

Minutes of the Executive Committee – APPROVED

August 13, 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: JD Augustine, Jessica Coram, Cathy Donnelly, David Emhof, Rita Ferri, Chris Keough, Dom Licata (ex officio without vote), Jenna Lenz, Rose Mammen, Lauren McGowan, RJ Multari, Marlo Roetzer, Krystal Testa

Executive Members Absent: Bob Miletich (FS Chair), Mike Montoro (COAL rep)

Members/Guests: Jessica Naish.

Parliamentarian: Rachel Poole

Staff: Gail Reino

Recorder: Hugh Jarvis

Meeting called to order by Tim Tryjankowski at 3:20 p.m.

Quorum reached: 9 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: JD Augustine (Jenna Lenz). Passed.**

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

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

CHAIR'S REPORT – Tim Tryjankowski

- UB's COVID-19 planning committee, made their recommendation about next steps, now switching from fall semester planning to spring semester, will probably plan for a hybrid semester for spring, because more complex scenario
- big mess with international students, was unclear whether they would be allowed to attend (federal rules), and if they could attend (travel permissions), may be problems with them completing their majors due to course offering schedules (typical fall classes may need to be re-offered in the spring)
- suspect international and transfer enrollment may be very high this spring
- Athletics games cancelled for the fall, major hit in revenue
- research: faculty can request their tenure clock be frozen
- HR keeping an eye on child care load on employees
- housing planning on 6,000 students in residence, deadlines were postponed, but 2,500 declined but some joined from wait list, final estimate is 4,000 which is about half of our capacity
- Clement and Goodyear are currently "off-line" and will be used as needed for quarantine
- faculty can still make their own determination about going all-remote
- there is a health & safety reporting form to report concerns including people not following guidelines (was emailed to entire PSS)
- 93% of winter session courses are online, planning is being reviewed if we need to switch to an emergency shutdown
- Discussion:
 - Comment: brand new international students must have at least one in-person class.
- **Motion to receive: RJ Multari (Rose Mammen). Passed.**

VICE-CHAIR'S REPORT – Don Erb

- Rec & Wellness: bike challenge now at 150 members plus an additional 150 followers; kayak reservation system established, with 28 loans; fall plans for family day, golf outing (not a tournament), and bike tour(s)
- Staff Development & Engagement: planning an engagement opportunity with a well-known presenter on humor, looking for corporate sponsors; mentoring sub-cmt continues to add to mentoree list, actively recruiting mentors; welcoming sub-cmt surveyed attendees receiving good feedback, recorded new employee brunch (online); lunch bunch continues to do well
- Sustainable Living: cannot hold in-person fair this year; outreaching to vendors to check interest in presenters or other forms of remote presentations
- Budget Advisory: SUNY wants a 20% allocation reduction based on
 - beginning balance 9,886
 - annual allocation 20,297
 - total projected 20/21 funds 30,183
 - assume 85% of budget is spendable 25,655
 - less stipends 17,777
 - less currently approved budget requests \$500
 - total projected spendable 7,738
- Discussion:

Office of University Shared Governance
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- Q/ budget is moving target, cuts depend on federal relief and actual attendance in residence and overall, but actual PSS spending has been much less than usual due to meeting curtailment, but will be a lean year
- Committee Liaisons assigned, showed roles (liaisons will engage with their assigned committee and report back)
- **Motion to receive: Chris Keough (RJ Multari). Passed.**

SECRETARY'S REPORT – Hugh Jarvis

- Lauren McGowan has asked to resign from EC due to pressing business commitments. The Area 2 alternate Marlo Roetzer has agreed to step up to full member. We are asking the next in line if they wish to become the new alternate.
- **Motion to accept the new EC member, Marlo Roetzer: RJ Multari (Cathy Donnelly). Passed.**
- Shared proposal for more active engagement, where EC members would actively communicate with their Area senators, and EC/Senators would then communicate with all of their Area members (e.g. by email using existing listserves).
- Discussion:
 - Q/ how does this tie in reorg?
 - A/ reorg task group will have reorg plan for review by December
 - A/ even with reorg, the process would be the same, and the resources like listserves are available
- Chair encouraged members to outreach to secretary to take advantage of this opportunity.
- **Motion to receive secretary's report: Jenna Lenz (JD Augustine). Passed.**

NEW BUSINESS

Guidelines for Holding Remote Meetings – Rachel Poole

- Presented the document and asked EC members to discuss. Document is included below and in Box.
- Need to approve doing business remotely for general meetings.
- Falls within our current governing documents, so no need for in person meeting to formally adopt these clarifications
- Later, would be useful to update our documents to accommodate these needs
- **Motion to move proposal forward to next general meeting: JD Augustine (Dave Emhof). Passed.**

Renaming of Campus Buildings – Tim Tryjankowski

- PSS Chair is invited to UB Council meetings, was emergency call for meeting a couple of weeks ago, proposal to remove Putnam from Putnam Way (to Mary Talbert Way) and Putnam's Cafe. RJ heard that Buff State was removing Porter's name, and realized was same Peter B. Porter on our Porter Quad in Ellicott. Tim relayed this concern to President/Provost, asked if UB Council could also

remove Porter. Final action by Council removed Putnam, Porter and also Millard Fillmore. Great example of PSS effectiveness and shared governance in action.

- Discussion
 - Q/ John James Audubon (named on major campus road) was a renowned slave owner in 1800's. Can we push that further?
 - A/ Let's ask Diversity & Inclusion Cmt to investigate further. It's either a Town of Amherst or even state property.
 - A/ Could we just rename the portion that lies within the campus?
 - A/ Regardless, would still require Town's blessing.
- **** Committee gave consensus approval for this to go to Diversity & Inclusion Committee.**

Strive for 25 – Tim Tryjankowski

- Admin still would like to receive the resolution that will be the product of discussions we started several meetings ago. Chair previously solicited input from chairs and EC members.
- Brief conversation ensued but no clear direction to move forward. Chair will re-surface with more details at a future meeting.

Dates for upcoming meetings – Tim Tryjankowski

- August:
 - 13 - EC
 - no general meeting as that is first week of classes bedlam
- September
 - 10 – EC
 - 24 - general membership #1 (special guest Provost A Scott Weber)
- October
 - 8 - EC
 - 22 - general membership #2 (special guest VPFA Laura Hubbard)
- November
 - 12 – EC
 - no general – Thanksgiving
- December
 - 10 - EC
 - no meeting – winter break
- January
 - 14 – EC
 - 28 - general membership #3
- February
 - 11 – EC
 - 25 - general membership #4 (we fulfill our charter with a fourth meeting)
- March
 - 11 – EC
 - 25 - general membership #5
- April
 - 8 –EC
 - 22 - general membership #6

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University Shared Governance

- May
 - 13 - EC
 - 27 - general membership #7
- June
 - 10 - EC
 - 24 - general membership #8 and or awards celebration / staff appreciation day

Motion to approve the proposed meeting schedule: RJ Multari (Chris Keough). Passed.

ADJOURNMENT

Motion to Adjourn: 4:29 p.m.

Attendance sheet on Box.

Meeting audio recording available on Box.

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Proposal for Remote Meetings

Proposed Motion:

The Professional Staff Senate of the University at Buffalo moves to allow the business of the Professional Staff Senate to be conducted remotely via synchronous video teleconferencing from now until such a time as the COVID-19 crisis subsides and allows for normal University business and operations to resume and public gatherings are allowed by the University, local and state governments.

Remote meetings will be conducted via synchronous video technology that allows all participants to see, hear and speak with one another. Members shall be considered present if they have joined the meeting and can be both seen and heard by all participants. Quorum will be determined by a roll call of the senators present at the beginning of the meeting and members joining or leaving after will directly notify the Secretary via chat. The meeting link will be sent to participants by the Secretary in line with current meeting notification requirements.

Motions and voting shall take place in line with the Senate's governing documents. Motions will be put forth and seconded by voting members and will be open for discussion through the video connection as well as through the chat, and when appropriate the chair will ask for a verbal yay/ney vote. If the vote can not be called from the verbal vote an individual count vote will be taken, allowing the Chair time to visually confirm each members' vote via their video stream. If necessary the Chair can ask for clarification from the member on their vote.

Suggested mechanics:

Secretary will prepare a spreadsheet in advance with all the names of senators, and include any alternates that are standing in based on emails received. Meeting will start by reading the roll, requesting "present" (or we announce "absent"), and then request anyone who is acting as an alternate to self-identify.

Since we do have senators who come in and leave during the meeting and with dozens of individuals on a call it becomes difficult to make sure we have quorum after the initial roll call. For this I recommend that individual be ask to directly notify the Secretary via chat.

Secretary will then quickly adjust the master spreadsheet and email it to the officers while meeting continues. This spreadsheet would be used to support an individual vote count.

For vote count, I would recommend we do this any time there is not a straight no contest yay vote. However, I think we can still use a simple verbal yay/ney in the cases where there is no contest and a full vote for yes.