PSS Executive Meeting
December 2, 2010

1. Minutes of November 4th were approved.
2. Updates from Janiece:

Policy and Governance update:
- Bill Coles, Cherie Williams and David Parisi put together a list of recommendations for candidates for the Presidential Search Committee and forwarding it on to Ilene Nagel.
- There may be a pool of people running for officers and there may actually have to be candidate statements, and voting by membership.
- Talked about increasing our umbrella to include all professionals on campus, SubBoard, GSA & SA. Janiece to check with H/R (Amanda Brown) to see whether they have a list of professionals and how broad that list is.
- Membership includes part timers if .50 FTE or higher.
- Anna is working on realigning the areas with Laura Barnum, proper number of representatives for each area based on number of professionals in those areas.

Mentoring Committee update:
- Working on developing a focus group for working on skills training with mentoring. Wish to develop 2 focus groups:
  1. for New employees (being here between 6 months to 1yr) to provide skills training for them.
  2. for older employees
   In each area separate people are responsible for different things. We should look at each area and find the key person in the focus group to talk about the needs. There are functional services within areas. Looking for key people to provide this type of skills training. We've identified areas.
- Need to flesh this idea out further. Possibly provide an experts directory – this is a directory or resource where the people will come in and talk about an area of expert information. UB Business directory is the go to place for this information. Maybe we should do an experts directory based on school. ie writing a grant – need a person who knows the general guidelines/rules for it. Looking for a person to teach people once or twice a year on how to prepare a grant.
This is skills training, not soft skills. Not looking to duplicate what HR covers. Business Days covers this complex topic. Maybe the business services department should do more business days per year or break it up to more than once a year.
We need to be careful in providing skills that professionals are not authorized or in their purview to use.
We need to flesh out the real needs before continuing with this. We don't have any UB best practices, we are all doing it in a similar fashion but there is not a standard way.
- Report back to Nancy whether to continue with the focus groups. Focus groups were going to meet the week of the 13th. Mentoring has a special meeting set up.
- What was unclear to the executive committee is how could you find the key person in these key areas for skills training. For instance with the foundation, you have a budget area, you have a grants
area, etc. Although the areas are a good start, finding the key person for representing these areas and providing skills training is too broad. The executive committee wanted to report this back to the mentoring committee to address this and figure out how this would all work.

- Areas identified:
  UB foundation - UB Research,
  Grant admin – there are different areas in grand admin – Brad Bermuez or another woman Mary.
  Budget, Purchasing, - Fenish, Business services, H/R – there is no specific person in HR for Grants, SIS, Advising, CIT, Assistant to Deans
  Scott Morris is leaving for Georgia Tech – VP for HR. Our partnering with HR will change. Have a meeting with HR next Monday.

3  UB Green – Jim Simon and Erin Moscoti – Talked about what’s UB Green is doing and what PSS can do. (see powerpoint presentation at end of minutes)
- Sustainability at UB – environmental sustainability office on campus. Explain what they do and what people on campus can do to clean the campus.
- Climate Change – consensus is that burning fossil fuels is creating the greenhouse effect. Causes number of issues around the world including warming, melting of glaciers, draughts etc. Temps have risen and ice caps have shrunk. Storms are increasing including hurricane Katrina.
- What UB is doing for sustainability:
  Energy – working on energy conservation and efficiency. Saved so far $10M annually on campus by changing light bulbs, building green buildings. Creekside village is 1st apartments built with a commitment to green. Leed certifications include, bronze, silver, gold and platinum. Engineering building is classified as silver. UB is retrofitting existing buildings too. Passive measures also continue to occur, such as lighting in buildings.
  Purchasing renewable energy for the campus – we also produce energy on campus. Solar panels on roof.
- Transportation: Developed programs in partnership with UB transportation. 1/3 of our green house emissions comes from transportation (which includes air travel)
  Managing transportation demand
  Providing alternatives to Single Occupancy Vehicle commuting:
  Provide transportation options such as Car Sharing – zip cars arrived on campus this fall, going well.
  Bikes, increasing exponentially. Buffalo Blue Bicycle – pay $25 to share bikes, and share with others. Or can waive the $25 fee if you volunteer 4-6 hours to help fix bikes.
  Walking – UB Car free
  NFTA – develop passes for traveling between campuses, pilot program
  UB commuter challenge is encouraging alternative travel from driving alone.
- Landscape: expanding green space.
  No pesticides – agreement for UB to not use these, except the athletic fields. Will see dandelions.
  Pesticides are a neurotoxin and have an impact on people’s lives especially during prime child bearing age. We don’t want to expose them to toxins especially child care centers and students.
  Grounds crew uses Roundup – and it is still dangerous. Used along garden beds.
  Peregrine falcons on campus – endangered bird in NYS and protected. UB has 2 episodes of falcons living on campus. Working with DEC – they installed a web cam to view birds.
  Natural regeneration areas – provides habitat for small mammals and buffer for the area.
  Letchworth woods is being preserved as green space. Not mowing areas – saving gas.
- Materials:
UB purchases 100% non-chlorine PCW paper. Functions great, and goes thru copiers several times. Less expensive than cotton bond paper.

Energy Star rated equipment – working with purchasing to identify equipment on campus and if possible to focus on high energy efficiency where possible. Also trying to track the items and money saved on these purchases. Reinigorate recycling (33%-50%) – have public site recycling stations – 3 large bins in all areas. Moving to single stream where program for all recycling goes into 1 bin. Hope to see a jump in rate of recyclables.

Other green purchasing – these are to id local vendors where possible. Use local providers and circulate $ to the Buffalo local economy.

Waste Avoidance (e.g. Styrofoam) – campus dining has stopped using Styrofoam. Companies taking styropone want clean Styrofoam.

- Research, teaching, public service
  Encourage climate change research by UB faculty – Upper Canada – near Greenland
  Increase climate change coverage in UB curriculum – every student has to go thru alcholog edu, why not have every student commit to Environmentalist 101. Need to have students understand environment sustainability.
  Advance opportunities for student research
  Promote public awareness of UB climate research
- UB President John B Simpon signed ACUPCC document to have UB be climate neutral in March 2007
  – signed bill – had greener shade of blue, speakers, Al Gore – focused on environment. Emissions at UB have not grown since 2007. We created a climate action plan in Sept 2009 and currently implementing it thru environment stewardship committee.

- Working toward carbon neutrality is the right thing to do
  It’s consistent with UB’s mission to create knowledge, teach and serve
  Appropriate to our leadership role
  Consistent with our achievements – we have become a resource for others trying to set their bar as high as ours.
  Fiscally responsible
  Socially responsible to be carbon neutral

- What can We(UB) do to help?
  - Request an environmental audit – provided by UB Green. Office audit is next step to formalize the process. UB Green hopes to commit to 2 audits a month. Will launch and have application on the UBGreen website in the spring. After time, they may increase it. Audit is as comprehensive as a person/department is able to commit to. Audits will require a point person to work with to fulfill the needs. Audits form a base line to start, then recommendations are made. It is dependent on the office and as comprehensive as the client is able to make it. This maps the carbon footprint in the audit process.
  - Rethink behaviors – our individual behaviors make a difference – this can also be a focus on making a change. (Choices you make such as taking stairs or elevator, using a sustainable container for drinks etc) Car pooling instead of driving alone. Making a change even 1 day a week is better than nothing. Any thing can make a difference.
  - Take responsibility for your own carbon footprint. Turn off lights, and equipment when leaving the office. Model your behavior sets an example.
  - Speak up – encourage responsibility for turning off lights, advocate for the environment. We need more people to share the responsibility.
  - Passion is contagious – Share the responsibility.
  - Contact the UB Green people for advice.

- What can PSS do to help?
Help to identify a sustainability coordinator each department– environmental liaison – building conservations contacts (BC) would tell people to help watch recycling, turn off lights, and think sustainability. Want to empower the sustainability coordinator to do more. Fill out an application to sustainability coordinator – looking for good people – this will be launched in spring. Goal is 20-25 by Spring.

- Encourage us to participate in this position. Distribute information to colleagues.
- Identify opportunities for collaboration – integrate sustainability into your department operations. This will help make UB sustainable.
- Participate in Recyclemania – competition across all colleges and universities. UB is looking for more participation. Shows awareness re: sustainability initiatives. Look to help to get the word out. To date we have not done so great with recyclemania.
- Single Stream Recycling is coming! – an all campus mailing will go to inform everyone about this.
- Asking that sticker goes into all blue bins by their desk. Saturn Lid – oval and slot combo lid.

Contact information for UB Green Office – 829-3535
Jim Simon – jrsimon@buffalo.edu  Erin Moscati – emoscati@buffalo.edu  www.ubgreen.buffalo.edu

Discussion / Comments:
- Question – lids on bins are interchangeable – going to single stream recycling will help with this. Recycling plant in south buffalo – dump everything into one container then it goes thru hand sorting – goes thru belts, scanners – Erin can arrange a tour of recycling if we’re interested – Action: refer to Lani?
- Recommendations - Classroom and bathroom motion censor lights would help with saving energy.
- Composting – is important and organic waste needs oxygen to breakdown. Recommendation of composters – simple pile to turn and get oxygen to the compost. Compost all year round – use a large Rubbermaid tote and drill holes on top and lid, shred newspaper – get wet and line bottom with newspaper, order red wigglers – vegetarian worms, - add them in, put in food waste and cover. Continue to add food waste. The finished product is the castings – this is the good stuff to use in garden – harvest. This is easy to do.
- CDS composting – is it avail for taking? It’s avail but in high demand.
- Tom Ludka in campus dining and shops is the contact person on this. Town of Amherst offers compost.
- Buffalo Blue bikes – has a community service in Buffalo – fix up bikes and have a youth program. Thurs and Sundays they have workshops to fix bikes etc. You can go to a workshop and do this to put together a bike 4-6 hours – to be a member. Paint them blue and it gets a number. Currently @20 bikes on campus.
- The solar array is being worked on now – clearing space and landscaping.
- Harriman Hall and the new quad – landscape architect intent was to spec native plants to the area, not requiring much maintenance to water/weed/sidewalk maintenance. It serves as a pilot for rest of university. The maintenance of it will be low in summer and winter.
- Janiece will check with staff development people to plan on a green field trip. Look for sustainability coordinators. Erin will send us some recyclemania.

4. Continued Committees Updates:
- Recognizing professionals, the PSS Marketing & Communications group talked about how to go about recognizing people. Formal or informal? Monthly? Yearly? What Questions need to be asked? Loved the idea but not sure about the process. But everyone felt it was worth it.
Wanted to take it back to the executive committee to get a big list of names for people in the different areas - who would be a good candidate. Then we would need to contact them and let them tell us about themselves. Or have the nominator tell us about them. Whatever way we need to get information about the person.

- Recognize one person a month? Plan out to get 12 per year? Have their picture taken and put on website, and talk about their professional or volunteer work. Possibly start in the spring. Post a survey out to executive committee and senators if need be. Once started, be dedicated to it.
- Per Matt….had thought about it as follows…We have 5 areas, 2 executive committee members per area, have the exec committee member take it upon themselves to approach someone in their areas. Call it Spotlight on PSS. Take a short bio, take a picture and short paragraph and put on website. But it would require that we make that commitment. Everyone would have to make the commitment. Because of this, start it next fall – September 2011.
- Don’t provide an award! Awards committee will conflict with that. Have an Employee profile. Have it be about Professionals. What they do inside and out of work. When profiles are posted, send something to the listserv to see what professionals are doing? If executive senator didn’t know someone, they would solicit names from others in their area. Once their month is over, have past highlights? Keep an archive up on website.
- What type of questions should they respond to? Show the rest of the world that professionals do stuff in their fields and disciplines.
- Professional staff is quite analogous to faculty in their areas. Need to revisit areas though, because some areas may have more accomplishments than in other areas – professional accomplishments, research, publication, criteria for accomplishments to be selected. Or self nomination if they meet criteria. Presentation at a conference, but doesn’t qualify as a spotlight. Monthly message – PSS shout out.
- Should become part of our culture. Professionals are doing things that are accomplished in their disciplines. Considered in tenure and perm appt. Employee profile vs. shout out. Find out about each other’s areas. Senior leadership sees those things. Would you like to be included in next month’s shout out. Keep it as simple as possible so that it will continue, in succeeding areas.
- Next step Marketing and communications will send out a form for input. Again, starting it in the spring. Might want to consider rolling out in September. If you start up in September with the new committee, new leadership….can be at very first meeting. Give a couple of months to get started.

**Website committee**

Pam Rose has decided to step down. She was looking for a new chair. We decided because this is a service team effort, that it would be better to have a Chair, and co-chair.

Mary Henessey and, David Parisi, co-chairs.

Motion to make Mary and David co-chairs, Cherie. Discussion, Unanimous approval.

**Awards Committee:**

Award nomination for Chancellors’ due by January 20th, other two awards due in March.

**Marketing and Communications**

- Tool box has been updated – templates available for events, power point presentations, flyers.
- Will provide surveys if you wish, how you can send out announcements to PSS senate or assistance with communications, contact PSS, or use doodle to set up on-line meetings.
- Created a flyer, if areas wish to talk to other professionals about what they do, bring it with them to talk to other professionals in areas.
• Approval from the committee about how great the website it!
• Photo gallery, time to take more pictures after new leadership comes into play. How minutes are presented is great.
• Talked about the survey sent to attendees of the Scott Nostaja General Membership meeting….for all the people that were there, (80 people). Only received 13 responses (not all of the attendees received the survey as was evidenced by the exec committee that was in attendance but did not get survey – so there may have been a problem, hence the low response), most have been more than 1 meeting, 100% of the people were there to hear from the guest speaker, felt that our meeting was very useful, find networking with their areas useful. If people wanted to become more involved, one person said yes, policy and governance. Comments, people like our networking and speakers, Scott Nostaja, however they wish speakers would focus on how they impact professionals, rather than faculty.....
• Opportunity to ask questions in open forum was great.
• Suggested consider varying the meeting date and time 8:30 – 9:00 a.m. Generally can’t make meetings that time. Shorter meeting? 1 hour is okay, 2 hour excessive.
• Not sure that everyone was given the opportunity to respond, seemed like the executive committee members didn’t get the survey.....

Diversity committee
• has put together recipes from the diversity event. Will go up on the website perhaps next week.

Welcoming committee
• Worked on the process of getting a better and inclusive list of who is included on our listservs. We are in the process to have up-to-date lists – new people on area lists and up-to-date lists. Looked into it, found out that Anna is getting updated lists from H/R to update research and foundation and UB staff, where before there were paper copies of names from orientation. Anna gets a consolidated list and informs welcoming lines

5. Area meeting occurred for another area – comments from the meeting included who they would like to invite to future general membership meetings:
• Director of Recreation and Intramural Services – what’s available to staff – Marcus Hutchins?
• Dean Mary Gresham – Graduate School of Education – staff development, brown bag lunches, diversity certificate? Continuing ed that we might be interested in?
• Stephen Dunnett and Ellen Duussourrd—our international students.
• Cheryl Wheems, EOC, some of the things they do. What happens there.
• RIA? Substance abuse clinic? Have them come in to talk about services, research grants.
• University Police – what’s going on. Prepackaged training on self defense. Happy to do it. Like to talk about being safe on campus. Concerned about getting out to the parking lots safely. What are they doing.
• Mara Huber, Center for Educational Collaboration – collaboration with public schools, summer initiatives.....very good presentation. Lot of civic engagement things.
• Marsha Henderson, can we talk about what’s occurring in the community. What is our vision?
• Center from the Arts – Tom Burrows.
• Professional staff members presenting – we’ve lost track of that. However, it doesn’t have to be exclusive to them – give them less time, and give professionals time to present also.
• Peter Bush would be fantastic at a general membership meeting. Have President and Provost but leave time for professional staff members. Hearing about areas. What is everyone doing, not just what administration is feeding us.
• Does every meeting have to have a speaker? Administrations need to seek our input. Focus groups to discuss issues that we are dealing with – that would provide information to the administration. What other issues that are not being addressed that we could get to…..
• Look internally at how areas are designed, and where that came from and perhaps other things make sense.
• Need to look at how many senators we have for every staff person and need it to make sense.

Update about president search committee.
Meeting adjourned 4:45pm

Powerpoint Presentation by UB Green
With staggering consequences

What is UB doing?

Energy
- Green buildings – new and retrofit
- Conservation behavior
- Purchasing renewable energy
- Producing renewable energy on campus
Transportation
• Managing transportation demand
• Providing alternatives to SOV commuting
  • Transit
  • Car-sharing
  • Bikes
  • Walking

Landscape
• No pesticides
• Peregrine falcons on campus
• Natural Regeneration Areas

Materials
• 100 percent non-chlorine PCW paper
• Energy Star rated equipment
• Reinvigorate recycling (33% → 50%)
• Other “green” purchasing
• Waste avoidance (e.g. Styrofoam).
Research, teaching, public service

- Encourage climate change research by UB faculty
- Increase climate change coverage in UB curriculum
- Advance opportunities for student research
- Promote public awareness of UB climate research

UB President John B. Simpson signed ACUPCC March 2007

Working toward carbon neutrality is the right thing to do

- Consistent with our mission to create knowledge, teach, and serve
- Appropriate to our leadership role
- Consistent with our achievements
- Fiscally responsible
- Socially responsible
What can you do to help?

- Request an Environmental Audit
- Re-Think Behaviors
- Take Responsibility
- Speak Up!
- Passion is contagious

What can you do to help?

- Become a Sustainability Coordinator
- Identify Opportunities for Collaboration- integrate sustainability into your departmental operations
- Participate in Recyclemania
- Single Stream Recycling is Coming!

Discussion

Contact us!

UB Green Office
829-3935

Jim Simon- jrsimon@buffalo.edu
Erin Moscati- emoscati@buffalo.edu

www.ubgreen.buffalo.edu
Attendees:

Proffesional Staff Senate
University at Buffalo  The State University of New York

2010-2011 PROFESSIONAL STAFF SENATORS
SIGN IN

December 2, 2010

AREA I – HEALTH SCIENCES

Kristina Costanzo
Fred Covelli  (Alt)
Matt Deck (EC)
Allison Garvey
Tracey Gawron
Rebecca Goodman  (EC)
Candy Morris
Barbara Mulvenna
Christine Stumm
Cassandra Walker-Whiteside

[Signatures]
AREA II – CORE CAMPUS ACADEMIC UNITS

Thomas Albrechinski (EC)
Donna Banach
Olivia Emrich
Ilene Fleischmann
Paul Hutchings
William Mcdonell
Katie Menke
Cathleen Morreale
Lawrence Osswald
Susan Ott (Alt)
David Parisi (EC)
Sarah Piraino
Margie Poniatowski
Letitia Thomas
AREA III - STUDENT SUPPORT SERVICES

Emily Chabala
H. William Coles, III (Alt)
Ellen Dussourd
Phyllis Floro
Brian Haggerty (EC)
Jeff Kujava
Jennifer Morrison
Mary Pitts
Amy Wilson (EC)
Laura Wirth
AREA IV – UNIVERSITY SUPPORT SERVICES

Miranda Ashby
Michael Behun (Alt)
Chris Cheung
David Foti
Jennifer Frys
Jim Gordon
Joann Greenzweig
Christopher Keough
John Mondo
Jason Parker
Marie Peterson
Laura Pruski
Eileen Sirianni
Cherie Williams (EC)
Laura Yates (EC)
AREA V – UNIVERSITY ADMINISTRATION

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

accepted

Louise Lougen

5
OFFICERS
Janiece Jankowski
Kat Kielar
Ann Marie Landel

SUNY SENATORS
David Ballard
Henry J. Durand
Jennifer Gottdiener