

Minutes of the Executive Committee – APPROVED

September 12, 2019

Convener: Tim Tryjankowski

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

Executive Members Present: Jen Augustine, Charlie Baxter, Jessica Coram, Jim Gordon, Janiece Jankowski, RJ Multari, Ben Poremski, Pam Stephens-Jackson

Executive Members Absent: Cheryl Bailey, Lynn Emminger

Members/Guests: Dom Licata, Rose Mammen, Jill Rexinger-Kuhn, Tony Waleszczak

Parliamentarian: Rachel Poole

Staff: Lindsay Allen

Recorder: Hugh Jarvis

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

Quorum reached / not reached: 4 senators 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: Jim Gordon (Jen Augustine). Passed.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve EC minutes from June 6, 2019: Jim Gordon (Ben Poremski). Passed.**
- **Motion to approve Special Meeting ‘Leadership Retreat’ minutes from August 20, 2019: Jim Gordon (Ben Poremski). Passed.**

Office of University Shared Governance
Professional Staff Senate

543 Capen Hall, Buffalo, NY 14260-1601

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pssenate@buffalo.edu

www.buffalo.edu/pss

Report from Budget Advisory Cmt – Charlie Baxter

- Presentation of Sustainability Cmt \$570 request for Sustainable Living Fair.
 - **Motion to take up motion: Janiece Jankowski (Jim Gordon). Passed.**
- Presentation of Sustainability Cmt request for \$100 to provide refreshments for recyclers at Electronics Recycling day.
 - **Motion to take up motion: Janiece Jankowski (Jim Gordon). Passed.**

CHAIR'S REPORT – Tim Tryjankowski

Update on significant campus topics

- Graduate stipends raised to \$20,000 floor.
- Ribbon cutting for Murchee Rec Center. Next project is “LAB” in Alumni Arena for varsity sports. Concern for student (and staff) recreational facilities.
- Ruth Bader Ginsburg well received, attained national attention.
- Dr. Batta interim dean for SEAS, and PSS has had input to the search committee.
- Chip Zukoski leaving as provost, last day is this Friday. Scot Weber will be interim.
- UB Council meeting, student rep scolded them for not being more transparent incl. UBF.
- Overall UB budget limitations, especially to cover raises and efforts for recruitment, retention, and “excellence”. Ways to replace tuition revenue. No hiring freeze unlike other SUNY schools.
- Libraries renegotiating Elsevier contract.
- Comments/Questions:
 - VPSL has approved funding for e-sports lounge in Union.
 - Students are being billed for health insurance unless can prove already covered and are having trouble getting this waiver due to system clumsiness.
- **Motion to receive Chair's Report: Jim Gordon (Janiece Jankowski). Passed.**

Introductions

- Round of introductions with sharing of each person's goals for this year's senate.

EC committee liaisons

- Each EC member has been assigned to a committee, to assist as needed, and to report back to EC.
- Attendance at cmt meetings is not required, but must stay engaged.
- Members can negotiate to swap assignments.

VICE-CHAIR'S REPORT – Don Erb

Committee Reports

- Marketing & Communications: M. Bowen has an intern; 2,519 newsletter recipients; next newsletter is Sept 16; goals are recruitment and promotion
- Staff Development & Engagement: Tailgate planned before football game
- Sustainable Living: annual fair Sept 23

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- Website: submission standards are in UB Box
- **Motion to receive Vice-Chair's report: Ben Poremski (Jim Gordon). Passed.**

UNFINISHED BUSINESS

Approval of remaining committee charges, chairs and members.

Other committees were approved during the August 20th retreat. That information is repeated in this document after these minutes. The Inclusion & Diversity Committee was not yet approved.

Marketing and 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.
- **Chair:** Michelle Bowen
- **Members:** Katie Andrews, Domenic Licata, Tim Tryjankowski, Daniel Vargas, Kevin Westling

Policy and 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.
- **Chairs:** Joe Helfer
- **Members:** Janiece Jankowski, Kathleen Kielar, Cindy Konovitz, Jeff Kujawa, Domenic Licata, Timothy Tryjankowski
- **Ex-Officio:** PSS Vice Chair

Recreation and Wellness Committee

- **Charge:** 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 specific studies or investigations regarding its recreation/wellness/athletic affairs as may be assigned to it by the Executive Committee.
- **Chair:** Russ Crispell
- **Vice Chair:** Kathy Aiken
- **Members:** Charlie Baxter, Charles Keough, Joe Muscarella, Dior Jackson, Domenic Licata, Beth White, Sherri Darrow, Don Erb, Mary Dedrick, Katie Andrews, Karen Mayfield, Kimberly Krzemien, Katie Ohms, Matthew Kopalek, Johnny Garcia, Russell E. Crispell, Mark Sorel, Kenneth Kern

Staff Development and 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.
- **Chair:** Ed Brodka
- **Member:** Kelly Cruttenden, Travis Eisele, Lynn Emminger, Kristi Fields, Johnny Garcia, Stephen Hart, Maggie Herdzik, Kelli Hennessy, Geraldine Kremer, Allison McCarthy, Marianne Sullivan, Rebekah Burke, Frank Teirney, Dylana Thompson

Sustainable Living Committee

- **Charge:** The Sustainable Living Committee organizes the annual Sustainable Living Fair and provides continuing opportunities to learn about and practice sustainability.
- **Chair:** Don Erb
- **Vice Chair:** Janiece Jankowski
- **Members:** Donna Banach, Donna Czaja, Fran Fiscus, Sara Goodman, Jim Gordon, David Hill, Hugh Jarvis, Kenneth Kern, Ray Kohl, Douglas Levere, Domenic Licata, Leslie McCain, Michael Mcmanaman, Michael McQuade, Erin Moscati, Todd Nibbe, Derek Nichols, Matthew Reitmeier, Christine Stumm, Timothy Tryjankowski

Website Committee

- **Charge:** Responsible for the implementation, organization, and timeliness of the PSS website:
 - Publish content that is current and of benefit to the professional staff and the mission of the Professional Staff Senate;
 - Facilitate access to that content via a simple, attractive, and easy-to-use website;
 - Serve as a public record of Professional Staff Senate business and activities.
- **Chair:** Jason Parker
- **Members:** Reed Jones, Sherene Milizia, Pam Rose

- **Motion to approve these committee charges, chairs and members: RJ Multari (Ben Poremski). Passed.**

- Note: The other committees, with the exception of Inclusion & Diversity, were approved by EC members at the Retreat on August 14, and are listed after the minutes for convenience.

NEW BUSINESS

PSS Reorganization Subcommittee (under the EC) – Rachel Poole & Tony Waleszczak

- Expected timeline
 - By end of September, information gathering
 - By end of October, planning for surveys and focus groups.

- By end of November, surveys & focus groups.
- By end of December, present findings and recommendations,
- Q/ suggestion to provide feedback form. A/ will be part of survey instrument.

UNFINISHED BUSINESS

Approval of meeting schedule – Tim Tryjankowski

- Upcoming EC meeting schedule:
 - October 17 - 6 Norton Hall, 3:00-4:30
 - November 7 - South Campus, 8:30-9:15
 - February 13 - North Campus, 3:00-4:30
 - March 12 - TBD, 3:00-4:30
 - April 2 - TBD, 2:30-4:30
 - May 21 - TBD, 2:30-4:30 (retreat)
 - Comments: Concern was raised regarding early morning start. Shifted from 8:15 to 8:30.
 - **Approval of EC meeting schedule: Jen Augustine (Jessica Coram). Approved.**
- Upcoming senate and general meeting schedule (initial proposal just four meetings):
 - September 26 - North Campus
 - October 24 - TBD
 - November 21 - South Campus
 - February 27 - North Campus
 - March 26 - TBD
 - April 30 - North Campus
 - Comments:
 - Concern about accommodating the large volume of senate business.
 - Will have to tackle even more in EC.
 - Will need to really push senators to be active in between meetings.
 - Historically we have needed more meetings just to accommodate the full load of important guest presentations (President, VPFA, Provost, community).
 - Why cut in half from eight. Why not six?
 - Proposal by Chair to add two additional meetings: October and March.
 - **Motion to approve six-meeting schedule: RJ Multari (Jessica Coram). Passed.**

NEW BUSINESS

History of EC and parliamentary procedures – Rachel Poole

- We encourage member participation, making motions, seconding motions, minute taking, and use of Roberts Rules, PSS standing rules, bylaws and constitution for governance.

SECRETARY'S REPORT – Hugh Jarvis

- Bylaws enforce attendance by removing senators who miss two consecutive or three total meetings per year. This could be changed in our bylaws.
- Request to appoint new senators:
 - Terry-Ann Smith (Area I)
 - Gerry Kremer (Area I)
 - Eileen Sirianni (IV)
 - Jason Bachert (IV)
 - Doug Levere (Area V)
- Note: Russ Crispell (Area III) volunteered by cannot serve because that area is at capacity.
 - **Motion to receive: Ben Poremski (Jim Gordon). Passed.**
- **Motion to accept Secretary's Report: RJ Multari (Pam Stephens-Jackson). Passed.**

NEW BUSINESS

Zukoski Award – Tim Tryjankowski

Chip is leaving tomorrow, so PSS Chair and FS Chair presented him a UB snow globe purchased from Shared Governance funds.

ADJOURNMENT

Meeting adjourned: 4:27 p.m.

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

Meeting audio recording available in the PSS office.

Minutes of the PSS Retreat – Aug 14, 2019

- Quorum of EC members achieved until noted, 6 members plus 3 officers.

Approval of committee charges, chairs and members

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.
- **Chair:** Bill McDonnell and Christa Greenberg
- **Members:** Rebecca Brierley, David Costello, John Della Contrada, Scott Hollander, Daniel Kelly, Carl Lam, Elizabeth Lidano, Barbara Ricotta, Letitia Thomas, Timothy Tryjankowski
- **Motion to approve committee charge, chair(s) and members: Jim Gordon (Charlie Baxter). Approved.**

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.
- **Chair:** Charles Baxter
- **Vice-Chair:** PSS Vice Chair
- **Members:** PSS Staff Assistant, Ashley Kravitz, Pam Stephens-Jackson
- **Ex Officio:** PSS Chair

NB. The Chair will be an Executive Committee member appointed by the Executive Committee on an annual basis. The PSS Vice Chair will be Vice Chair and a voting member of the committee. The Staff Assistant in the UB Office of Shared Governance will be a voting member. Two members from the general membership, appointed by the Executive Committee on an annual basis. The PSS chair will be a non-voting member.

- **Motion to approve committee charge, chair(s) and members: Lynn Emminger (Cheryl Bailey). Approved.**

Constitution and 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.
- **Chair:** Kimberly Krzemien
- **Members:** John Beltrami, Dom Licata (switching from ex-officio to full voting member)
- **Ex Officio:** PSS Chair
- **Motion to approve committee charge, chair(s) and members: Jim Gordon (Lynn Emminger). Approved.**

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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
- **Chair:** Kimberly Krzemien
- **Members:** Mike Mcmanaman, Cassandra Walker-Whiteside

- **Motion to approve committee charge, chair(s) and members: Pam Stephens-Jackson (Jennifer Augustine). Approved.**

Inclusion and 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.
- **Chair:** Heather Hagenbuch
- **Members:** Chris Bragdon, Terri Budek, Jessica Coram, Susan Mann Dolce, Jessica DiPasquale, Caitlin Hoekstra, Julie Kim-Proehl, Cindy Konovitz, Domenic Licata, Neil McGillicuddy, Sherene Milizia, Hayley Rosario, Suzy Shallowhorn, Timothy Tryjankowski

- **Motion to approve postponed.**

Policy and 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.
- **Chairs:** Joe Helfer
- **Members:** Janiece Jankowski, Kathleen Kielar, Cindy Konovitz, Jeff Kujawa, Domenic Licata, Timothy Tryjankowski
- **Ex-Officio:** PSS Vice Chair

- **Motion to approve committee charge, chair(s) and members: Pam Stephens-Jackson (Jim Gordon). Approved.**

*** LOST QUORUM AT THIS POINT ***