Executive Membership Meeting
Minutes of September 16, 2010

Convener: Janiece Kiedrowski, Chair

Recorder: Kathleen M. Kielar, Secretary

Agenda:

1. Greetings to Senators and Executive Committee Members
2. Establish meeting parameters and rules
3. Approval of the minutes of June 10, 2010
4. Review of the new website
5. Committee Updates
6. Area Meetings
7. Recognition of professionals on websites
8. Development of questions for the provost
9. Request for volunteers to serve on the decanal review for school of social work
10. Review of faculty meeting regarding Interim President
11. Determination of writing a letter outlining PSS wanted characteristics of a President
12. Agenda and speakers for this year for both Executive and General Meetings

Minutes:

1. Janiece introduced herself and the Senators then introduced themselves, stating where they worked and who they are.
2. Janiece established some meeting parameters.
3. Approval of minutes of June 10th.
   Minutes were approved with some corrections. The date for the welcoming reception should be listed as Friday, September 17. Under the mentoring section we need to remove the notes "huh what does this mean?"
4. Review of the new website. Ann Marie Landel demonstrated and reviewed the components of the PSS website. She showed where meetings can be found, where committee updates are located, the location of Senator page updates (includes pictures and a toolbox to help out with Senator communications), the layout of the meeting minutes (date, speaker, topic, and downloadable pdf), and showed the PSS photo gallery of different events.

Suggestion would be to put PSS link on the staff page for MyUB.

Instead of having the discussion list, is there any way we can have a message/discussion board where we can post a question and answer the question? A question was brought up if a professional discussion board could occur. We are looking for a place to have a discussion board that would be confidential to Professional Staff Only. Ann Marie made a commitment to discuss the feasibility of cross information between our PSS website and MyUB or even UB Learns. There was also a question of whether we could have a blogging discussion on the PSS website. Ann Marie explained that Facebook would support this type of blogging code. It would not be supported on the UB platform. The consensus was the website looks great! Ann Marie to discuss these ideas with the marketing committee.

5. The welcome reception is tomorrow at 9:45 AM. The President will stop in to greet new employees. Laura distributed the agenda of the reception.

Ann Marie and Phyllis Floro talked about the Diversity pot-luck dinner at the Student Union. Save the date for November 4th at 11:30 AM. They are bringing in a speaker for guided discussion and some student performance groups. Bring a cultural dish to pass. Possibly a band.

Mentoring committee chairperson, Nancy Battaglia, discussed the recent meeting. There will be three tracks. We'll still have the same mentoring track, a buddy system, and a UB assessment track...almost like a continuing education thing for UB skills (e.g. eReq, financial things, IFR, travel, etc.). They are working on putting together a focus group and sending out invitations to those that they think would be appropriate to sit on the focus group.

Ann Marie said she is providing listserv training workshop next Wednesday, September 22 at the TLC. You can register thru the TLC website.

Greener Shade of Blue and You is September 21, 10 - 2:00 PM in the Student Union. They will have vendors, and speakers, as well as canisters to recycle some of your goods.

6. Area Meetings. Janiece said that we are trying to set up Area Meetings. Amy Wilson held an area meeting and had a great discussion with her area. We would like your areas to come up with ideas. A very short breakout session ensued.

A request of names for each area and its members was made. Ann Marie agreed to get that out to the Executive Committee Members. You can also send your message to Anna who will distribute it to your areas.

Area I - Meeting on the South Campus per Becky Goodman. They want to address concern of release time. They would shoot for a time when no students are there.
Area II - Looking for Thanksgiving week. We'll meet in Ketter 140. Meet and greet and a tour of the earthquake center per Letitia Thomas

Area III – Planning to meet on October 20th at 5:00 pm and go to Average Joes. Happy Hour meet and greet and get connected, per Amy Wilson.

Area IV - meet at Berts at 10:00 in the morning for a 1/2 coffee break. We felt that we would communicate critical updates about what's going on across campus as an enticement, per Janiece Jankowski.

Area V - Doing a reach out of all their senators to meet with them individually. Then they would set up a wine and cheese get together on a Friday, 3 - 5. They are tying it to another event on campus maybe the Wednesday afternoon faculty and staff club.

7. Promotion and recognition of individuals on the website. Is it a good idea because people don't get recognized enough at this university. It's a good thing to know what people are doing. It also would be good to profile the average normal PSS member. It helps build connections across the university. The group decided to establish some criteria that would take note of employees professional achievements, as well as community involvement and notable university accomplishments.

Cherie nominated Jim Gordon who has just completed a second book. The marketing and communications committee will be responsible for interviewing the professional staff that will be recognized, in this instance Jim Gordon We might want to have a moderated section where people can comment about that person. Might also want to consider “meeting the new staff”.

Tagline, “Professionals who make UB work”?

8. Questions for the Provost

   a) At a UB Council meeting, the provost discussed How many are retiring, replacements, etc. Can you provide us with that update? What is the operating plan with lessening staff?

   b) Budget update and where is PHEIA/UB2020?

   c) Are we constricting enrollment? Are there revised projections?

   d) Will there be changes with freshman enrollment, in-state/out of state enrollment?

   e) What is their strategic plan in the future? Any political action to reinitiate UB2020? How do we address the change of politicians and negotiations?

   f) What's on the Provost's mind? What’s his focus given where we are today?

   g) Why wasn't he named interim president? We understand that the interim is eligible for election of president role. Are you interested in running?

   h) Can he shed some light on WBFO and WNED?

   i) Talk about the construction on campus
j) Can he give an update to heart of the campus?

Any more questions, send them late tomorrow morning. Submit questions for the provost on the PSS website.

9. Janiece put forward officers and committee chairs for the Presidential Search committee and the decanal review. We did not get a lot of responses for the decanal review for Social Work. Janiece talked about her past experience. It was worth it. We did get several people for the Presidential Search. Questions were asked about time frame and time commitment. Carol Van-Zile Tamsen, Barbara Mulvenna, Letitia Thomas, and Tracey Gawron, Nancy Battaglia and Sharon Harezga volunteered. The decanal reviews are conducted every 5 years. Is there a way we can inquire with the other schools of when their time is coming up? Janiece will check into questions.

10. Review of Faculty Senate meeting with voting faculty regarding Interim President and selection of the President. There was no due process. Very few parameters for an appointment exist. They felt that this was not a good appointment with Scott Nostaja. A mistake was made but it was made in good faith. They wanted to look at characteristics of an interim President. The community holds us to a high standard and we need to continue to represent that high standard. The Presidential appointment is clearly defined with the SUNY board of trustees. The Chancellor appoints. There are minimal parameters for Interim President. The UB council can do what it wants for the Interim. Scott is still in the running. The faculty felt that they wanted to voice their opinion and articulate a list of characteristics. They will not put forward any names. They do not want to lose Scott Nostaja.

The interim president can serve (Nancy Neilson said they could serve) at the request of the Chancellor. Whoever is interim is eligible to apply for President? Is this true?

11. Do we want to write a letter outlining the characteristics for nomination of University President? David Parisi suggests that we should put a letter forward outlining the characteristics representing thoughts of the PSS. We should come up with our own parameters. We should also be looking at community and public service, beyond research and teaching characteristics that the faculty wrote about. Others joined in agreement. If we put a statement forward, the one professional chosen on the committee would provide a strong representation of all professionals and will be backed heavily by the Professional Staff Senate. Jim Gordon would like our letter to focus on the forward looking of the university and bigger picture.

Vote: Unanimous vote to support writing the letter. The letter would be sent to Chancellor, Jeremy Jacobs, and the SUNY Board of Trustees.

Do we also need to show the strength of what the professionals bring to the SUNY system and why we believe it is important that the professional staff senate have a say. Yes! We should allow for folks that are not able to attend Executive meeting provide input.

What are the characteristics we want in the next President?

- Professionals represent professionals across the system and the successes across campus - we should have a say for the selection of a President
- We need to show our perspectives as far as campus operations and foundation
• We don't just represent the needs of the professionals, but try to take an approach that represents the bigger picture (support for faculty and students values as well)
• Professionals include state employees, research and foundation.
• We are going to send the letter to SUNY board of trustees, the Chancellor, and UB Council
• We need to talk about community and the importance of investing in the community of WNY
• Continuing the momentum of UB2020
• The University is one of the largest employers in WNY
• Professionals do have a formal governance in the institution and we feel it is our obligation/duty to participate
• Characteristics of the President should be:
  Can we say that in addition to recommendations of the faculty, we would like to add the following for consideration:
• Due to the state's financial crisis this person would need to have strong experience in finances (fiscal constraints), running a business with a multi-million operating budget such as UB
• Considering the current financial realities that SUNY is facing, this person needs come in with a financial acumen with a working knowledge and understanding working in SUNY system and a State system.
• Understanding of a political environment (WNY community in addition to UB's) Needs to go toe to toe with local and state political leaders. Has a good reputation to effect change, commands immediate respect.
• Support the growth and development of all employees and promote cross collaboration between all employee groups across campus
• Views Professional staff as full partners with faculty and the university leadership in furthering the mission of the university.
• Collaborates, breaks down silos
• Public and community service are essential and Prof staff are key to fulfilling mission of university. We want a President that recognizes the contributions of professional staff are key to fulfilling the university’s community service mission.
• Recognizes that the contributions of outstanding professional staff have been essential to making the university the great place it is today.
• Understands that continuing to attract, retain, and recruit professional staff is critical if the university is to achieve excellence and future goals. Fostering an environment where professional staff can grow and develop in their careers and where they are valued as essential to retaining and attracting outstanding talent
• Has appropriate credentials for the position
• We need to word this with the student interest in mind, recruitment and retention of students.
• Commitment to equal access for students
• Promotes diversity and equal employment opportunity for all
• Continuance of striving to build UB gain national prominence
• Statement that a leader that is building on the things that we’ve already have accomplished. They don't have to put their own stamp and start on new things. We have support of UB2020 and would like for it to be continued and fostered (AAU discussions)
• Compassionate individual tied to the community
12. Ideas for Agenda and speakers for this year for both Executive Committee and General Membership meeting.

General Membership Meeting names that were suggested to speak include: Scott Weber, Deb Hard/Wellness team, talk about financial and retirement planning, Dean of the Dental School, Chief Schoenle, Dennis Black, Residence Hall Director, Randy Borst, Jean Wactawski-Wende, Director of Career Services, What is the risk of losing my job (what can I do to make myself better, career resource planning, --maybe a panel discussion). Link that to the mentoring and Staff Development committee. Don’t market as "Afraid of losing your job", put a positive spin on it, how to position myself better, be more marketable with retirements?

Executive Committee - Nancy Zimpher (Skype meeting), Scott Nostaja, Mike Dupre, Bob Shibley, Harvey Stenger (Bio Engineering), Panel of Deans (talk about key initiatives), Invite all the deans (break it up into Undergraduate deans, professional and health center), Alex Cartwright, Do we meet with Student leaders? Director of Athletics.

It’s important that we have work sessions that keep us on track. These were very helpful in the past.

13. New Business – Jim Gordon brought up the idea that we should formally recognize and show appreciation to President Simpson. The group agreed.

Janiece should be clearer in her communications as to when she is communicating to exec committee, senators or both.

Should we have a social event to recognize all that are retiring? Perhaps at the holidays?

Motion to adjourn
Professional Staff Senate Meeting
Attendance

Meeting Date: Thursday, September 16, 2010
Executive Committee Meeting

Attendance

Area I
Absent  Kristina Costanza
Absent  Fred Covelli
Excused  Matt Deck
Excused  Allison Garvey
Attended  Tracey Gawron
Attended  Rebecca Goodman
Attended  Candy Morris
Attended  Barbara Mulvenna
Absent  Christine Stumm
Absent  Cassandra Walker-Whiteside

Area II
Attended  Thomas Albrechinski
Absent  Donna Banach
Absent  Oliva Emrich
Absent  Ilene Fleischmann
Attended  Phyllis Floro
Absent  Paul Hutchings
Absent  William Mcdonnell
Absent  Katie Menke
Absent  Cathleen Morreale
Absent  Lawrence Osswald
Attended  Susan Ott
Absent  David Parisi
Attended  Sarah Piraino
Absent  Margie Poniatowski
Attended  Letitia Thomas

Area III
Absent  Emily Chabala
Absent  H. Williams Coles, III
Absent  Ellen Dussourd
Attended  Brian Haggerty
Absent  Jeff Kujawa
Absent  Jennifer Morrison
Absent  Mary Pitts
Attended  Amy Wilson
Absent  Laura Wirth
Professional Staff Senate Meeting

Attendance

Area IV

Miranda Ashby  
Michael Behun  
Attended  
Chris Cheung  
Absent  
David Foti  
Absent  
Jennifer Fry's  
Attended  
Jim Gordon  
Absent  
Joann Greenszweig  
Absent  
Christopher Keough  
Absent  
John Mondo  
Absent  
Jason Parker  
Absent  
Marie Peterson  
Attended  
Laura Pruski  
Attended  
Eileen Sirianni  
Attended  
Cherie Williams  
Attended  
Laura Yates

Area V

Attended  
Laura Barnum  
Attended  
Nancy Battaglia  
Absent  
Amanda Brown  
Attended  
Donna Czaja  
Absent  
Carlos Gallardo  
Attended  
Sharon Harezga  
Attended  
James Jarvis  
Attended  
Kesha Lanier  
Attended  
Louise Lougen  
Absent  
Tracey Murphy  
Absent  
Michele Poitras  
Absent  
Angie Rzeszut  
Attended  
Carol Van Zile-Tamsen  
Attended  
Lee Zak

Officers

Attended  
Janice Kiedrowski  
Attended  
Kat Kielar  
Attended  
Ann Marie Landel

SUNY Senators

Absent  
David Ballard  
Absent  
Henry J. Durand  
Absent  
Jennifer Gottardiener