

## Minutes of the Senate – APPROVED

November 21, 2019

**Convener:** Tim Tryjankowski

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

**Senators Present:** Jason Bachert, Cheryl Bailey, Kim Behun, Jessica Coram, Kelly Cruttenden, Kalpesh Desai, Diane Dempsey (alt. for Gerrie Kremer), Cathy Donnelly, Mary Clare Fahey, Rita Ferri, Janiece Jankowski, Dan Kelly, Theresa Kruse, Carl Lam, Jenna Lenz, Doug Levere, Rose Mammen, Lauren McGowan, Sherene Milizia, Ben Poremski, Jill Rexinger-Kuhn, Kathy Roach, Marlo Roetzer, Mary Jo Sicurella, Eileen Sirianni, Deb Stamm, Pam Stephens-Jackson, Carlos Tajeda, Cassandra Walker-Whiteside, Melissa Wood

**Senators Absent:** Ashley Allen, Susan Bagdasarian, Kurt Baumgaertner, Charlie Baxter, Rachel Blane, Chris Cheung, Harrison Cheung, David Emhof, Jessica Labella, JD Augustine, Matt Deck, Lynn Emminger, Jonathan Freifeld, Jim Gordon, Anne-Marie Hantman, Chris Keough, Gerrie Kremer (sent alt.), RJ Multari, Pam Rose, Dan Ryan, Phil Ryan, Melinda Saran, Terry-Ann Smith, Glenn Taplin, Kevin Westling,

**Members/Guests:** Michelle Bowen, Mary Gordon, Niki Pizzutelli

**Parliamentarian:** Rachel Poole

**Staff:** Gail Reino

**Recorder:** Rachel Poole

**Meeting called to order** by Tim Tryjankowski at 3:03 p.m.

**Quorum not reached at start of meeting:** 12 senators and 1 officers present.

**Supporting documents in Box.com folder in  
Professional Staff Senate/ Meetings/ Senate and General Meetings**



## PRESENTATION OF AGENDA – Tim Tryjankowski

- Guest speaker shifted to first position.
- **Motion to adopt Agenda: Carl Lam (Ben Poremski). Passed.**

## REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- Request to fix a typo.
- **Motion to approve Minutes from October 24, 2019: Cathy Donnelly (Ben Poremski). Passed.**

## GUEST PRESENTATION

### Campus Sustainability Efforts - Ryan McPherson, Chief Sustainability Officer

- Returning after several months to report on progress and action on our feedback.
- Last Climate Action Plan was 350 pages and hard for people to digest.
- Why?
  - Important to understand why we are doing this: science, moral imperative and personal responsibility... bottom line for UB admin is business case (financial savings, retention, rankings), and what students value (recruitment).
  - Business costs, focus on carbon emissions (electricity, mobility, heating & cooling).
  - Students: 46% value sustainability, 31% boycott unsustainable companies, 40% think climate change is biggest challenge we face.
  - NYS policy most aggressive in country. SUNY/UB can play leadership role.
  - Carbon neutrality requires systems change and individual action.
- What?
  - Three types of emissions: university heating/transportation; indirect (electricity production); constituent transportation.
  - Big missing factor is from food choices. Not in UB usage chart, hard to capture.
  - Hard to capture data and portray so can be understood. Developing a portal.
- How? (next steps)
  - Build off 2009 Climate Action Plan but hard to understand. Now dated but goals are good.
  - Emerging climate action strategy. Ten years to act. Ten objectives. Each will have a working group with key constituents and key milestones.
  - One example, pivotal, requires placing monetary value on carbon. Allowance for each dean/building, if they exceed, they must pay. Travel allocation with real cost. Non-green commuting would incur a fee to purchase offsets.
  - partnering with local governments and peers (Buff State).
  - Wondering where to buy off-site electricity, local or best ROI.
  - Senior leadership has embraced ideas. Again meeting with stakeholders, taking feedback.
- Concerns or Questions?
  - Q/ Social Work has strategic plan. Are you talking to the deans?
    - A/ Would love to discuss.
  - Q/ Would divestment and reinvestment in green energy help ranking?

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- A/ A socially responsible investing group of employees and students advised UBF. But decisions are not so easy. Most of money is in mutual funds which are diversified.
- Q/ Some universities are not divesting to maintain a voice in the decision making.
- Q/ How are we thinking about electric vehicles?
  - A/ Policies, plans, infrastructure for green commuting. NYSERDA grant for charging stations. Hope to have more 15 more charging stations on campus by summer. No charge initially but UB thinking of cost recovery. Special hang tags.

\*\*\* 3:45 quorum check, met quorum. \*\*\*

### CHAIR'S REPORT – Tim Tryjankowski

- Reminder about campus bookstore survey and PSS redistricting survey.
- Movement on tree survey. Fund for trees (matching funds).
- Drone project will begin this spring. Joint project with Geography, Engineering, and Facilities.
- No December meeting but hoping to hold Stop the Bleed Training.
- Spring:
  - Desire for deeper dive into campus climate survey.
  - Planning for February roundtable on community relationships.
  - Inviting UB Athletics to present.
- Hopes to for a PSS retiree committee.
- EC developing our own 'drive for 25'. Goal to present our own ideas to President.
  
- **No motion to receive.**

### VICE-CHAIR'S REPORT – Don Erb

- Awards Cmt – nomination cycle for chancellor's and PSS awards has begun.
- Inclusion & Diversity Cmt – annual potluck. Recently cosponsored event with LGBTQ group.
- Marketing & Communication Cmt – Revised toolbox and added forms. Social media posts.
- Staff Development & Engagement Cmt – annual conference plans moving ahead. Corn hole tosses. Lunch Bunches a success.
- Sustainable Living Cmt – working with Advancement to establish a tree fund. Working with Sustainability to improve recycling messaging.
  
- **Motion to receive: Mary-Clare Fahey (Janiece Jankowski). Passed.**

### OLD BUSINESS

#### Standing Orders Change - Membership of the Budget Advisory Committee

##### Budget Advisory Committee Proposed Membership (additions in red):

- The Chair will be an Executive Committee member, **a former Executive Committee member or a designee of the Executive Committee**, appointed by the Executive Committee on an annual basis.

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- The PSS Vice Chair will be **Vice Chair and a voting member** of the **Budget Advisory** Committee
- The Staff Assistant in the UB Office of Shared Governance will be a voting member
- **Up to four** members from the general membership, appointed by the Executive Committee on an annual basis
- The PSS chair will be a non-voting member

Rationale, more flexibility, prevents deadlock if no chair available within current rules, provides more transparency. Comments or questions? None.

- **Motion to approve new membership rules: Ben Poremski (Janiece Jankowski). Passed.**

## NEW BUSINESS

Marlo Roetzer would like fill Area 2 vacant seat.

- **Motion to appoint her as a senator: Cheryl Bailey (Mary Clare Fahey). Passed.**

Approval of new charge for Marketing and Communications Committee

### **The Marketing and Communications Committee provides:**

- Branding and marketing that is specific to PSS, but strictly uses UB branding and identity strategies, for sending communications to the membership, committees, and UB staff.
  - Marketing assistance to all PSS committees and the membership, including, but not limited to, flyers, news announcements, signage, merchandise, photography, social media coordination, etc.
  - Content proofing and advising to all PSS committees and the membership.
  - Provide a PSS Newsletter once per month, which highlights events, news, staff recognition and resources.
- **Vice Chair tabled motion since Web Cmt will be merging with them and charge will change again.**

## SECRETARY'S REPORT – Hugh Jarvis

- (none)

## GUEST PRESENTATION

UB Financial Accountability – Kara Kearney-Saylor, Internal Audit

- Been at UB three years, came to build up internal auditing procedures.
- Focus on internal controls, costs savings, maximizing efficiency, meeting university goals.
- Methods; audits, advisories, special reviews.
- Looks at high risk area (handle lots of cash), business risks, initiatives.
- Initiatives: whistleblower hotline, university-wide risk assessment, enterprise risk management, support for external audits.
- Office of State Controller can be interesting (e.g. \$900k in 'questionable purchases'). \$300k was focused actually approved by the other branch of State Controller's office. Focus of concern was on

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one vendor, wasn't sure if best value, 8-yrs old (people had retired, missing documents), unclear if whole amount was delivered and best prices were documented and found. Wanted more details on UBF contracts.

- Questions:
  - Q/ in case of state controller, where does opinion stop and oversight take over?
    - A/ Always both in tandem, any big item needs approval by OSC.
  - Q/ what is monetary threshold for formal bid process?
    - A/ \$50,000
  - Q/ do t-shirts need to be bid out?
    - A/ No, but need documentation to prove looked for good price.
    - OSC does look back and ding people, but her philosophy is to look forward.
  - Q/ Advice on whistleblower line?
    - A/ When have no avenue to report something questionable monetarily.
  - Q/ How big is Internal Audit?
    - A/ Seven staff.
  - Q/ You mentioned auditing tuition. What about Excelsior?
    - A/ No, just payments in vs. out, but could change.

## ADJOURNMENT

**Motion to Adjourn.** 4:22 p.m.

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

*Meeting audio recording available in the PSS office.*