Executive Committee Meeting

Minutes of March 3, 2011

Convener: Janiece Jankowski, Chair
Recorder: Ann Marie Landel, Janiece Jankowski

Agenda:
1. Approval of the minutes March 3, 2011
2. Report from the Chair, Janiece Jankowski
3. Preparing for the new university president discussion

Minutes:

1. Janiece called meeting to order 2:40pm. Minutes for February 3rd, were NOT approved, quorum not present.

2. There was a question about the letter from Ken Obrien, SUNY Senate President, regarding closing programs. The Faculty Senate (and faculty on all campuses) would like to be consulted in the program review process, particularly since tough decisions are going to have to be made in the current budget climate. Janiece pointed out, that even after consultation, the administration makes the final cut.

We will have a new president shortly and we will have a new chair. Looking for input from the Exec committee members for direction of PSS. Janice and Ann Marie had a meeting with Ryan McPherson, we need to create a list of bulleted items and sub bulleted items saying what PSS has to offer to the president. We want to market ourselves well. The President sees what PSS does and who we have as speakers. PSS should be a part of the president’s team. How do we do this?

3. When Janice became chair, she tried to cultivate a relationship with the president. With new chair coming in and a new president, we need to work on how we can make ourselves at the forefront of the president’s agenda.

Policy and Gov met and had suggestions:

- We are different from the faculty senate, other universities lump us with the faculty senate and we are different
- PSS is in a good position
- We should try very hard to meet with the president. Try to have PSS viewable from different angles such as networking thru key people such as Scott Weber
- We represent 2500 Professional employees
- Our educational level includes people with advanced degrees
• Our message should be positive spin, not that we want to fix things.
• Show what we are good for to help with strategic initiatives
• PSS supports the president’s office
• Provide the president with a PSS Folder, powerpoint presentation of welcoming committee.
• List some highlights of what PSS has done throughout the years – Programmatic things - supported the PHEIAA, Training, Discussion Forums (list past speakers), List what committees do. Awards Celebration, Mentoring program which helps a staff member grow professionally. Greener Shade of Blue initiative.
• To be viewed differently, We are donors, voters
• List what our concerns are.
• Identify our goals as a senate. We need the administration to help us focus on the goals to work with them.
• We would like to provide an opportunity to align ourselves with the goals of the administration.
• Look forward to meeting with them to discuss how we can work together.
• We are a large part of the underlying structure of the university and we support the university.
• Goals are important – we don’t want to be a programming body.
• Amy - Advocating for issues and representing various staff – bridge communication between upper administrator and staff
• Brian - Recognize good work of Professional Staff on campus, Realize best environment for professionals to work, help to develop students, impact community. Our goal is to advocate and create the best environment for our staff, safe environment, training...
• Lee - Advocate for Professional Staff – gets the professional staff involved with the administration and academic side as well. Get out into the UB world that you’re not normally involved in. Gives staff opportunity to interact across campus.
• Jenn – PSS provides a voice for professional staff. Faculty and students are prominent, don’t want professional staff to get lost. We’re funded through different entities. Need a common ground to work together. PSS is a common ground amongst us, an important professional network, it protects interest of prof staff, and recognizes the importance of body of workers.
• Phyllis – Helps to build a positive environment – build a culture for staff on campus. A place to get information – PSS is a resource to gain knowledge of what is going on around campus. PSS is a great information resource. Think the culture is not happening as well as it could be.
• Louise – Communication is something we have grown a lot with. We are not an isolated group. Our website is available, we market ourselves better. We are an integral part of the administration and we contribute to it.
• Susan – Shared culture – goal is that we celebrate diversity of what we have around the table, individuals with differences, goal to let the president know we are individuals but we bring a variety of cultures to one body. Holistic, far reaching potential. Like the UB Believers. We bring a lot to the community.
• Cheri – We are passionate about who we work with, work for. Each professional raises the university up. What we contribute to the university is greater when you are a part of the PSS as opposed to not being part of the PSS. Collectively we are all interested in supporting the success of the university, we will face challenges in the future. We all support the university thru many ways. We are dedicated and willing to support the new president and UB to succeed.
• Becky – we have a governance role as a professional body. We are vested, we serve, we want to be here because we are interested and we want to make this institution succeed.
• Donna – Recognize what we have accomplished individually and as a whole. We are a body of professionals which include Research Foundation, UBF, FSA and non exempt professionals. We are trying make it clear to professionals who we are.
Matt – long term goal is to be accepted and respected like the Faculty Senate. Want to be equivalent to Faculty Senate. PSS is a governing organization – we support, we communicate, we offer information, we network, we want to improve.

Matt reiterated about release time – We are professionals, we are exempt from OT. Our day is not 8 to 5. Get members to respect themselves as professionals. We have talent and brain power. We as professionals work with faculty. We need to take pride in ourselves, we work with all members of UB including staff, students and faculty.

Laura – ensuring that we are voice of professionals, we are elected officers, we understand issues and make an effort to meet with other professionals. We understand what all professionals want. We want to continue to reach out to other professionals. We continue to participate when policies are being made. We work on our own policies. We watch the Faculty Senate and what they do. If the Faculty Senate sends out a letter, we need to be aware as to whether to respond, how we can make inroads into the governance role. And not be negative about it. We need to be included with policies on campus… get involved with them. There is a policy committee on campus – policy library of all policies, Donna Scuto? (Nancy B. will make that contact for us, to see whether a professional can serve on this committee). We should understand what the membership is looking for and communicate that to the president. Have correct information communicated out to our membership. Many members feel isolated. We need to communicate the correct message. Governance Committee. We play an important role regarding networking, learning, bring people in and talk, expose and try to help other professionals.

Nancy – continue outreach to all professionals. Policies are decided by professionals.

Susan – group has grown in past several years. Professionals need to respect themselves. PSS needs to be a voice to all professionals. Emails out to professionals have been effective. State budget will be bad again. How do we as an organization survive during bad times? Communicate to administration. Garner the same respect as the FS. We need to think highly of ourselves.

Brian – We need to follow the needs of the staff

Janiece – improve membership and be a positive influence, getting discussions and have key speakers to educate the staff. We need to serve a more diverse crowd.

What we have to offer – committee work – what’s going on with Mentoring. Mentoring survey responses. Our staff has a lot of talent that we can offer education to other staff.

Policy committee – we should reach out to them and connect with them. There are not always people representing staff. Have a professional person on the committee.

Accidental email to everyone about the general membership was actually a good thing – tie into membership perspective.

PSS – the word senate makes people think they are elected within a government body. There has been concern that signing in is an obligation, to “do something”, when in fact it won’t make them be required to do anything. Goal is to communicate to our staff about awareness.

Cheri – give examples as to how we can help the university – short term – PSS willing to do – We increase efficiencies of the university in our own areas. Should we harness best practices from the silos in departments? Concerns – students – faculty and lastly professionals. Staff help with initiatives to support faculty. Support administrative objectives.

Six Sigma – identify areas that would benefit from this. Dan Vivian is a black belt with Six Sigma. United Way offers it – does it for non for profit organizations. Partner Dan Vivian with the mentoring program. TCIE is part of UB, Center for Entrepreneurial leadership. LEAN – is the program that is quick to implement. LEAN is a part of Six Sigma. Maybe have staff training and development offer LEAN. White belt is a 4 hr class. Yellow belt – whole day class – Training development should offer part of this.

Laurie – PSS, staff and students roles are equally important. PSS can be a sounding board for thoughts and provide feedback. We communicate messages and support messages. Our day to day living ensures that we support and are in alignment with the president.
What is the direction of our administration based on presidential search? Are our goals in alignment with the president? Information about what a good president should be doing. Key information about what the president may be like should be in the presidential search. Need to respond to the president to align with his/her goals. Look at their career for where they might be going in the future. Align our goals with the administration. We’re doing our research and we want to be where you are. Mindful of what we wanted as a university as president.

Ann Marie to provide us with a link to this document to think it over. http://www.buffalo.edu/ub2020/overview/proclan_role_res.html

We followed the lead of the Faculty Senate, who stated what characteristics they wanted in a president, but we need to have our own attributes.

Continue the networking, the positive draw to make professionals want to be part of the organization, and be involved. We have so much to offer, appropriate topics, etc.

Release time. You’re a professional, act like one. We are not subjected to clerical type of record keeping. Professionals need to respect themselves as professional staff.

Things are bad budget wise and going to get worse.

Good relationship and bridging with the administration. Garner the same level of respect as faulty staff senate. People have to feel worthy of their position. Improve membership, if we consistently send out appropriate messages.

Talked about mentoring. Taking feedback from mentoring survey and identifying areas of need with departments. Go to those departments to offer our services. Lots of questions and people not knowing the answer. Resource guide, putting information out on website. Ability to get the word out. Communication, basis for information that this campus runs on. If we weren’t here, it can grind to the halt – things are grinding to a halt because people have retired and no one is coming in.

Send a note to Scuto that PSS review policies and ask that we be part of the policy committee. Make sure that people involved in the policy can review the policy and comment on it. They don’t always have the knowledge and view of professionals. Can a PSS rep be on the committee? Nancy to make introductions.

Marketing & Communications committee – be proactive – goal should align with enhancing capacity, communication. Make an inclusive homepage (to include MyUB or drive professionals to MyUB).

When new people come on campus – it would be good to have one web site to go to for information about the campus. Sometimes professionals don’t know what they don’t know. e. Siri – we need to have the PSS site linked from other sites as a portal or clearing house.

Ann Marie is continuing to work on the organizational chart.

Tuesday – Mardi Gras – Area V gathering – meeting at Santoros after work – 4pm.

No new business or old business.

Meeting adjourned 4:40.