EC in March, as part of Shared Governance Day, to help answer their questions about how our group has evolved.
- **Motion to receive: Carl Lam (Sherene Milizia). Passed.**

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VICE-CHAIR'S REPORT – Don Erb

- *Awards Committee*: No update this month.
- *Budget Advisory Committee*: Continues to receive and review budget requests. The EC will be looped into anything over \$1000.
- *Constitution and Bylaws*: No update this month.
- *Election Committee*: Planning for officer elections in January.
- *Inclusion and Diversity*: Collection of baby items for the Hispanic Heritage Council of Western New York was outstanding. Looking for new members.
- *Marketing and Communication*: There will be some reorganization in this committee and hopefully the newsletter will be back on track soon.
- *Recreation and Wellness Committee*: Jennifer Vick From Business Services has joined this committee.
- *Retirees Committee*: Working on a benefit seminar with UUP for December 7 (with ice cream).
- *Staff Development / Welcome Committee*: Planning a Life at UB event in January.
- *Sustainable Living Committee*: Working on its sustainable holiday tips. And maybe a paint collection event in the spring.
- **Motion to receive: Jaclyn Bodack (Tim Matthews). Passed.**

SECRETARY'S REPORT – Cathy Donnelly

- Faren Gault Wilson self-nominated for a senator position for Area 5.
 - **Motion to accept Faren's request Kimberly Behun (Chris Keough) Passed**
- **Motion to receive: Kimberly Behun (Susan Ott)**

UNFINISHED BUSINESS

- Comments about the calendar changes. We have shared concerns about professional staff being able to advise students in a timely manner. It is important to have a break between semesters to allow staff to recharge too.
 - AJ shared that the students are very much in favor of a fall break and canvassed his peers and other student leaders. There is concern about student burnout. He will supply his notes in a letter to the Faculty Senate per a Fred Stoss request.
 - Would like to see details about winter session and if it is working as intended.
 - First reading will take place this month in the Faculty Senate.

NEW BUSINESS

- Jeremy Cooper is stepping down as chair of the Marketing Committee. Don is working through the process to identify a new chair.
- Calendar for upcoming meetings will be adjusted in March to participate in a joint session with the faculty senate. Meeting will move from March 9 to March 7.
- Need to approve agenda for the Dec. 1 PSS general meeting (merging November and December together due to the holidays).

Motion to accept the Dec. 1 agenda: Susan Ott (Sherene Milizia) Passed

ADJOURNMENT

Meeting ended at 3:49 p.m. *Attendance sign in sheet(s) available through the PSS office.*