PSS Executive Committee Meeting
Thursday, May 9, 2013

Agenda

1. Welcome
2. Approval of Minutes
3. Review of 2013-14 Calendar
4. Report of the Chair
5. Report of the Vice Chair
6. Guest Speaker: Amy Myszka, Climate Survey
7. Year-End Committee Reports
8. Old/New Business
9. Adjournment

Meeting Minutes

1. Welcome

Ann Marie Landel welcomed everyone to the meeting. This is the last Executive Committee meeting of the fiscal year. Next meeting is June 6, at the Awards Celebration. All executive committee members are invited; PSS will pay for lunch.

2. Approval of Minutes

Read the minutes on the website. We will defer the approval of the minutes until the first meeting of the next fiscal year.

3. Review 2013-14 Calendar

- Senator’s orientation will be on Tues., Aug. 13.
- Fall semester: three General Membership Meetings and three Executive Committee Meetings; one will be held on the South Campus.
- Spring semester: three General Membership Meetings and five Executive Committee Meetings
- Annual Awards Luncheon in May -- should we move it to the fall and change the format?
  - Ellen Dussourd asked why would we change the date/format?
  - Kat Kielar suggested that we keep the award luncheon in the spring.
  - Janiece Jankowski agreed that the awards ceremony should be in May or June.
  - Ellen commented that the spring would be better; beginning of the semester is too busy.
- Kat Kielar said that attendance at events on the south campus often have poor attendance. Maybe this would give us an opportunity to do an online meeting. Matt Deck said that he
doesn’t think people would go to a meeting on the South Campus. Attendance would be terrible.
• Kat asked if we should move the General Membership meetings to 2:30 - 4:30. Ellen Dussourd commented that two hours is too long for the meetings. Ann Marie proposed that the meetings be held 3:00 - 4:30 pm.
• Include a General Membership meeting in May
• Have the awards luncheon in June 2014.

4. Report of the Chair
• Reminder about senator elections. The nominations deadline has been extended until May 15. If you have anyone to nominate, talk with the person and email Anna in the PSS Office. We will post the list of areas with people in them on the website.
• Sharon Sandford, associate athletics director, is co-chairing a committee to build a recreational facility on campus and has asked for a professional staff representative on the committee. RJ Multari was recommended for this.
• Realizing UB 2020 Update: Ann Marie provided the feedback report to the Campus Advisory Committee. From the second round of comments:
  o Equal emphasis on the increase of number of high quality professional support staff at rates similar to growth in faculty numbers. Provide mentoring, career path development, performance programs and merit raises for them. (Invest in a performance management system)
  o Address the needs and services provided by the university’s business support departments; Human Resources, Facilities, University Communications, and IT.
  o Build upon and communicate a culture of engagement and “UB pride” with the campus and our Alumni. Build an team of experts within University Communications.
  o Invest in the campus network infrastructure for teaching, classroom and student needs. This will make UB stand out.
  o Broaden Diversity to describe a more comprehensive approach to diversity and inclusion (like our AAU peers).
  o Address and communicate Campus Safety measures for the new downtown campus.
  o From students, to parents, to alumni to internal faculty/staff - all would benefit from a more concerted effort toward providing top notch customer service - which is lacking on campus.
  o Connect with our SUNY institutions as we transition to MOOCS and online learning.
  o Encourage members of our community that they can help sustain the mission of the university and help our students by providing support to the university.
• Kat Kielar provided an update on the Plenary at Upstate Medical.
  o Vote for new leadership in SUNY Faculty Senate: Chancellor’s office announced that David Lavalee, Dr. Harvey Stenger has been named chair
  o SUNY budget, community colleges receiving an increase in state aid, tied to performance metrics; this is a trend that we will likely see continue
  o Resource Allocation Model: The Chancellor has paused the RAM
  o No new capital funding for the next 5 years. Some specific projects have been allocated money. Capital funding was removed because of the devastation from Hurricane Sandy.
- UUP contract impacted by Downstate Medical: Savings that we would get from the contract was allocated by the legislative branch to give to SUNY Downstate.
- Student mobility: Board of Trustees: no more than 64 credits
- Open SUNY, online education, been in discussion for a year. At this meeting the chancellor indicated that there is an option to hold online courses.
- Report from Community Colleges: discussed adjunct teaching, academic freedom, and faculty control of curriculum
- You can read Committee Reports online at the PSS website.
- Governance Committee: SUNY Voices, get campus governance leaders together to share ideas. Funded by the Chancellors. Meeting will be in June.

- Awards Ceremony: Ann Marie recognized this year’s awardees: Ed Brodka, Anne Marie Swartz, Kat Kielar

5. Report of Vice Chair
- Potluck Picnic will be on June 26: bring a dish to pass, noon - 1pm, sign up online
  - Needs help to set up and tear down.
  - Also on that day, we are doing a professional clothing drive. Bring clothes to the picnic. Volunteer online to help sort and deliver. This was very well received last time.
  - This year we will also be working with Linwood Roberts.

6. Amy Myska - Climate Survey
- Chronicle of Higher Education, 2012 Great Colleges Program
- Just completed application for the 2013 program
- Designed to recognize institutions that are great places to work
- Two-part assessment is administered by Modern Think
  - institutional questionnaire: audit of policies; mission, values, ethics; compliance; leadership; compensation; diversity; retention; professional development; differentiating qualities
  - staff and faculty Insight Survey: 60 statements, 5-point Likert scale; measured 15 dimensions; job satisfaction, teaching environment, professional development, compensation, facilities, pride, senior leadership, communication, collaboration, fairness, respect and appreciation
- Administered to 600 randomly selected faculty, administrators, exempt professional, non-exempt staff
- No minimum response rate required
- The Chronicle compiles industry trends
- UB has been consistently recognized as a Great College to work for
- 2012 Assessment
  - 294 institutions applied
  - 47,000 employees surveyed
  - 103 institutions recognized
- Anecdotal comments from the survey:
  - what do you appreciate most? benefits, being a part of the university, colleagues, career opportunities
  - what would make UB a better place to work: better communication, more flexible scheduling, better parking, more faculty governance, family tuition, more staff to shared the workload
• Questions/comments
  o Kat Kielar asked what our turnover rate is. Amy replied 4% for faculty for 2011; we’re usually about 1-2% turnover for professional staff.
  o Ann Marie Landel asked how we compare to our rankings in other years. 2011 was our low point. In 2008, the first year, UB was recognized in 8 categories. Normally we are recognized in about 2-3 categories.
  o Kat commented that three areas were lower - communication, collaboration, fairness. What are the recommendations? Amy stated that communication is a problem: people want more communication, less silos, comments focused on website access, better intranet portal, better newsletters—university wide and departmental. Matt Deck suggested that we should rename communication to inclusion. Include people in decision making.
  o Kat Kielar asked how we use this data as an institution. Amy replied that we do not have access to the full data. Data provided is not overly useful. It is hard to base any decisions on this data alone. Should we not participate? We could open up the assessment to more people on the campus. There are various price points. Kat said it seems to be a waste of taxpayer dollars, especially if we don't use/have access to the data.

7. Committee Reports
• Website: Mary Henesey reported
  o Committee is running smoothly and works efficiently over email.
  o Continues to keep the PSS website updated and fresh.

• UB Buddy: Kat Kielar reported.
  o Kat is the interim chair.
  o new employee program
  o committee has identified a direction and will create a 1,000 points of light
  o hope to launch in the fall

• Mentoring: Janiece Jankowski reported
  o many more proteges than mentors
  o all were paired up
  o found that people who were proteges really needed a buddy rather than a mentor

• Staff Development: Ed Brodka reported
  o three events held this year
  o CCC tour and lunch in December, great attendance
  o two downtown medical campus tours in February
  o Public speaking lunch seminar: 56 people attended
  o Next June will be the biannual conference. They will begin discussion about this soon.
  o Always looking for new committee members.
  o Janiece suggested online learning as a topic
  o Sue Steck mentioned that there is someone in OD&T whose job is online

• Awards Committee: Ellen Dussourd reported
  o Letisha Thomas and Ellen Dussourd are co-chairs
  o honor to serve on the committee
10 nominations for the SUNY Chancellor’s Award, 2 were disqualified because they didn’t meet some qualifications

**Policy & Governance:** Joe Helfer reported
- This committee acts in an advisory capacity to the PSS chair.
- PSS 40th anniversary celebration
- PSS tailgate party
- input regarding the PSS executive summary
- realizing UB 2020 focus groups
- review the SUNY Faculty Plenary updates
- proposed changes to the academic calendar
- members serve on search committees
- goals:
  - organize tailgate party
  - develop strategies to get more people involved in PSS
  - create an officer handbook
  - explore teleconferencing for General Membership Meetings
  - gathering info on committees

**Diversity:** Chris Bragdon reported
- This has been a rebuilding semester for the committee after Robinette Kelley left.
- Sarah Piraino and Chris are co-chairs
- Lecture in October with Athena Mutua
- Annual holiday potluck luncheon, over 70 people attended
- Revived the listserv as forum to plan events and discuss topics
- added new members
- On Thursday, June 13, will have a dessert pitch in and social.
- Twitter: create an account for all of PSS?

**Sustainable Living:** Janiece Janiece reported
- Event held last September, 700-1000 people attended
- terrific event
- need new membership for next year, get lots of new ideas
- Green Team, heavily promoting bike to work day, transportation alternatives
- September 18th may be the date for the fall

**Welcome Committee:** Anne Marie Swartz reported
- Welcome Event in October, great turnout
- President Tripathi attended
- Dental School and Athletics gave goodies for the employees
- Improvements for next year:
  - improve the Powerpoint
  - add history of UB
  - add history of PSS
  - use posters, have chairs by the posters
  - create a pamphlet of all the committees and what they do
  - Candy suggested inviting some of last year’s attendees to talk about their first year at UB, how they did during their first year
• **Marketing & Communications**: Ann Marie Landel reported
  - not many meetings, we do our work primarily over email; keeping things going to promote PSS and our events

• **Continuous Improvement**: Arlene Kaukus reported
  - new committee
  - sent out survey looking for people interested in being part of CI initiative on campus
  - about 31 people have responded with varying levels of experience and qualifications
  - developing next steps
  - working with Laura Hubbard
  - Improving the CI web page, providing resources on the page

Ann Marie added that this is the last official meeting for the current officers. Officers for 2013-15 are Ann Marie Landel, Laurie Barnum, and Kat Kielar. They will create a new executive summary for President Tripathi.

Reminder, come to the Awards Luncheon on June 6th.

8. **Old/New Business**

   None discussed.

9. **Adjournment**

   Meeting adjourned at 4:20 p.m.
2012-2013 PROFESSIONAL STAFF SENATORS
SIGN IN

May 9, 2013

AREA I – HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Berryman</td>
<td></td>
</tr>
<tr>
<td>Fred Covelli (Alt.)</td>
<td></td>
</tr>
<tr>
<td>Matt Deck (EC)</td>
<td>Matt Cox</td>
</tr>
<tr>
<td>Valerie Fatta</td>
<td></td>
</tr>
<tr>
<td>Shaun Hoppel</td>
<td></td>
</tr>
<tr>
<td>Theresa Kruse</td>
<td></td>
</tr>
<tr>
<td>Kimberly Krzemien</td>
<td></td>
</tr>
<tr>
<td>Vita Milisauskas</td>
<td></td>
</tr>
<tr>
<td>Candy Morris (EC)</td>
<td>Caroline Morris</td>
</tr>
<tr>
<td>Barbara Mulvenna</td>
<td></td>
</tr>
<tr>
<td>Jillian Reading</td>
<td></td>
</tr>
<tr>
<td>Sara Robinson</td>
<td></td>
</tr>
</tbody>
</table>
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 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

lydia Panev

Amy Myszka

Sandra Pfohman

excused

excused

Susan Steck
OFFICERS

Laura Barnum
Mary Henesey
Ann Marie Landel

William H. Baumer
Parliamentarian

Daniel Ovadia
Student Rep.

Ezra Zubrow
Chair, Faculty Senate