

Minutes of the Executive Committee – APPROVED

March 12, 2020

Convener: Tim Tryjankowski

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

Executive Members Present: JD Augustine, Cheryl Bailey, Charlie Baxter, Chris Cheung, Jessica Coram, Lynn Emminger, Jim Gordon, Janiece Jankowski, Lauren McGowan (alt. for Ben Poremski), RJ Multari

Executive Members Absent: Ben Poremski (sent. alt.), Pamela Stephens-Jackson

Members/Guests: Peter DiNunzio, Andrew Fogelsonger, Dom Licata, Ken Kern, Tony Waleszczak

Parliamentarian: Rachel Poole

Staff: Gail Reino

Recorder: Hugh Jarvis

Meeting called to order by Tim Tryjankowski at 2:49 p.m.

Quorum reached: 6 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:** RJ Multari (Jessica Coram). Passed.

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from February 13, 2020:** Janiece Jankowski (Lynn Emminger). Passed.

CHAIR'S REPORT – Tim Tryjankowski

- We are currently in turbulent times, please send in any suggestions.



- COVID-19 Advisory Cmt formed by UB admin, PSS and FS Chairs are members, receiving feedback from the community and passing on to other committees for more deliberation or action
- Strive for 25 Resolution ongoing process, will share draft for discussion at this meeting
- New Employee Welcome Breakfast planned for Wed. April 8, but will likely be over 50 people, also not clear if president will be able to attend, might be cancelled/postponed
- April general meeting still planned for the president, but would be over 50 people, and unclear if president can still attend, may be cancelled/postponed
- Staff Appreciation Day, tentatively planned for June 11 but still in discussion, will be more than 50 people, Laura Hubbard will get back to us with where it falls in UB priorities, may be postponed
- UB Council meeting this week - UB Living Stipend Group's report came up, COAL Rep. Michael Montoro brought it up in detail, Pres. Tripathi has now issued a follow-up statement; four very large "building worthy" donations were discussed, approved; student mental health counseling was discussed, response time is 'only' three days
 - Discussion ensued: three days sounds long but there is immediate triage if emergency is apparent but students don't always appreciate or stress urgency; Upstate Medical telecounseling is an available alternative
- April SUNY Faculty Senate Plenary will be online meeting
- **Motion to receive: Jim Gordon (Lynn Emminger). Passed.**

VICE-CHAIR'S REPORT – Don Erb

- Full version was shared as handout. Appended below.
- Electronic Recycling Day – April 16, still on.
- **Motion to receive: RJ Multari (Janiece Jankowski). Passed.**

SECRETARY'S REPORT – Hugh Jarvis

- Update on senators who had previously lapsed due to poor attendance.
 - Anne-Marie Hantman appears to have left UB.
 - Kurt Baumgaertner has resigned due to a work conflict.
 - Harrison Cheung cannot attend currently due to a work conflict but is still interested.
 - The rest did not respond to reaffirm their commitment.
 - Consensus was to let the rest stay reappointed, but if they lapse again, they will not be reappointed: Kevin Westling, Jessica LaBella, Phil Ryan, Glenn Taplin, David Emhof, and Jonathan Freifeld.
- Andrew Fogelsoner wishes to serve as a new senator for Area 2 (present at the meeting).
 - **Motion to appoint Fogelsoner as a new senator, 2019-21 term: RJ Multari (Lynn Emminger). Passed.**
- Rose Mammem has a new appointment, will be shifting from Area 3 to Area 1 this spring.
 - **Motion to approve Mammen's transition: RJ Multari (Lynn Emminger). Passed.**

UNFINISHED BUSINESS

Special Committee on Redistricting - Tony Waleszczak, Rachel Poole

PowerPoint handout and report circulated at the meeting. Copies are in the Box folder for this meeting.

- Summary of constituent concerns: inadequate or unclear representation, poor engagement from member and senator side, poor communication.
- Past attempt(s) at redistricting suffered from poor transparency and follow-through
- Several potential models have surfaced plus appreciation of need to clarify how quorum will work as well as Executive Cmt membership
- Survey revealed majority did not know their senator or feel represented
- Most likely replacement is actual administrative structure (VP/decanal units)
- Benchmarking of top 25 state universities and SUNY peers
 - Few campuses have a staff senate
 - U Virginia/U Texas–Austin/Florida have decanal structure
 - U Michigan has bucketed administrative units (similar to ours)
 - another small campus follows federal lines
- Suggest spend next year following up on these models and develop specific recommendation for approval by EC then entire body.
- Discussion:
 - Much praise for their work.
 - Q/ Were these alternatives staff-based?
 - A/ Yes.
 - Q/ Did they consider Illinois? (Pres. Tripathi has previously mentioned)
 - A/ Not sure.
 - Q/ What next, do we have specifics for a new organizational structure?
 - A/ Replacement committee must handle this plus consider transition; e.g. how existing senators will slide over, and development of ‘at large’ seats
 - Q/ Can we keep EC membership based on larger areas?
 - A/ Might be useful.
 - Q/ Were any of the alternative models highly successful?
 - A/ Not from the benchmarking, but U Texas-Austin worked well based on personal observation (Poole came to UB from Austin)
 - PSS could do more to get senators engaged (retreat, resources, more structure)
 - Decanal model would help with engagement by senators and members.
 - Q/ Is the Redistricting Cmt job completed?
 - A/ Yes.
- **Motion to disband special committee on redistricting: Jim Gordon (Cheryl Bailey). Passed.**
- **Motion to charge new special committee to build a recommendation for the Executive Cmt to bring to membership for a new organizational structure: JD Augustine (Jim Gordon).**
 - Discussion of the motion:
 - Q/ Will current chairs continue?
 - A/ They are willing: Tony W. will be chair; Rachel Poole will be Vice-Chair.
 - Q/ What will be the timeline?

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- A/ Begin immediately, develop a proposal for EC by Dec. '20.
- Q/ Will there just be one proposed new model?
 - A/ that's up to the committee.
- Q/ Changes will involve bylaws and work by other committees, so conclusion may not be until 2022.
 - A/ This will be an unrushed, deliberate, transparent process.
- **Motion approved.**

Strive for 25 Resolution – Tim Tryjankowski

Paper draft circulated.

- Discussion:
 - Advantageous to make sure professional staff have a seat at the table.
 - Encourage transparency and ethical use of resources by the university.
 - Include all three campuses.
 - Reinforce employee retention through recognition, professional development and continuous improvement.
 - Encourage closing gaps among under-represented and marginalized populations.
 - Emphasize shared governance, including alumni.
 - This resolution is for the professional staff at large – wording should reflect that clearly.
- The chair will take this input and continue to flesh out the resolution.

NEW BUSINESS

COVID-19 – Tim Tryjankowski

- Discussion:
 - Messaging is shifting.; e.g. students no longer being encouraged to leave.
 - No clear solutions except for everyone to work through channels.
 - What happens if student assistants leave campus to study from home?
 - What shall we do for remaining PSS meetings?
 - What will happen with clinics and labs that require physical presence?
 - Exceptions are accommodated, will be discussed further.
 - Many aspects of the university will stay open.

Future PSS Meetings – Tim Tryjankowski

- What shall we do about remaining meetings (EC, April general meeting with President)?
- Discussion:
 - Depends on business.
 - Worth trying Webex.
 - Zoom supports breakout sessions.
 - Formal meetings will need to support our governing rules.
 - We could try April meeting online, and consider moving it to May.

What is The Best Day of the Week for Meetings? – Tim Tryjankowski

- What are the best day(s) and time(s)? Should we alternate campuses?
- Discussion:
 - Changing days is problematic, confusing.
 - Thursday afternoon seems ok, seems to work well.
 - Virtual/streaming would be helpful.
 - Can send out digital invitation.
 - Engagement is very important.
 - Campus rotation is important, but more on North Campus is fine; e.g., 4 North, 1 South, 1 Downtown.
- **Consensus was to continue with Thursday afternoons, and hold one meeting on South Campus and one meeting on Downtown Campus each year.**

Elections – Tim Tryjankowski

- Call for nominations is coming. New term starts July 1st.
- Concern about current software. Custom program developed by one member who is stepping down. Need IT people to step up to evaluate alternatives, support existing software, or replace it.
- Discussion:
 - UUP is also investigating voting software. One candidate is \$1,000. We could partner with tem and Faculty Senate to share costs.
- **Tabled.**

New Employee Welcome Breakfast – Charlie Baxter

- Shared request from Budget Advisory Cmt to authorize \$1,124 (est. 40 people).
- Recommendation to approve the request with requirement that Pres. Tripathi attends.
- Motion to approve budget request for \$1,124 provided Pres. Tripathi or his appointee can attend: JD Augustine (Janiece Jankowski). Passed.

ADJOURNMENT

Adjourned: 4:34 p.m.

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

Meeting audio recording available in the PSS office.

Vice Chairman's Report (Committee Updates) 3/11/2020

Inclusion and Diversity Committee (from committee minutes)

- The committee's presentation proposal has been accepted by the Inclusion Excellence Conference organizers.

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- The Committee will be collaborating with the Sustainable Living Committee on a clothing drive anticipated to be promoted soon.
- ADA Celebration. For a celebration in July, we would like to host an Educational and Advocacy Series event – a movie “Crip Camp”
 - Crip Camp, to be released on Netflix March 24th (produced by the Obamas) – Lunch event. Education and Advocacy Series

Marketing and Communications Committee

- The website committee page is now nested under the marketing committee webpage on the website
- February newsletter stats: Recipients: 2407 Open rate: 30% (745 of these opened the email. Increased 3% since February but need to increase more.)
- Social media stats:
Instagram: 87 followers (up by 11 since February)
Facebook: 143 likes, 146 follows (each increased by 1 since February)
- They are recruiting for committee members! Any marketing, graphic design, social media, or website experience and/or interest is welcome!
- We have one new member joining both committees: Jenna Lenz, who we are so happy to have on board. Jenna works as International Student Advisor in International Student Services, and has great experience with the CMS and accessibility. She is also familiar with the UB calendar and UB marketing. She is interested in helping us with the website and marketing overall.

Professional Development and Engagement Committee

- Planning is underway for the UB Staff Appreciation Day to be done instead of the June Staff Development Conference. The Student Union has been reserved for June 11th for the Staff Appreciation Day.
- The day will consist of:
 - A. Morning professional development breakout sessions
 - B. Noon-time, free food, information/vendor tables and “fun” activities such as Psychics, Chair Messages, Therapy Dogs, Corn Hole toss, etc.
 - C. Afternoon PSS Awards Ceremony and Reception.
- *Welcoming Sub-Committee* – new Chair is Marlo Roetzer
 - The PSS New Employee Breakfast is scheduled for April 8th at the Center for Tomorrow starting at 8:30 a.m. An invitation to 236 State, RF and UBF staff members who started at UB during the 2019 calendar year was sent on February 28, 2020. PSS Officers and Committee Chairs, or rep in their place, also invited. To date, 35 new hires have RSVP’d in the affirmative.
- *Mentoring Sub-Committee*
 - 3 new protégés have been matched since December 2019.
 - Mentoring Sub-Committee meeting is being scheduled later in March.

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Recreation and Wellness Committee

A committee meeting was held on March 4th. A huge array of potential initiatives and endeavors were discussed and will be teased out in future meetings. Two short term involvements were discussed in greater depth, specifically a steps program that the University participated in last year and will again, and second, and the committee's role in any June Staff Appreciation Day.

Sustainable Living Committee

The April Electronic Recycling Event is scheduled for Thursday April 16th from 7:30 -1:30 PM in the CFT Lot. See attached flyer for sharing with your network

- *Alternative Transportation Sub-Committee*
 - Reminder that the comment period ends March 24 for the Draft Environmental Impact Statement regarding the Amherst light rail extension
https://www.nftametrorailexpansion.com/get_involved/
 - Bike Buffalo Niagara is accepting comments for the regional bicycle master plan.
<https://www.gbnrtc.org/bikebuffaloniagara>
 - State and RF employees can sign up for metro bus and rail passes and save money using the NYSRIDE program, thanks to UUP and CSEA.
<https://participant.wageworks.com/Cobrand/nys/home/index.aspx>

STRIVE FOR 25 RESOLUTION (working draft)

Whereas University at Buffalo President Satish Tripathi, in his state of the university address, stated that the priority of the university will be to rise to a top 25 rank in the US and world report ranking of US public research institutions

And whereas the address was given and accepted as a report to the university community and accepted as the president's report by the University council

And whereas, the metrics highlighted as "areas to improve upon" in those included national and international award recognitions of faculty, retention of students, increase in research activity and growth of student enrollment,

Hence, many of these ranking factors (including those we currently are rated highly in) will involve direct input, and support of the highly educated, dedicated and talented professional employees of the university,

Now be it resolved that we the professional staff of the University at Buffalo commit to:

- working to enhance the academic reputation of UB
- influence campus partner decision making as it relates to sustainability issues and issues of campus beautification,
- guiding university and policies to offer and promote a most robust system of physical, mental and emotional well-being of students, faculty and staff by a most accessible means across our varied locations,
- Strive to offer exceptional serve to students, parents and the UB community members so as to increase satisfaction, recruitment and retention measures,

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- serving as active members of campus committees and hiring search committees to a most diverse work force on campus that better reflects the diversity of our students and of us all in areas of race, religion, gender and religious differences,

And whereas this body commits to these standards as well as offering our own professional flexibility to solve unforeseen challenges as they materialize.

And whereas we the membership of the 3,000 XXX professional staff members of the UB community work face submit this resolution to president Tripathi, his administrative cabinet and the UB board of trustees on this the 10th day of May 2020 and be it further resolved that we welcome every opportunity to work with said partners at every occurrence as it relates to our shared goal of achieving a top 25 national public university ranking for our University at Buffalo

And be it further resolved that we present this resolution as a sign of good faith in us all working together to achieve the best for UB and the entire Western New York community in which we all live, work and thrive.