

Minutes of the Executive Committee – UNAPPROVED

May 11, 2023 (in-person, business conducted)

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

Executive Members Present: Kimberly Behun, Jaclyn Bodack, Rita Ferri, AJ Franklin, Lauren Galgovich, Carl Lam, Tim Matthews, Sherene Milizia, RJ Multari, Melinda Saran, Eileen Sirianni

Absent/Excused: Kathryn Griswold, Hugh Jarvis, Chris Keough, Susan Ott, Fred Stoss, Tony Waleszczak Lisa Zander

Members/Guests: Virginia Stever

Parliamentarian: Rachel Poole

Staff: Jessica Naish

PSS Recorder: Catherine Donnelly

Meeting called to order by Tim Tryjankowski at 3:05 p.m.

Quorum reached: 11 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: **Jaclyn Bodack (Rita Ferri) Passed**

REVIEW OF PAST MINUTE(s) – Tim Tryjankowski

- Minutes available in Box folder.
- Motion to approve Minutes from previous meeting: **Lauren Galgovich (Melinda Saran) Passed.**

CHAIR'S REPORT – Tim Tryjankowski

- Attended several Faculty Senate meetings on behalf of the PSS. They have concluded their COACH survey. In the months ahead you may have an opportunity to hear from Vice President for Faculty Affairs Bob Granfield, as they unpack the results of the survey. I encourage you to attend and think about what a similar professional staff satisfaction survey might look like.



- Kudos to the PSS service award winner and also the SUNY Chancellor Awardees for Professional Service. I'd like to thank the members of the PSS Awards committee for their usual exemplary job on the award nominations and reviews and look forward to a fall event.
- AJ Franklin – I'd like to thank you for your work as the student representative. You have advocated well for the students – and also for UB professional staff when called upon to do so.
- Thank you all for your dedication to the executive committee. Thank you as well to the committee chairs and their members, and all area senators.
- I want to wish the new officers, Tony, and Virginia great success in the coming days, Jessica for all that she does every day for the PSS and UB, Rachel for a job well done as parliamentarian, Cathy for being an excellent secretary and asset to the PSS.
- I am honored to present the gavel to Don Erb, incoming PSS Chair. Don's service to UB to the PSS has been exceptional. There is no better example of a person getting to know every nook and cranny of the business before ascending to the highest leadership position in the organization.
- Thank you to all for your support during my tenure.
- **Motion to receive chair's report: RJ Multari (Jaclyn Bodack) Passed.**
Note: Tim referred to the University Club as the Faculty Club when brainstorming places where a fall event could be held. A request was made to update the minutes. The first motion was placed by Carl Lam/ Jaclyn Bodack, but then after conversation, RJ called for the second.

VICE-CHAIR'S REPORT – Don Erb

- *Awards Committee:* No update this month.
- *Budget Advisory Committee:* Will discuss budget needs in new business
- *Constitution and Bylaws:* No update this month.
- *Election Committee:* No update this month.
- *Inclusion and Diversity:* No update this month.
- *Marketing and Communication:* No update this month.
- *Recreation and Wellness Committee:* No update this month.
- *Retirees Committee:* No update this month.
- *Staff Development:* I No update this month.
- *Sustainable Living Committee:* No update this month.
- *Welcome Committee:* No update this month.
- **No motion needed.**

SECRETARY'S REPORT – Cathy Donnelly

- Thank you to all.
- **No motion needed.**

NEW BUSINESS

- Brainstorming among the whole EC: What was important? What is a frustration? Ideas to fix or propose to next EC.
 - Need for hybrid spaces and update how to vote in a hybrid manner. Perhaps use Zoom voting features?
 - Professional staff are second class citizens at UB. Faculty and students are the main focus. Need to figure out how to improve, this feeling has worsened in recent years. We used to be a part of the team and now we are the water boys and girls. Search committees do not take professional staff seriously on them.
 - Glad to have the calendar change. Will still need to discuss in the fall since this is a two-step process. Finals are part of a different policy.
 - PSS Events need to be streamlined to facilitate budget and support needs. Can we create a toolkit? PSS needs some operational procedures beyond emails etc. And documentation issues. We need more volunteers.
 - PSS should support the LGBTQ+ center. We need to promote our diversity.
 - Parking is a huge concern, now events/guests need to pay for it.
 - Why do we have to pay for university services? UB should encourage people to visit campus we need students here.
 - We need more accessibility awareness and improve access. Downtown location only has one accessible entrance.
 - Salaries are not reasonable for the amount of work professional staff are asked to do. Salaries may need to change to fill gaps, will other staff receive compensation when that happens?
 - Work from home/telecommuting is not equitable across campus.
 - How do we recognize PSS staff and celebrate accomplishments. Need more nominees for the chancellor award.
 - Need to determine succession plans for PSS committees.

- Budget Needs
 - New Employee lunch for 120 people on June 13 with the president. Proposed budget is \$2,805. May decrease based on RSVPs.
 - **Motion to accept this cost: RJ Multari (Tim Matthews) Passed**
 - Event to discuss preventing burnout on July 20. Proposed budget is \$2,896 for approximately 100 attendees.
 - **Motion to accept this cost: RJ Multari (Carl Lam) Passed**
- SUNY Spring Plenary Review resolutions

Discussion about resolutions approved at the SUNY Plenary. Does the PSS want to endorse this slate?:

 1. Best practices for administration searches: Comp university sectors that have not been transparent or happened. Jobs are being filled without searches. Passed overwhelmingly by the FS. This should be happening. Associate dean positions or higher. This is for SL6 or higher MC levels.
 2. Restoration of incentive programs: Conferences that used to take place have disappeared, this is an attempt to bring back events.
 3. Condemn abusive workplace behavior: SUNY systemwide conduct policy. Harassment in the context of bullying, shunning, lying, favoritism. This would create a neutral position to help arbitrate.
 - **Motion to support all three resolutions: RJ Multari (Carl Lam) Passed**
- No more meetings for this academic year. Next events this month are the plant exchange on May 18, paint collection and clothing drive on May 24.

ADJOURNMENT

PSS meeting ended at 4:23p.m. Attendance sign in sheet(s) available through the PSS office. No recording was made.