# **Minutes of the Executive Committee – APPROVED**

## **Nov. 11, 2021 (Zoom, business conducted)**

**Convener**: Don Erb

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

**Executive Members Present**: Rachel Blane, Ed Brodka, Jessica Coram, Ray Dannehoffer, Chris Keough, Tim Matthews, RJ Multari, Marlo Roetzer, Melinda Saran, Eileen Sirianni, Fred Stoss and Krystal Testa.

**Absent/Excused**: Tim Tryjankowski (Chair) Brianna Bennett, Lynn Emminger, Andrew Fogelsonger, Janiece Jankowski, Hugh Jarvis, Carl Lam

**Members/Guests**: None

**Parliamentarian:** Rachel Poole

**Staff:** Jessica Naish

**Recorder**: Catherine Donnelly

**Meeting** **called to order** by Don Erb at 3:01 p.m.

**Quorum** **reached**: 10 members and 2 officers present.

***Supporting documents in Box.com folder in*** [***Professional Staff Senate/ Meetings/ Executive Committee Meetings/11-11-2021***](https://buffalo.box.com/s/n1ba80hrhnrgqonxrhh0mmh1gbvfhye4)

## ****PRESENTATION OF AGENDA –**** Don Erb

* [Motion to adopt Agenda](https://buffalo.box.com/s/4051y1nsbsskbf2jrgm4p7nivhb4lxoq)**: Melinda Saran (Chris Keough). Passed.**

## ****REVIEW OF PAST MINUTE(s) –**** Don Erb

* Minutes available in Box folder.
* [Motion to approve Minutes from Oct. 14, 2021](https://buffalo.box.com/s/yqv8x5xgju82wtf6hz2sg416xt5rxgvm)**: Tim Matthews (Ray Dannenhoffer). Passed.**

## ****CHAIR’S REPORT –**** None

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

* Budget Advisory Committee update will be handled under new business.
* Constitution and Bylaws: Reviewing annual governing documents.
* Inclusion and Diversity: Working on the land acknowledgement and renaming the Audoban parkway.
	+ Jessica Coram shared that also working on collaboration with the Minority Faculty Staff Association and LGBTQI FSA .
* Marketing and Communication working with their new chair Jeremy, please send him news for the newletter and mid-month update. Working with a new email app and purchasing banners too.
* Sustainable Living Committee had a great event. There were 210 participants who brough 7 tons of recycling and 8 cubic yards of food for the Blue Table. Yesterday Janiece and I shared holiday sustainability tips with people in the Student Union.
* **Motion to receive: Chris Keough (Melinda Saran). Passed.**

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

* **No report**

## ****UNFINISHED BUSINESS****

* Reorganization is tabled for the report from the Constitution and Bylaws Committee.
* Mark Coldren is coming to speak with the EC in January, what are some topics we want to discuss?
	+ Concerns that staff are being passively told not to apply for the telecommuting benefit.
	+ How define student facing staff?
	+ What number of people applied for the telecommuting agreement and which units supported it versus which ones did not?
	+ Why didn’t SUNY make it a universal benefit?
	+ How support PSS coping with staff burnout plus concerns about job description creep. Faculty can flex in ways that staff cannot but there is more focus on faculty burnout.
	+ Concerns about non-permanent staff being negatively impacted if they apply for telecommuting or refuse extra tasks.
	+ Historic lows for applicants for positions and a need for diverse applicant pools. How is HR supporting recruiting efforts?
	+ What additional benefits will UB start to offer to recruit post-docs or to match NHS and other medical fields?
	+ How will UB stay competitive with salaries and how does the compression process fit in there?
	+ How create paths to build careers at UB and not just have jobs?
	+ We are aware of the Wellness and Work Life Balance team. People remember that there was a recognition committee (i.e., years of service), beyond the Chancellor’s and other major awards? Is that still a focus for HR?
	+ What happened to the Campus Culture survey?
	+ Do you do exit interviews and how is that information used to improve UB’s work culture?

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

* Bill MacDonald has tendered his resignation as chair of the Awards committee, so we will be looking for someone to step up there. He provided a list of possible individuals.
* Want to coordinate a reception for the 2020/2021 PSS award winners.
	+ Do we want a toast or a nice package of cookies/crackers & cheese?
	+ How many people would speak?
	+ Have photos taken.
	+ Create presentation (board, program, summary) with details about awardees.
* RJ Multari is moving from Area 2 to Area 3. He can remain a member of the EC based on his role on the Statewide Faculty Senate with the approval of the EC but needs to be approved as a senator. Marlo will move to the EC spot and Rachel Blane will become the alternate for Area 2.
* **Motion to approve RJ’s move to Area 3 and senator status: Melinda Saran (Tim Matthews) Passed**

Approve agenda for 12/2 General Membership Meeting. Will discuss committee updates and hear from Laura Hubbard.

* **Motion to receive: Ed Brodka (Jessica Coram) Passed.**

Approve agenda for 1/27/22 General Membership Meeting. Will discuss budget updates and hear from athletics. Need this agenda because all senators need to know about the vote taking place that day.

* **Motion to receive: Chris Keough (Jessica Coram) Passed.**

ADJOURNMENT

**Motion to adjourn: Chris Keough (Eileen Siriani) Passed. Meeting ended at 4:01 p.m.**

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