



Minutes of the Executive Committee - APPROVED

December 7, 2017

Convener: Dom Licata

Officers Present: Dom Licata, Tim Tryjankowski, Hugh Jarvis

Executive Members Present: Charlie Baxter (alt.), Matt Deck (for Deb Stamm), Don Erb, Fran Fiscus (for Kesha Lanier), Ilene Fleischmann, Daniel Kelly, Chris Keough, Lisa Kulka, Nora Renda, Maribeth Tamsen

Executive Members Absent: Kevin Baron, Mike Brown (COAL), Kat Kielar (SUNY), Kesha Lanier (sent alternate), Deb Stamm (sent alternate)

General Members/Guests (Cmt Chairs †): Katie Barnum†, Chris Bragdon†, Ed Brodka†, Christa Greenberg†, Janiece Jankowski†, Kim Krzemien†, Christopher Maggiore (PSS student assistant), Bill McDonnell†, Jason Parkert†

Parliamentarian: Joshua Wallace

Staff: Lindsay Allen

Recorder: Hugh Jarvis

Meeting called to order by Dom Licata at 2:32 p.m.

Quorum reached: 6+ senators and 3 officers present.

Supporting documents on Box: <https://buffalo.box.com/s/rw3flvcji0qiu6roaxzys2sjviom89>

PRESENTATION OF AGENDA – Dom Licata

- **Motion to adopt Agenda: Chris Keough (Nora Renda). Passed.**

CHAIR'S REPORT – Dom Licata

- Request for Appointment as Core Academics Area Senator (2017-19)
 - **Motion to appoint Tracey McNerney: Nora Renda (Chris Keough). Passed.**
- Faculty Senate Cmt on UB Shared Governance Award
 - Initiated by UB and SUNY Faculty Senator Cemal Basaran.
 - Seeking two PSS members. No volunteers. Dom will send out announcement.
- Resolution on Campus Landscape
 - Meeting scheduled with Tonga Pham Dec 18.

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- Resolution on Fossil Fuel Divestment
 - Awaiting “Paradise Papers” Response from UBF.
- Resolution to Endorse “UUP Resolution of Support for the University at Buffalo Teaching Assistants”
 - Statement from UB: “A Statement from the University to our Graduate Students.”
- Report from Breathe Free UB
 - Shared report and policy proposal.
 - Asked for motion to receive report and policy, then will pass to full Senate for discussion.
 - No motion made. Concerns expressed that we need more time to digest the contents.
 - Report will be disseminated then discussed at December Senate Meeting.
- **Motion to accept Chair’s Report: Nora Renda (Don Erb). Passed.**

VICE-CHAIR’S REPORT – Tim Tryjankowski

- Details of senate’s budget and committee activities.
- **Motion to accept Vice-Chair’s Report: Maribeth Tamsen (Dan Kelly). Passed.**

REVIEW OF PAST MINUTE(S) – Dom Licata

- Question about depth of detail in the minutes.
 - Dom: PSS has streamlined minutes “to reflect business that was done and not words that were said”, to protect against bias, to capture motions and resolutions passed, to note reports that were presented, but not contain that content in detail. Related documents and audio recordings are provided online in Box, and to some extent the website.
 - Parliamentarian: Roberts Rules require minutes to retain the actual business that transpired (agenda items and any motions made) and not be an exhaustive record of all meeting details. This protects against bias, and also protects the people present. The EC can move to change this if it wishes.
 - The officers are working with the Web Cmt to ensure related documents are well represented online.
- **Motion to approve Minutes from November 2, 2017: Chris Keough (Dan Kelly). Passed.**

SECRETARY’S REPORT ON ATTENDANCE – Hugh Jarvis

- Circulated names of senators in arrears for senate meeting attendance. The bylaws automatically remove any senator who does not attend or send an alternate for two consecutive meetings, or three total for that year. The EC is authorized to reappoint them. Thirteen senators are now at risk:
 - Kevin Baron (3 absences) – *Matt Deck*
 - Kelli Bocock-Natale (3 absences) – *Matt Deck*
 - Fred Covelli (3 absences) – *Matt Deck*
 - Lin Feng (3 absences) – *Fran Fiscus*



- Geraldine Kremer (3 absences) – *Fran Fiscus*
- Lisa Kulka (3 absences) – *Fran Fiscus*
- Jenifer Lawrence (3 absences) – *Nora Renda*
- Linda Lohr (2 consecutive absences) – *Nora Renda*
- Joy Piper (2 consecutive absences) – *Nora Renda*
- Debra Stamm (2 consecutive absences) – *Matt Deck*
- Lisa Stephens (2 consecutive absences) – *Ilene Fleischmann*
- Christine Stumm (3 absences) – *Fran Fiscus*
- Ryan Taughrin (3 absences) – *Dan Kelly*
- EC members expressed concern about losing so many senators (13 of 42, with desired number close to 90), and an interest in mitigating circumstances why they had not attended.
- Consensus was to get more information, not to remove them yet. And to cut those who are not interested in continuing.
- EC members (listed above in italics) volunteered to contact individuals to clarify their intentions.

UNFINISHED BUSINESS

Proposed Committee on Athletics and Recreation – Russ Crispell

- Proposed new PSS standing committee. Presentation followed by lengthy discussion and revision of the charge's wording.
 - **Recreation and Wellness Cmt – Russ Crispell chair**
Charge: *This committee shall conduct regular reviews of general University policies and programs encompassing all recreation and wellness activities at the University comparable across all campuses, and report on these; carry out continuous liaison with the Director of Athletics, Wellness Education Services, and other appropriate University Officers and committees concerned with the development and administration of similar University programs; Secondly, this committee shall be responsible for the relation of the University recreational programs to the standards, principles, and policies of the various conferences and associations to which the University belongs; and carry out such specific studies or investigations regarding its recreation / wellness / athletic affairs as may be assigned to it by the Executive Committee.*
- **Motion to establish new standing committee: Don Erb (Maribeth Tamsen). Passed.**
- Volunteer members: Chris Keough, Don Erb, Charlie Baxter.

Review/Approve Committee Charges and Rosters – Tim Tryjankowski

- **Alternative Transportation Subcommittee**
 - **Charge:**
 - *To promote a culture within the UB community that celebrates bicycling, walking, and the use of mass transportation. The use of alternative transportation will help UB reduce our carbon footprint and improve general health and wellness.*
 - **Roster:**
 - Chair: James Gordon
 - Members: Sean Brodfuehrer, Daniel Calleri, Katie Barnum, Matthew Reitmeier, Robert Brandon, Janiece Jankowski, Domenic J. Licata (ex officio, without vote)
 - **Motion to approve the existing charge: Maribeth Tamsen (Dan Kelly). Passed.**
 - **Motion to accept current roster Maribeth Tamsen (Nora Renda). Passed.**

- **Continuous Improvement Committee**
 - **Charge:**
 - *Create awareness and interest regarding CI among the PSS membership.*
 - *Identify resources within the PSS who have been trained in CI processes.*
 - *Maintain a dialogue with the appropriate university resources regarding university-wide or university-sponsored CI initiatives that PSS may support and become engaged in.*
 - **Roster:**
 - *Chair: Michael Maute*
 - *Members: Monica Carter, Geraldine Kremer*
 - Committee inactive. Chair recommends it be 'tabled'.
 - Consensus no longer needed and members moved to Professional Development Cmt.
 - **Motion to dissolve the committee: Don Erb (Maribeth Tamsen). Passed.**
- **Inclusion & Diversity Committee**
 - **Charge:**
 - *Seek to build a culturally diverse and pluralistic University Community committed to cultivating, celebrating, respecting and educating the university community about our differences.*
 - **Roster:**
 - *Chair: Chris Bragdon*
 - *Members: Caitlin Hoekstra, Jana Blaha, Terri Budek, Jessica Coram, Susan Mann Dolce, Jessica Gorski, Heather Hagenbuch, Marlo Kerr, Cindy Konovitz, Domenic Licata, David Love, Neil McGillicuddy, Teresa Miller, Lia Munoz, Suzy Shallowhorn, Timothy Tryjankowski, Holly Klick, Alaska McInnis, Marianne Sullivan, Richard Ridenour*
 - **Motion to approve the existing charge: Chris Keough (Matt Deck). Passed**
 - **Motion to accept current roster: Chris Keough (Nora Renda). Passed**
- **Mentoring Sub-Committee**
 - **Charge:**
 - *The PSS Mentoring committee was developed to assist members with career development and empowerment. The goals of the committee are to:*
 - *Offer a formal and informal mentor/protégé program*
 - *Provide an online reference guide to university resources which can assist employees with professional development and streamlining their work*
 - **Roster:**
 - *Chair: Kimberly Krzemien*
 - *Members: Ed Brodka, Laura Barnum, Marianne Sullivan, Susan Steck*
 - **Motion to accept existing charge: Maribeth Tamsen (Ilene Fleischmann). Passed.**
 - **Motion to accept current roster: Chris Keough (Don Erb). Passed**
- **Social & Networking Sub-Committee**
 - **Charge:**
 - *The Social and Networking Subcommittee serves the PSS Office and other committees in the planning of events that bring professional staff together to celebrate our community and UB culture, and by creating opportunities to network with and learn from our colleagues.*
 - **Roster:**
 - *Chair: Currently Vacant*



- *Members: No membership*
 - Committee inactive. No chair or members. Consensus that activities can be absorbed by other committees and the main office.
 - **Motion to dissolve committee: Maribeth Tamsen (Dan Kelly). Passed.**
- **Welcoming Committee**
 - **Charge:**
 - *Provide a venue for Senators to meet and introduce newly hired professional staff to the Professional Staff Senate*
 - *Provide information about the mission and function of the Professional Staff Senate*
 - *Introduce newly hired professionals to the leaders and committees within the Professional Staff Senate*
 - **Roster:**
 - *Chair: Darla Maffei*
 - *Members: Jordyn Broas, Matt Deck, Lynette Deponceau, Lynn Emminger, Carrie Johnson, Theresa Kruse, Caitlin Rioux, Susan Steck*
 - New chair. Desire to see charge expanded or committee merged with Mentoring Cmt.
 - **Motion to send charge back to committee: Ilene Fleischman (Don Erb). Passed.**
- **Website Committee**
 - **Charge:**
 - *Responsible for the design, content and currency of the PSS website in order to:*
 - *provide content regarding current, relevant information to professional staff, i.e. career goals, policies and procedures, training, events, announcements, etc., and to facilitate access to that content via a simple, attractive, and easy-to-use design;*
 - *promote communication among professional staff with instruments such as PSSCONNECT-LIST;*
 - *serve as a repository for historical Professional Staff Senate records.*
 - **Roster:**
 - *Chair: Jason Parker*
 - *Members: Jim Gordon, Pam Rose, Reed Jones*
 - **Motion to revise charge, remove “promote communication among professional staff with instruments such as PSSCONNECT-LIST”: Maribeth Tamsen (Dan Kelly). Not voted on.**
 - Additional comments about scope and purpose in relation to Marketing and Communication Cmt and the main office.
 - **Motion to send charge back to committee: Maribeth Tamsen (Dan Kelly). Passed.**
 - **Motion to approve current roster: Matt Deck (Chris Keough). Passed.**

PROGRAM

Budget Committee Presentation to Committee – Nora Renda

- **Budget Advisory Committee Plans document – Tim Tryjankowski**
 - New rules for committee event planning, budgeting, and reimbursement with a regular budget approval process implemented through Budget Advisory Cmt.
 - General plan is general PSS funds are in one main ‘savings’ account and each committee has money transferred into their own separate ‘checking’ account for approved budget needs. Unencumbered funds roll back into general funds at the end of each year.
 - Caution to cancel expensive events if rsrvps do not hit targets in time to safeguard costs.

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- A liaison will be assigned to each committee to help coordinate planning and finances.
- **Motion to implement new budgetary rules on a trial basis for the '18-'19 fiscal year and success to be reviewed March '19. Maribeth Tamsen (Matt Deck). Passed.**

Strategic Planning Session – Dom Licata

- Brief presentation of this year's activities and encouragement for EC members to host promotional events in their areas. Rest curtailed due to lack of time.

NEW BUSINESS

Joint PSS/General Meeting agenda – Dom Licata

- Skipped due to lack of time.

Chair adjourned meeting: 4:31 pm.

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

As a convenience, here are the committee charges and rosters as approved at the November 2, 2017, Executive Cmt meeting. **The motions below date to that meeting.**

- **Awards Committee**
 - **Charge:**
 - *To announce guidelines, solicit and screen nominations for the Chancellor's Award for Excellence in Professional Service, Outstanding Service Award and the Professional Staff Senate Outstanding Service Award, and to forward recommendations to the Chair.*
 - *Chairs: Bill McDonnell and Christa Greenberg*
 - *Current Members: David Costello, Elaine Cusker, John DellaContrada, Scott Hollander, Barbara Ricotta, Larry Sanders, Letitia Thomas, Timothy Tryjankowski, and Cheryl Taplin*
 - Note: new chair Bill McDonnell & co-chair Christa Greenberg.
 - **Motion to accept charge & roster: Maribeth Tamsen (Nora Renda). Passed.**
- **Budget Advisory Committee**
 - **Charge:**
 - The Budget Advisory Committee advises the PSS budgetary process by preparing (with input of Committee Chairs) an annual budget on behalf of the PSS officers which will be approved by the PSS Executive Committee. It has the fiduciary responsibility to report income and expenses, throughout the fiscal year to the Executive Committee on a quarterly basis.

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- **Roster:**
 - Chair: Nora Renda
 - Members: Tim Tryjankowski, Lindsay Allen, Charles Baxter, Ashley Kravitz
- **Motion to accept charge & roster: Maribeth Tamsen (Don Erb). Passed.**
- **Constitution & Bylaws Committee**
 - **Charge:**
 - *To annually review the Bylaws, Constitution, and Code of Ethics, and proposes amendments to these documents to the Executive Senate and General Membership for vote.*
 - **Roster:**
 - *Chair: Kimberly Krzemien*
 - *Members: John Beltrami, Maribeth Tamsen, Dom Licata (ex officio)*
 - **Motion to accept charge & roster: Nora Renda (Don Erb). Passed.**
- **Continuous Improvement Committee**
 - **Charge:**
 - *Create awareness and interest regarding CI among the PSS membership.*
 - *Identify resources within the PSS who have been trained in CI processes.*
 - *Maintain a dialogue with the appropriate university resources regarding university-wide or university-sponsored CI initiatives that PSS may support and become engaged in.*
 - **Roster:**
 - *Chair: Michael Maute*
 - *Members: Monica Carter, Geraldine Kremer*
 - Committee inactive. Chair recommends it be 'tabled'.
 - **Motion to accept charge and roster: Maribeth Tamsen (Don Erb). Passed.**
- **Elections Committee**
 - **Charge:**
 - The Elections Committee will conduct Senate elections as specified in the constitution and to develop and refine procedures useful to the on-going work of the committee
 - **Roster:**
 - *Chair: Kim Krzemien*
 - *Members: Michael McManaman, Cassandra Walker-Whiteside*
 - **Motion to add PSS Secretary as a voting member for this year: Maribeth Tamsen (Chris Keough). Passed.**
 - **Motion to accept charge & roster as amended: Maribeth Tamsen (Dan Kelly). Passed.**
- **Marketing & Communications Committee**
 - **Charge:**
 - *The Marketing and Communications committee provides:*
 - *A unique branding specific to PSS for sending communications to the membership and committees.*
 - *Marketing assistance to all committees in corresponding messages to the membership.*
 - *Provide a PSS Newsletter twice a year which highlights events and staff recognition.*
 - **Roster:**
 - *Chair: Katie Barnum*

- *Members: Karlen Chase, David Hill, Dom Licata, David Love, Kerry Lynch, Tamara Pessah, Eileen Sirianni, Kevin Westling, Tim Tryjankowski*
 - **POI: amend that newsletter will be at least twice per year.**
 - **Motion to accept charge & roster as amended: Don Erb (Maribeth Tamsen). Passed.**
- **Policy & Governance Committee**
 - **Charge:**
 - *To investigate existing policies that govern university matters and to review proposed changes to existing policy, as well as the development of new policies to provide input as to the impact on professional staff and the university community at large.*
 - **Roster:**
 - *Chair: Joe Helfer*
 - *Members: Kat Kielar, Janiece Jankowski, Donna Czaja, Jeff Kujawa, Kim Krzemien, Laura Barnum, Cindy Konovitz, Tim Tryjankowski, Laura Barnum, Erika Grande, Maribeth Tamsen, Domenic Licata*
 - **Motion to accept charge & roster: Maribeth Tamsen (Dan Kelly). Passed.**
 - **Request that cmt revisit their charge and report back to EC.**
- **Sustainable Living Committee**
 - **Charge:**
 - *The Sustainable Living Committee organizes the annual Sustainable Living Fair and provides continuing opportunities to learn about and practice sustainability.*
 - **Roster:**
 - *Chair: Janiece Jankowski*
 - *Members: Donna Banach, Donna Czaja, Mary Dahl, Lynn Emminger, Don Erb, Fran Fiscus, Sara Goodman, Jim Gordon, David Hill, Hugh Jarvis, Ken Kern, Ray Kohl, Doug Levere, Dom Licata, Leslie McCain, Michael McManaman, Mike McQuade, Erin Moscati, Todd Nibbe, Derek Nichols, Matt Reitmeier, Christine Stumm, Tim Tryjankowski*
 - **Motion to accept charge & roster: Maribeth Tamsen (Nora Renda). Passed.**

Note, this committee was NOT covered in either meeting:

- **Professional Development & Engagement Committee**
 - **Charge:**
 - *To recommend to the Executive Committee programs for the continuing development of professional staff in areas having to do with:*
 - *skills or knowledge necessary in administrative/academic units;*
 - *enhancement of interpersonal relationships, and*
 - *programs which encourage career mobility.*
 - **Roster:**
 - *Chair: Ed Brodka*
 - *Members: Stephen Hart (conference co-chair), Frank Teirney, Amy Myska, Geraldine Kremer, Kelli Hennessy, Kristi Fields, Roberta Sullivan, Johnny Garcia*