

Minutes of the Executive Committee – APPROVED

July 23, 2020 (virtual, held using Zoom, business conducted)

Convener: Tim Tryjankowski

Officers Present: Tim Tryjankowski (Chair), Don Erb (Vice Chair), Hugh Jarvis (Secretary)

Executive Members Present: Kim Behun, Jessica Coram, Cathy Donnelly, Lynn Emminger, Rita Ferri, Chris Keough, Jenna Lenz, Rose Mammen, Lauren McGowan, RJ Multari, Krystal Testa

Executive Members Absent: JD Augustine, David Emhof, Dom Licata (ex officio without vote)

Members/Guests: Michelle Bowen, Kathy Aiken, Ed Brodka, Peter DiNunzio, Christa Greenberg, Heather Hagenbuch, Janiece Jankowski, Kim Krzemien, Jessica Naish.

Parliamentarian: Rachel Poole

Staff: Gail Reine (absent)

Recorder: Hugh Jarvis

Meeting called to order by Tim Tryjankowski at 9:04 a.m.

Quorum reached: 8 members and 4 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: RJ Multari (Jessica Coram). Passed.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from May 21, 2020: Rita Ferri (RJ Multari). Passed.**

OPENING COMMENTS – Tim Tryjankowski

- Introduction to University Shared Governance, PSS, and Executive Cmt, history, function and general operating structure.

**Office of University Shared Governance
Professional Staff Senate**

543 Capen Hall, Buffalo, NY 14260-1601

Ph: (716) 645-2003; Fax: (716) 645-2717

pssenate@buffalo.edu

www.buffalo.edu/pss



- PSS now reports to VPFA (Laura Hubbard).
- EC members will be assigned as a committee liaison.
- Budget forecast is terrible. NYS needs a stimulus package or SUNY will see a 20% reduction. We should expect to see that and adjust our practice accordingly. Might need to charge fees (which adds 1-2 months extra time). PSS will save in meeting room fees and food.
- State held off paying our negotiated raise. This is being fought by UUP.
- Before COVID-19, senate was on an upsurge. PSS was invited to serve on important committees. Admin officers have met with us regularly and have encouraged our support.
- Goals for upcoming year:
 - President is expecting a PSS resolution how we will help advance UB to join top 25.
 - EC needs to meet once a month, second Thursday.
 - General meeting should meet every 1-2 months, but we will need new operating rules.
 - We can discuss outside funding/sponsorship for our activities.
- Concerns about staff getting sick.

VICE-CHAIR'S REPORT – Don Erb

- Background on committees, including comments from chairs present.
- Sustainability Cmt (Janiece Jankowski) - Hopes to have electronics recycling in fall. Bike Challenge. First winner of Caught Green Handed. Ongoing interest in trees is on hold.
- Awards Cmt (Christa Greenberg) – chancellor awards winners announced late, way behind.
- Budget Advisory Cmt (Peter DiNunzio) – Will be a carry forward of about \$9,900. Annual allocation is about \$22,000, will probably go down this year, but we might request an increase in the near future since it has been stable for so long. Budget requests over \$500 are brought to EC for approval. Budget surplus is because we couldn't carry out our planned activities. Our goal is to do even more, spend more, and request more from Laura.
- Elections (Kim Krzemien) – Elections are now complete, but our issue with procuring new voting platform is on hold due to budget limitations. Wanted Simply Voting but is on hold. Looking at alternatives. Could use more members.
- Constitution & Bylaws Cmt (Kim Krzemien) Good time for them to work on changes to Standing Rules.
- Inclusion & Diversity Cmt (Heather Hagenbuch) – Aggressively working on education and advocacy. Hosting events and supporting university events to ensure professional staff voice is heard. Want to establish deeper conversations, sharing and networking.
- Marketing & Communications Cmt (Michelle Bowen) – Developing new employee welcome packet to promote PSS. Plans to audit the website and give it a refresh. Reminder of project request form to avoid multiple emails and ensure all the details are collected up front.
- Recreation & Wellness Cmt (Kathy Aiken) – Refocusing the committee, develop partnerships with campus stakeholders, establishing new projects. Setting up kayak self-service, the Bike Challenge and Bike Group. Also partnering with community groups. Set up SUNY Workplace website to promote staff opportunities.
- Staff Development & Engagement Cmt (Ed Brodka) – Welcoming Sub-Cmt just held a virtual event for 45 new employees with Pres. Tripathi. Social & Networking Sub-Cmt has a successful lunch brunch program with 9 participants, has pivoted virtually. Mentoring Sub-Cmt seeking new participants. For parent cmt, biggest challenge is their annual meeting was put on hold this year. Instead held a workshop Strengthening Communication with Your Supervisor which was recorded



and is now available on PSS website. Ideas for fall events: employee appreciation and humor in workplace (Dr Joel Goodman of Humor Project, normally charges \$7,500 but for us only \$3,000).

- **Motion to receive: Jenna Lenz (Chris Keough). Passed.**

CHAIR'S REPORT – Tim Tryjankowski

- PSS is in a strong place. Provides value to members and administration.
- Goal is to set a series of monthly EC meetings, second Thursdays, and set at least four general membership meetings for coming year, with new rules to allow business.
- Usually have guest speakers, including UB Administrators and community leaders.
- Dr. Weber could be invited in early fall, September right after students return. Fourth Thursday?
- Special Cmt of Redistricting (Tony Waleszczak) exploring reorganization of PSS, to onboard before next election in spring of 2021.
- New voting platform is critical.
- For chancellor's awards, will send congratulatory letter now, and explore celebration later.
- Will be exploring ways to raise funds with Development.
- **Motion to receive: Chris Keough (Krystal Testa). Passed.**

SECRETARY'S REPORT – Hugh Jarvis

- Valerie Stannard wishes to be a new senator representing the Libraries, Area 4.
- Janiece Jankowski wishes to continue as a senator from the Libraries, Area 4.
- Sherene Milizia is a continuing senator, but has shifted from Area 3 to Area 1.
- **Motion to accept the three senator appointments: Lynn Emminger (Chris Keough). Passed.**
- Parliamentarian Rachel Poole stressed the need for sufficient senators to make quorum and do formal business.
- **Motion to accept secretary's report: Jenna Lenz (Chris Keough). Passed.**

NEW BUSINESS

Guidelines for EC Liaisons in the PSS – Don Erb

- Presented the document and asked EC members to indicate their choice for committee.

Strive for 25 Resolution – Tim Tryjankowski

- Will update and share at next EC meeting.

Sponsorship Opportunities – Tim Tryjankowski

- Development seeks our partnership in soliciting outside sponsorships. Packages up to \$2500 annual. Tabling opportunities. Logos/ads in our outreach and activities. Limited direct advertising



opportunities. Nick Lane will spearhead this. Development feels this would be very attractive/lucrative.

- Precedent includes extensive outside sponsorship for Professional Development Conference and VOYA paying for University Shared Governance Day meeting space with food.
- Q/ Would there be limits? How would you prioritize them e.g. in ads?
- Q/ Be sure to stress the virtual activities have been as extensive as physical.
- Q/ Concerned about controversial sponsors?
 - A/ Development has very strict rules and we would be adhering to them.
 - A/ We should establish our own standards.
- Q/ Who pays for the signage/gift bags?
 - A/ They would pay for gifts/coupons but PSS would pay for signage updates.
- Q/ One senator has experience working with Nick Lane and has found him very effective and professional. Feels this would be a good partnership.
- **Motion to accept the proposal by Development to solicit outside sponsorship for the PSS on a trial basis: Chris Keough (RJ Multari). No further discussion. Passed with one abstention.**

New Rules for Virtual General Membership Meetings – Rachel Poole

- Drawing from best practices, at beginning of the year we adopted special rules for the Executive Cmt to support business during virtual meetings. A video presence was required for quorum and voting. Allowing every participant to have a voice was critical.
- For general membership meetings, we will need to develop a resolution similar to what EC passed, which will then need to be presented and approved as the first order of business at the next general meeting. This proposal will need to be sent out in advance of the meeting.
- Like EC, these will be temporary rules. We can observe how the first meeting proceeds procedurally and technologically before establishing more permanent changes for standing rules.
- **Motion to commission our parliamentarian to draft special rules for running virtual general membership meetings, for consideration by the EC, to then be approved by the general membership: Lynn Emminger (RJ Multari). Passed unanimously.**

ADJOURNMENT

Motion to Adjourn: 11:10 p.m.

Attendance sign in sheet(s) housed in the PSS office.

Meeting audio recording available in the PSS office.