Agenda

1. Welcome
2. Approval of Minutes
3. Report of the Chair
4. Report of the Vice Chair
5. Guest Speaker: Jim Reger
6. Old/New Business
7. Adjournment

Meeting Minutes

1. Welcome

Ann Marie welcomed everyone to the meeting.

The May Exec meeting is set for May 2; Ann Marie and Kat will be at the Plenary. Would like to change the meeting to the 9th. Everyone agreed to move the meeting. Location, Honors College

2. Approval of Minutes

Deferred.

3. Report of the Chair

   • Realizing UB 2020: all the feedback has been gathered and delivered to the Campus Advisory Committee. There were 2,834 unique visitors to the UB 2020 web pages. More than 1500 attendees at 45 feedback sessions. Delivered to the Provost. End of March/beginning of April, the next document will be ready for the university community to review. Next feedback session will be combined faculty and staff. Need to be finished by mid-May.
   
   • Jim Gordon asked if we would host the upcoming feedback sessions. Ann Marie said that we could.
   
   • Janiece asked about the difference in feedback between faculty and staff. Would a combined session be confusing? Potentially. We will wait until the themes come out and decide at that point. Kat said that the way the questions were written were not conducive to focus group feedback.
• Equity and diversity document that Ann Marie sent out. Asking for feedback by March 12 before it goes to the next plenary. Talks about establishing an office of diversity, position in president’s cabinet, map and assess diversity outcomes, include diversity in faculty and staff evaluations.
• Faculty Senate discussion on Labor Day, Rosh Hashanah, Yom Kippur on Tues., Mar. 5. There was not a quorum, no vote was held. The proposal will go back to the Faculty Senate Executive Committee to vote. Students, faculty and staff attended and shared comments. The next Fac Senate meeting will be around March 20th.
• Kat mentioned that the discussion also included making the week of Thanksgiving a full-week break.
• Bill Baumer said that the Executive Committee will act on behalf of the senate. Must have a majority of the members of the senate to have a quorum.
• Janiece asked what will happen with Labor Day. It will not impact faculty, only staff. We can schedule classes on Labor Day and the president can make it a floating holiday. Aside, when will faculty be furloughed?

4. Report of the Vice Chair
• Still looking for nominations for the Outstanding Service Awards. They are due by March 20.
• Diversity Committee: two new co-chairs, Chris Bragdon and Sarah Piraino. They are looking for new members. Holiday cookbook is online
• Sustainable Living Committee: new members, starting to work on the fall event.
• Welcome Committee planning fall event.
• Staff Development: 2 bus tours to the medical campus.
• Continuous Improvement Committee met yesterday. Looking at how to reach out to the campus. People who have certifications (Six Sigma, PMP) or people who have project experience. Looking for them to provide credentials. Promote CI on campus and through our meetings. Laura Hubbard supports this committee. The committee is about half-way through the survey, which should go out in early April. The PSS website is also going to be updated.
• PSS Clothing Drive: if you are interested in volunteering, please sign up. Laurie will setup a meeting for this.
• Anna is working on the new call for senators. A lot of senators' terms are ending this year. Think about who would make good senators. We will take nominations at an upcoming meeting. Their term will begin July 1, 2013.

5. Guest Speaker, Jim Reger
• About 7 years ago, UB hired Jim as emergency manager. UB is the first SUNY to do this. There are 3 other FT emergency managers in the SUNY system. Debate in ASUNY where emergency management should be. They realize there is a need for it. Needs more direction at the SUNY level.
• Emergency Planning Oversight Committee
  • built a strong foundation on campus
  • text messaging system through RAVE, register for this if you haven't already
- Blue light phones on campus, a large percentage have external speakers on them so they can send messages through them. The message repeats 4 times.
- Moved over to University Police in October 2011. Only group with 24 hours, 7 days a week service on campus.
- Revised Emergency Planning Oversight Committee this January. Made it more diverse and brought in some senior leadership, Scott Weber, Barb Ricotta, Kevin Thompson, Joe Brennan, Job Raab, Gerry Schoenle. Their goal is to plan and write policy on how the university will respond to emergencies that happen on our campus or impact our campus. Give us a blueprint. We want people to know that if something occurs on campus, they have somewhere to go. They meet monthly and are reviewing current policy and looking at creating new policy.

- It’s a different culture for us. We need to have a plan for situations in which we have to react immediately. Bring people together; know that they have a place to go.
- Michele asked if we ever talk with other SUNY schools about their plans. They had a one day informational session in January in Binghamton—99 people attended. There is a need for emergency management.
- Erie County SMART Team of doctors. Collaborate a lot with Erie County and the Town of Amherst.
- Candy Morris asked how many people actually have to call UB police before something goes on UB Alerts? Do they always wait until an officer gets to the scene? Jim replied that it is a balancing act and there is some need for verification. Weight has something to do with it, but there is a process they go through. Dispatcher notifies the police officer in charge. There is always a discussion about what avenue to take. Is it posing imminent danger to the campus? Chief of Police or one of his assistants will make that call.
- PA systems in the buildings - not many buildings have them. Can we install these? How would you notify people in specific buildings?
- After the storm in Oct. 2006, University Communications has some issues. The staff was stuck in their offices and could not get in touch with the police. Since then, they have written a crisis communications plan. Send a message via one system that goes out to multiple tools. Through the RAVE system, send text message to people registered with RAVE. Send email to the UB listserv, ability to hit all the flat monitors on the medical system platform, send it to the PA systems on the bluelight phones, send to the buffalo.edu website, send it to MyUB, abd the emergency website, Notify people that something is going on and get people used to going to these sources.
- Have a single platform across all flat monitors; working with CIT on this.
- The campus is 98% complete with VOIP phones, which can be used as a PA system. Be able to talk to every VOIP phone. System they are looking at could isolate a single building, several buildings, etc. Can put external speakers in lobbies and common areas because it is internet based. Third phase, enhance the blue phone speakers. Kat said that it sounds like we’re putting a lot of in technology. We always resort back to pen and paper.
- We now have redundancies. The University Police now have the ability to contact the press. If we need to send out something that is imminent danger, all the lieutenants, asst chiefs, have ability to go into RAVE and send out the message.
- Active shooter situations are usually over before the police arrive. Gun control in the U.S. is a huge debate. The law reads no guns on campus. Jim believes this would stay.
- Janiece Jankowski talked about weather conditions. For example, the Town of Amherst issues a driving ban, but the university is open. How do we deal with this? Jim replied that essential personnel carry courtesy card that says they’re essential employees of the university. We still have an obligation to the people living on campus. There are services on campus that have to be maintained. CDS, when a storm is on the way, they put their teams up in an area hotel so they can function the next day if there is a weather event or travel ban. Janiece added that if you have student labor, there has to be some mode of helping students not be stranded, example: students working on campus. If they are coming to work, they need a way to get home. Kat said that each department should be obligated to have an emergency plan. Jim said that one of the goals is to write a template for business continuity, which parallels emergency management. Goal is to write a true emergency plan and have the template created this year. Kat said that the document be updated every year.
- Emergency website: emergency.buffalo.edu
  - Recently added an active shooter video under emergency preparedness.
  - Watched the movie: "Run. Hide. Fight: Surviving an Active Shooter Event"
- Campus Response Teams
  - Police
  - EHS has a hazmat response team
  - Student Affairs is very active in assisting students
    - call center in Flickinger Court, 6 lines
    - hospital/travel team for students who are hurt or sick
    - resources team that supports the other three
  - University Communications has an on-call team. They monitor social media and contact the news media.
- Laurie asked about efforts for large-scale incidents like football games etc.
  - Operations Center to monitor the weather, the stands,
  - CSC - security
  - Bomb sweep of the stadium before the game, bomb-sniffing dogs go through the stadium.
  - Metal detectors set up for fall fest.
  - There is a lot of planning. Service Provider groups meet monthly to discuss upcoming events.
- Katherine Trapanovski, CFA, asked whether anything in place for training.
  - Police have two presentations that they can provide your office.
  - Need information, what is the procedure? Need dialogue with main events staff.
• Kat brought up crimereports.com
  o University Police have jurisdiction on Amherst Campus and Main Street Campus. By law, to the opposite side of the street sidewalk.
  o They have signed MOUs with the City of Buffalo, NYS police, Buffalo police. Our university police help the city and the town on many more occasions than they help us.
  o University Heights is a hot topic right now. Dan Ryan’s department does a lot of community work. Joint patrols during the busiest times. Don’t have the manpower to patrol 24/7 nor do we have the jurisdiction. There's a lot that happens that people don’t know about.
  o Downtown, medical campus. City of Buffalo police and private security is the current setup. There are many discussions about this going on.
  o There are differences between peace officers, security companies, etc., and their level of training.
  o Mike Randall added that in the areas where our students will be, it’s not that bad.
  o Also, we have faculty at ECMC, where there are peace officers.
  o Jim talked about H1N1 and planning that occurred for that.
  o James Ramsey said that the fear revolves around student incidents near South Campus.
  o Resources going into medical campus, a layer of university police, would make people feel better, how do you fund this?

6. Old/New Business

• General Membership meeting on March 28, Thomas Burrows will be talking.
• Donna Czaja will talk about the UB Relay for Life
• CI presentation
• Electronics recycling in April.

7. Adjournment

Meeting adjourned at 4:30 p.m.
2012-2013 PROFESSIONAL STAFF SENATORS
SIGN IN
March 7, 2013

AREA I – HEALTH SCIENCES

Jennifer Berryman
Fred Covelli (Alt.)
Matt Deck (EC)
Valerie Fatta
Shaun Hoppel
Theresa Kruse
Kimberly Kzemien
Vita Milisauskas
Candy Morris (EC)
Barbara Mulvenna
Jillian Reading
Sara Robinson
AREA II – CORE CAMPUS ACADEMIC UNITS

Donna Banach (EC)
Michelle Chasse
Kate Doran
Ilene Fleischmann (Alt.)
Diane Holfeiner
Domenic Licata
William McDonnell
Joseph Muscarella
Stephen Pusztay
Katherine Trapanovski (EC)
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 Wlosirski
James Zielinski
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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
Student Rep.

Ezra Zubrow
Chair, Faculty Senate