

## Minutes of the Executive Committee – APPROVED

Sept. 8, 2022 (in-person, business conducted)

**Convener:** Tim Tryjankowski

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

**Executive Members Present:** Kimberly Behun, Rita Ferri, Lauren Galgovich, Chris Keough, Carl Lam, Tim Matthews, Sherene Milizia, Susan Ott, Lisa Patterson, and Fred Stoss.

**Absent/Excused:** Brianna Bennett, Jacklyn Bodack, Andrew Fogelsonger, Hugh Jarvis, RJ Multari, Eileen Sirianni, Virginia Stever

**Members/Guests:** none

**Parliamentarian:** Rachel Poole (excused)

**Staff:** Jessica Naish

**Recorder:** Catherine Donnelly

**Meeting called to order** by Tim Tryjankowski at 3:05 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: **Tim Matthews (Kimberly Behun). Passed.**

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

- Minutes available in Box folder.
- Motion to approve Minutes from May 12, 2022: **Rita Ferri (Lauren Galgovich). Passed.**

### CHAIR'S REPORT – Tim Tryjankowski

- Reviewed the guidelines of the Executive Committee including an overview of the SUNY wide faculty senate, and how the PSS supports UB's initiatives.
- Review of Robert's Rules for governing our meetings.
- **Motion to receive: Carl Lam (Susan Ott). Passed.**

## VICE-CHAIR'S REPORT – Don Erb

- *Awards Committee*: Carl Lam has been nominated as the assistant chair by Christa Greenberg.  
**Motion to approve his nomination: Chris Keough (Sherene Milizia) Passed**
- *Budget Advisory Committee*: Has met and reviewed funds for the year. At this moment, there is \$26,583 available for use by the PSS. Monies have been carried over from previous years due to the pandemic. (see detailed slides). Two budget requests need to be approved by the EC:
  - Support for a kick-off luncheon for Department of Indigenous Studies: \$2000. Monies will be used to assist with event, PSS is not the only sponsor.  
**Motion to approve this budget request: Lauren Galgovich (Chris Keogh) Passed**
  - Purchase two larger kayaks for individuals over 250 pound limit: \$1398  
**Motion to approve this budget request: Lisa Patterson (Tim Matthews) Passed**
- *Constitution and Bylaws*: No update, waiting for a review by a special ad-hoc team reviewing how election changes have impacted the bylaws.
- *Election Committee*: No update.
- *Inclusion and Diversity*: There are two events in Sept. First a luncheon event with the Department of Indigenous Studies (just approved this with the BAC) on 9/29 and two accessible pathways tours (9/7 and 9/15) to learn about how to maneuver around the North Campus. Stefan Kothe lead the first tour. Some issues were found but reported. All members are encouraged to report accessibility issues to <https://www.buffalo.edu/access.html>. The committee hopes to find champions for similar tours at the South and Downtown campuses.
- *Marketing and Communication*: Please send info for the monthly newsletter and mid-month reminders to Jeremy Cooper.
- *Recreation and Wellness Committee*: They are keeping kayaks in the water and appreciative of the budget request before the EC.
  - They are also collaborating with Dr. Sue Mann Dolce to set up yoga classes for staff. Details to come soon.
  - Researching possible event at Destroyer Golf.
- *Retirees Committee*: No update.
- *Staff Development / Welcome Committee*: Three virtual events (What's New in Resume Building, Leveraging LinkedIn for Career Success and Getting Prepared for Your Next Interview) were well attended.

- *Sustainable Living Committee*: Oct. 6 is the next e-recycling and Blue Table event. Watch your email for details.
- **Motion to receive: Chris Keough (Susan Ott). Passed.**

## SECRETARY'S REPORT – Cathy Donnelly

- Rachel Blane has resigned her position as a senator and EC member. Virginia Stever moves from the alternate spot to the EC. The Elections committee will determine the next person to move up as alternate.
- Eileen Sirianni and Rita Ferri have switched their roles. Rita will be the alternate.
- Four senators have been nominated for open seats:
  - Lynn Emminger Area 1
  - Maria Wilson Area 1
  - Lisa Zander Area I
  - Sean Cunningham Area 4
- **Motion to move these senators to their new areas: Kim Behun (Chris Keough). Passed.**

## GUEST SPEAKER

No guest speaker.

## UNFINISHED BUSINESS

- Still working on some sort of reception for Chancellor Award winners. Looking for volunteers.

## NEW BUSINESS

- Issue with UB Card and access to the new One World Café. Key card with chip is needed. Will ask for updates about offsetting the cost of replacement cards for current staff. Also concerns about making sure that staff have access to buildings as needed to move around the campuses. Staff pay \$35 per replacement, but the actual cost is much less. Could the PSS offset the costs or would departments cover for their teams?
- Call for questions for President Tripathi who is coming to the general membership meeting on 9/22.
- Looking for names of staff to celebrate at the general meetings (per the bylaws) so send your ideas in!
- Looking for guest speaker suggestions.



University at Buffalo

## Professional Staff Senate

University Shared Governance

- Suggestions included Allison Brashear, MD, MBA, vice president for health sciences and dean of the Jacobs School of Medicine and Biomedical Sciences at UB; get an update on the subway proposals, TRIO funding updates and how UB supports unique student populations, Nojin Kwak, UB's vice provost for international education, update on the top 25 initiative, enrollment updates, update on the Audoban request to rename it.
- Need to approve the calendar for the academic year. Will be a combination of in-person and online meetings to limit large gatherings and travel in bad weather.

**Motion to approve the calendar: Lauren Galgovich (Chris Keogh) Passed**

- Need to approve agenda for the September PSS general meeting.

**Motion to accept the Sept. 22 agenda: Susan Ott (Chris Keogh) Passed**

- Fred Stoss brought up the issue of proposed calendar changes to add a break in the fall semester while not impacting how exams fall near commencement. He also brought up the new Learning Management changes and that training will be forthcoming. The Faculty Senate is still working on the childcare and elder care initiative.
- EC closed with introductions and why they joined the committee.

ADJOURNMENT

**Meeting ended at 4:40 p.m.** Attendance sign in sheet(s) available through the PSS office.

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