Agenda

1. Welcome
2. Approval of Minutes
3. Report of the Chair
4. UB Buddy Program
5. Continuous Improvement Committee Update
6. Realizing UB 2020 Update
7. Old/New Business
8. Adjournment

Meeting Minutes

1. Welcome

Ann Marie Landel welcomed everyone to the meeting.

Ann Marie introduced Daniel Ovadia, student representative for the UB Council. He is happy to be at the meeting and appreciates getting a wider view of the university. He commented that he now working on graduate entrance preparation. He is looking to get the undergraduate student government to provide resources to subsidize the cost of some of the test preparation programs. Perhaps they can get a bulk discount for students.

2. Approval of Minutes


3. Report of the Chair

- Ann Marie and Kat attending the SUNY Plenary in the last weekend of January at SUNY Oneonta. Kat already sent out the report. Kat shared updates.
  - The SUNY Board of Trustees passed the resolution for seamless transfer mobility. Look at the report online.
  - Open SUNY: Using the power SUNY to become the largest online class offerings nationally.
  - SUNY Collaborative Degrees: If a student wants to get a UB diploma, they must complete at least 50% of their coursework at UB. They are looking at creating a SUNY
financial aid consortium, where the host institution would manage the financial aid for these students.

- The Board also passed the Budget Resource Allocation Model. There is information about this on the PSS website.
- Shared Services: SUNY has reported saving $20 million through shared services. Hope to realize a savings of $100 million.
- Research Foundation: Timothy Kaleen is the new director. He would like to see more collaboration among the SUNY campuses on interdisciplinary research. He is also promoting more transparency.
- Brian Huxley, SUNY Comptroller, gave a report on Gov. Cuomo’s state of the budget. Superstorm Sandy created some issues for us, mainly in the area of capital funding. We anticipate no new capital funding for the next 5 years.
- The governor wants a strong link to economic development and workforce education.
- There is limited funding for SUNY hospitals. Downstate Medical is losing tremendous amounts of money. There was a discussion about closing this facility.
- Ann Marie will send out the Making Diversity Count document and is asking for feedback/input.

- Ann Marie reported about the Continuous Improvement Committee
  - Identify Resources on campus – create a resource inventory
  - Gather content for website – best practices, knowledge pool
  - What are other schools doing regarding Continuous Improvement? – Stony Brook

- The Faculty Senate has been talking about a new 3-week winter intersession. Bill Baumer is part of the committee for this. The proposal went to the Faculty Senate Executive Committee and the General Membership. Bill Baumer said that he expects this proposal to be adopted by the Executive Committee at its meeting next week. At that point, it will go to the president for promulgation. He added the following:
  - The 2013 summer and fall session calendars will remain as they have in the past.
  - The winter intersession will begin at the earliest on January 3, latest on January 6. We want at least two weekdays for classes each week of the intersession. This will be impacted on when New Year’s falls. We need at least 14 class days. Martin Luther King Day will still be observed; classes will not be scheduled on that holiday.
  - Intersession will end around Jan. 24th – 26th. Spring semester then gets pushed back a couple weeks. It will start the 26th or the 31st. Spring break will be 7 weeks after the start of the semester. Semester will end on a Friday in May, the next week will be a test week. Final exams will run for 6 days (Mon. - Sat.). Commencement will be that Saturday and Sunday. One week break between the end of spring semester and the beginning of summer sessions.
  - There will only be one week between summer and fall in 2014.
  - These changes apply to the basic academic calendar and do not impact the professional schools.
  - The other 3 SUNY university centers already have winter intersessions. One third of AASU schools do.
  - The calendar committee recognizes that we have problems with the Jewish High Holy Days. First, no other religious group’s holidays are recognized in the academic calendar. Second, we have problems in terms of the impacts of recognizing Jewish holidays and
how they impact the academic calendar and canceling classes during the week. These are the considerations in not including these holidays in the academic calendar.

- It is university policy that faculty members will not schedule an irreplaceable activity on any religious holiday.
- Another proposal is to not observe Labor Day. We always start the fall semester the week before Labor Day, have a week of classes and then have a day off. This is worst weekend of the year in terms of problems in the residence halls. This is a real issue. In addition, because we have Labor Day off, we have a stub week at Thanksgiving with only two days of classes that week. Those two class days are often very poorly attended. Many students go home. Proposal would be to not observe Labor Day and have a week off at Thanksgiving.
- These proposals have yet to go to the Faculty Senate Executive Committee.
- What types of classes could we run during a winter intersession? Study abroad opportunities would be a perfect fit for this.
- Ann Marie will send out the documents relating to the intersession. Contact her with any feedback; she will pass that along to Bill Baumer.

- Area 5 is planning an event at Buffalo restaurants to engage members in the community.
- PSS Awards: Outstanding Service and Outstanding Service to PSS nominations deadline is March 20. Awards ceremony planning is underway.
- Diversity Committee: Chris Bragdon would like to chair and Sarah Piraino would like to co-chair the Diversity Committee. Email was sent out early January to ask if anyone had objections to the two nominations to email Ann Marie directly; she did not receive any emails other than positive response. Therefore, it is official that Chris and Sara will be new leaders of the Diversity Committee.
- Staff Development Committee is holding a Medical School Tour on Feb. 12, 11:30 a.m. - 1:30 p.m. Tour is full, working on a waiting list and an additional bus.
- Campus Governance Leaders met recently and discussed the downtown campus (parking and safety). University Police do not have a presence there. Strongly feel that the same level of security should be at the downtown campus that we have on our other campuses. The administration is working on this, but we have no details at this point.

4. **UB Buddy Program**
- Kat Kielar is the interim chair for this program.
- When Kat came on board, she asked the committee what would be of value to people. Kat is looking for support from the Executive Committee and Senators.
  - Have senators distribute a welcome email to new employees in their areas. The committee has developed a form letter for this. The letter would be available on the PSS website. Cherie suggested that we need coordination among the senators to make this work and avoid duplication of effort. Cherie also suggested that current employees who switch areas should also get a letter saying “welcome to the area.” They are working with the Welcoming Committee to coordinate communications to new employees.
They are considering creating a map of “1,000 Points of Light.” The concept is to see—on the map—people on campus who are already doing something that would be available to employees. For example, Susan Steck offers training—she would be a point of light.

What are unique and valuable things for new employees? Example, all of the eating places on campus and nearby. Cherie commented that a lot of people don’t know what’s available in the Libraries.

Janiece commented that she wants to figure out how to get feedback from the Executive Committee and the senators. An email or a brainstorming session? The suggestion was to initially send out an email.

Cherie commented that it would be helpful to let new employees know about software available and the virtual computer. Sandy suggested creating an employee treasure chest area—this is what’s available to you.

Matt Deck suggested that this program will help a lot by following up with new employees 1–2 months after they’ve started.

Several people made suggestions of content they would like to see included on the website.

Janiece said they will send an email to get people’s feedback and suggestions.

5. Continuous Improvement Committee Update

Ann Marie shared that the committee met in early December. They also met today to discuss their initiative to identify people on campus with continuous improvement skills and/or training (Six Sigma, Lean, PMP, etc.). They would like to create a section on the PSS website that includes this list of people with their contact information so UB colleagues can use them as resources. They are also looking at other schools to see what they are doing. We will also list best practices and additional resources on the website. This is in the beginning stages but will be a terrific resource.

6. Realizing UB 2020 Update

The information gathered from the two open forums will be organized, summarized, and submitted to the Campus Advisory Committee and the provost.

The provost will be adding 8 strategies in the next document: community engagement, regional economic development, institutional faculty hiring, marketing branding image development, campus support infrastructure, resource development, resource allocation policies and methods, and an implementation strategy.

Jim Gordon asked if there will be any additional open forums for the next group of strategies. They are deciding what to do. Matt Deck said that the comments received have been excellent. Kat Kielar said she had asked if there was an area on campus who they haven’t heard from—a student session had only one student attend. Daniel commented that he went to one recently through the Undergraduate Student Government (about 100 students attended). Kat said that they also hadn’t
heard much from the facilities team. There was a forum held for the classified staff and another will be held for human resources. They are trying to reach all audiences on campus.

If you have any feedback, send it to Ann Marie by tomorrow or visit the UB 2020 website to submit feedback online.

7. Old/New Business

Janiece Jankowski commented that she received a great response from her email looking for additional members for the Sustainable Living Committee.

Jim Gordon shared that the University Libraries recently acquired the Robert Frost collection. It is on display on the fifth floor of Capen.

Cherie Williams commented that she saw information that Toastmasters was coming to campus. Is this associated with PSS? Susan Steck said she thought it might be under Amy Myszka.

February General Membership meeting will be on the 28th—Laura Hubbard will be speaking. Janiece suggested highlighting a continuous improvement project at this meeting. Ann Marie asked Louise to check with Mike Maute to present at the meeting.

Tom Burrows from the Center for the Arts will be talking at the March General Membership meeting.

The Awards Luncheon will be held in May.

8. Adjournment

Meeting adjourned at 4:25 p.m.
2012-2013 PROFESSIONAL STAFF SENATORS
SIGN IN

February 7, 2013

AREA I – HEALTH SCIENCES

Jennifer Berryman
Fred Covelli (Alt.)
Matt Deck (EC)
Valerie Fatta
Shaun Hoppel
Theresa Kruse
Kimberly Krzemien
Vita Milisauskas
Candy Morris (EC)
Barbara Mulvenna
Jillian Reading
Sara Robinson

Fred Covelli
Matt Deck

exposed
AREA II – CORE CAMPUS ACADEMIC UNITS

Donna Banach (EC)  excused
Michelle Chasse
Kate Doran
Irene Fleischmann (Alt.)
Diane Hofelner
Domenic Licata
William McDonnell
Joseph Muscarella
Stephen Pusztay
Katherine Trapanovski (EC)  excused
Danielle Vegas
AREA III - STUDENT SUPPORT SERVICES

Elizabeth Colucci (Alt.)
Shanna Crump-Owens
Arlene Kaukus (EC)
Kathleen Kielar (EC)
Jeff Kujawa
Susan Mann Dolce
James Mauck
Eugene Pohancsek
James Ramsey
Laura Stevens
Amy Wlosinski
James Zielinski
AREA IV - UNIVERSITY SUPPORT SERVICES

Chris Cheung
Rita Ferri
David Foti
Jim Gordon (EC)
Janiece Jankowski (EC)
John Mondo
Amy Noworyta
Kathleen O'Brien (Alt.)
Pamela Rose
Cherie Williams
AREA V – UNIVERSITY ADMINISTRATION

Lydia Conroy
Donna Czaja
Christopher Decker
Deborah Hard
Kelli Hennessy
Hugh Jarvis
Katherine Kulpa (Alt.)
Erin Lawless
Louise Lougen
Donna Malecki
Amy Myszka (EC)
Sandra Pfohman
Michael Randall
Michele Sedor (EC)
James Simon
Susan Steck
OFFICERS
Laura Barnum
Mary Henesey
Ann Marie Landel

William H. Baumer
Parliamentarian

Daniel Ovadia
Undergraduate Student Rep.