

Minutes of the Executive Committee – APPROVED

November 12, 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: Jessica Coram, Cathy Donnelly (alternate), Lynn Emminger (alt. for JD Augustine), Rita Ferri, Chris Keough, Jenna Lenz, Dom Licata (former Chair), Rose Mammen, RJ Multari, Jill Rexinger-Kuhn (alt. for David Emhof), Marlo Roetzer, Krystal Testa

Executive Members Absent: JD Augustine, David Emhof.

Members/Guests: Joshua Skeans, Virginia Stever

Parliamentarian: Rachel Poole

Staff: Jessica Naish

Recorder: Hugh Jarvis

Meeting called to order by Tim Tryjankowski at 3:02 p.m.

Quorum reached: 9 members and 3 officers present.

**Supporting documents in Box.com folder in
Professional Staff Senate/ Meetings/ Executive Committee Meetings**



PRESENTATION OF AGENDA – Tim Tryjankowski

- Accommodations for anticipated guest speaker.
- **Motion to adopt Agenda: Rose Mammen (Rita Ferri). Passed.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from October 8, 2020: Jenna Lenz (Chris Keough). Passed.**

CHAIR'S REPORT – Tim Tryjankowski

- Campus Coronavirus advisory committee: Recommendations for spring semester sent to president. Academic calendar ratified by Faculty Senate. Feb 1st semester start. No spring break to prevent students leaving campus/partying. Students will be screened before they leave for Thanksgiving. Provisions for quarantining in dorms. Consideration for testing before return to campus (for staff only if work on campus). Preference for staff working from home. Next discussion will be commencement and summer sessions.
- Spring speakers:
 - January – D'Ann Keller (women's athletic director) & Despina Stratigakos (VP for Inclusive Excellence)
 - February -- Dr. Gayle Bernstein (Erie County medical examiner)
 - Later in spring, President Tripathi and Laura Hubbard (VP Finance)
- Finances still very short but UB is proceeding cautiously. Budget is still 25% below last year.
- Met with VP Hubbard about budget. Ours is intact, but no reduction predicted. She remains supportive of our mission.
- Met with CIO Bible about election software and learned newly licensed Microsoft 365 could meet our needs. Elections Cmt will open a discussion with UBIT.
- Awards celebration: Kim Krzemien won PSS Excellence Award.
- **Motion to accept: Chris Keough (Lynn Emminger). Passed.**

VICE-CHAIR'S REPORT – Don Erb

Committee reports:

- Web Cmt – added information about the awards.
- Constitution & Bylaws – will soon forward recommendations for updating our governing documents.
- Elections – exploring Microsoft 365 as a voting platform. Will be call for officer nominations in December.
- Marketing & Communication – newsletter 32% open rate. Seeking member spotlights.
- Staff Development & Engagement -- “A Gift of Laughter” with Joel Goodman tentatively scheduled for December 10th if proposal is approved.
- Budget Advisory – recommends approval of budget request for “A Gift of Laughter”, \$3,000 (1hr presentation plus 250 books) but completely offset by corporate sponsorships.
 - Chair ran the idea by VPFA to make sure was not an issue. Hubbard was very supportive.
 - Discussion:
 - Q/ How can we measure impact? Is a large budget item.
 - A/ Is a special case. Sponsorship specifically applies to the event.
 - Q/ We're actually making a profit. What is the issue?
 - A/ Yes, that's true.
 - Q/ We paid Hillary Clinton over \$300,000. This is not a lot of money.
 - **Motion to accept recommendation of Budget Advisory Cmt to fund 'A Gift of Laughter' program: Lynn Emminger (Cathy Donnelly). Passed unanimously.**
- Sustainable Living – holiday tips shared in newsletter. Late winter or early spring program planned.

- Sponsorships: currently four companies (Quicken Loans, Orange Theory, Morton Lane, Voya).
- **Motion to accept: Jenna Lenz (Rose Mammen). Passed.**

UNFINISHED BUSINESS

SPECIAL COMMITTEE FOR REDISTRICTING – Virginia Stever & Rachel Poole

- Cmt includes Tony Waleszczak, Virginia Stever and Rachel Poole. Virginia has related experience from SUNY Binghamton on their senate. Rachel has similar experience from U Texas Austin.
- Report on findings.
- Goal continues to be stronger representation and engagement from all divisions.
- Overall representation would remain the same.
- 2/3 representation from actual VP and decanal areas (1:45). With same function as now.
- 1/3 'at-large' representation (allows for staff movement and overflow from fully represented areas).
- At-large senators could serve new roles, outside their own area.
- Total number would be 98 senators (66 from areas + 32 at-large).
- Allows more flexibility and broader engagement.
- Trying to accommodate the actual way people work, their interactions.
- Next steps:
 - Exploring ways to break down the largest areas (Provost and JSMBS).
 - Exploring ways to consolidate units which work closely together.
- Final plan expected for the EC in December or January.
- Discussion:
 - Q/ Request for clarification how at-large members will still be elected from within areas.
 - A/ Will be elected from within their area, but not represent their area.
 - A/ Cmt still needs to define the election process. In Texas, they mainly came from staff moving to a new area and still be active, also appointed by executive cmt when an area was at capacity. Could include committee members.
 - A/ Anyone anywhere could self be nominated or self-nominate to serve at-large.
 - Q/ Past proposals, if a larger number run for an area than there are seats, and they are elected, the spill-over would then be 'at-large'. We didn't want to discourage people from active areas from running. How will this model work now?
 - A/ This concept is that anyone could be nominated for an at-large seat. But the mechanics of voting need to be discussed further.
 - Q/ Would at-large senators have additional roles beyond what a senator would do?
 - A/ Cmt discussed. We should prepare more guidance for new senators. Area senators should represent their area and be actively engaged with their area's members, communicate up and down. U Texas had a two-day training. For at-large senators, opportunity for people who wish to serve the university but not necessarily their area. Could serve on committees or special projects.
 - A/ At-large members could run focus groups or help with other special projects.
 - Q/ Like idea of aligning to VP/decanal structure. Will make sense to staff. But sometimes entire divisions change and the senators will all fall into at-large seats. It may make sense if we have the area senators on a different cycle from the at-large members to allow shifting.
 - Q/ How will EC membership be filled? Is currently 2 per area.
 - A/ Was discussed. Needs to be sorted out.

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- A/ Should have more representation from area than at-large but still some at-large representation.
- A/ Be great to encourage more participation at general meetings.
- A/ UT Austin executive cmt was seated with cmt chairs. Chairs were elected, but there was no separate election for exec cmt.
- Chair's hope is a final proposal that can be voted on in June by the entire senate. This is a big change so there is no great rush. This will impact the next election in 2022.
- **Motion to accept the proposal as presented and charge the special committee on redistricting to develop a formal plan and present to EC in January. That plan would address the area breakdown, a formal plan to map our current structure onto the new plan, elections and executive committee membership. Jessica Coram (Lynn Emminger). Passed.**

SECRETARY'S REPORT – Hugh Jarvis

(none)

UNFINISHED BUSINESS

'Strive for 25' – Tim Tryjankowski

- Will share draft by email. Please react before next meeting.

NEW BUSINESS

Corporate Sponsorships – Don Erb

- Discussion of issues with this new construct especially promotion.
 - Example, Quicken Loans is largest retail provider in US but they didn't get any hits from their PSS email. How do we ensure members know of these offers without excessive emails.
 - We have a page on PSS website, but how do we drive people to it, especially during this time of virtual work?
 - Chair encourages senators promote these offers during routine correspondence.
 - "Sell it like NPR." Put it in context, what's in it for me.
 - In general, people don't like corporate ads.
 - Corporate underwriting seems to work well in university setting.

Adopt a Family – Jessica Naish

- Annual tradition, normally managed by an EC member through Community Relations.
- We typically are very generous, and tend to overwhelm one average family. This year, three options proposed: 1) donate to a shelter, 2) donate to multiple families, 3) donate to a large family. No perishables or even physical goods. Gift cards are strongly preferred.
- Chair requests a volunteer(s) to spearhead, backed by full resources of PSS.
- Some additional discussion including sources of gift cards. Donations needed prior to mid-December.

ADJOURNMENT

Motion to Adjourn: 4:33 p.m.

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