General Membership Meeting
Minutes of November 18, 2010

Convener: Janiece Jankowski, Chair

Recorder: Kathleen M. Kielar, Secretary

Agenda:
1. Approval of the minutes of October 14, 2010
2. Janiece Jankowski update
3. Erin Moscati
4. Report of the Vice-Chair– Ann Marie Landel
5. Report of the Chair – Janiece Kiedrowski
6. Adjournment

Minutes:
1. Meeting called to order by Janiece at 3:05 PM.

Minutes of 10/14/2010 were approved.

2. Janiece gave the group some updates while she waited for Erin Moscati of UB Green will be talking about how UB will be changing their recycling program for the better.

   a. Laptop registration going on to protect laptops. This program is to help protect you if the laptops got stolen. UB Secure aims to prevent these thefts. Created by UBMicro in partnership with University Police, UB Secure is a program for all UB faculty, staff, and students that allows you to register your equipment and provide valuable identifying information to authorities. This information, in the event your property is stolen, could be crucial in the recovery process. In addition, you have the option to receive a sticker that can be placed on your equipment to certify your registration and deter potential thieves.

   b. Police are checking id's randomly to ensure only UB students ride the UB buses. This is to ensure the safety of our students on buses.

   c. UBPD citizens police academic is beginning in February and runs 6-8 weeks. This as an opportunity to become more involved with the police and see what they are doing.
d. Andrea Costantino is replacing Maureen Mussenden on the Presidential Search Committee. We wish her the best and will support her in any way that is needed.

e. Diversity Committee held a pot luck lunch that had 60-80 people who attended. It was well received and great food and entertainment. A good time was had for all and they intend to make this an annual event.

f. Janiece filled the group in about the PSS officers’ active involvement with the Presidential search committee. We talked to Irene about our interests as we outlined in our letter. We also had a small committee lead by Cherie Williams to identify 18 candidates that were shared with the search committee. People who also served on this subcommittee were Bill Coles and David Parisi.

3. Janiece introduced Erin Moscati. Erin talked to us about single stream recycling and to talk about the impact on campus. How we currently do recycling was discussed. She showed pictures of the bins we use and noted that we are going to change the lids. You can now mix things in your recycling bins. If you can rip it, you can put it in the blue bins that you currently have. From now on, there will be no more sorting by type....which is called single stream recycling. She introduced a new concept logo. It is happening across the country. With increased participation, you have increased diversion, less custodial demands, decreased truck traffic, and ultimately increased proficiency. Instructions will be coming out soon via mail and web. Look up UB Green on the website.

4. Janiece then introduced Dennis Black, Vice President for University Life and Services. His presentation is included at the end of the minutes. Dennis showed a short video on how UB began its opening day. We start each semester rolling out our welcoming mat to all the UB students. He talked about the structure of Student Affairs, wanted to introduce some new directors, and talk about what is new in Student Affairs.

Dennis now heads up not only Student Affairs, but University facilities. He is trying to connect both areas together. He went over the size and scope of Student Affairs. The budget for Student Affairs is about a $100 million operation budget. He compared this to Buffalo State’s NYS appropriation of $85 million and Canisius at $94.5 million.

Dennis went over many of the activities that Student Affairs was engaged in. They include work life efforts; new employee welcome; January breakfast; 10, 20, 30, 40 year recognition lunch; Summer picnic; and information on involvement at UB. Without the help of our staff volunteers, we could not possibly put these types of activities on for our students. We also invite volunteers to help us for orientation Opening weekend/picnic; Family weekend; Day of service; Senior breakfast; and many other events.

Barb Ricotta, Associate Vice President for Student Affairs...introduced Arlene Kaukus, Director of Career Services. Arlene has come from the United Way and believes that UB is integral to the success of the Western New York Region. (See Power Point Presentation for more information on Career Services).
Warren Hale, Director of Residence Halls. Warren came from Chicago, Loyola University. (See PowerPoint Presentation for more information on Residence Halls and Apartments).

**What else is new?**

Dennis talked about the need for Student Affairs to do development work. We’ve had great success with two efforts, one focused on parents and the other focused on past student leaders. Both are working from an engagement effort to get engaged on campus.

**Blue and White Fellows Program** - Funded by contributions from past UB student leaders, UB’s Blue and White Fellows is a new program that recognizes outstanding students who have not only achieved excellence at UB, but are exemplary people. This is a $2000.00 cash award to outstanding leaders identified by faculty and staff. There is no criteria or application for this award.

**Parent Fund** – this is a fund directed at current parents of students to help raise money to set up programs for internships, life skills, healthy living, personal safety, community partnerships, etc. More information can be found at [http://www.student-affairs.buffalo.edu/parent/support.php](http://www.student-affairs.buffalo.edu/parent/support.php)

Other items that are new are in the areas of parking and transportation.

**Zip car** – This is a car sharing program that students, faculty and staff can participate in. More information can be found at [http://www.student-affairs.buffalo.edu/parking/zipcar.php](http://www.student-affairs.buffalo.edu/parking/zipcar.php)

**Weekend Busses Home** – We have established rides home for students starting Thanksgiving. The busses will go from UB’s North campus to Rochester, Syracuse and Albany, and direct service to New York City on select weekends. More information can be found at [http://www.student-affairs.buffalo.edu/parking/holidayexpress.php](http://www.student-affairs.buffalo.edu/parking/holidayexpress.php)

**NFTA metro rail** - We are working with NFTA to have heavily discounted NFTA Rail pass. Announcement coming out soon.

Campus Dining and Shops also has some new additions that include: Three Pillars; Tim Hortons; Moe's; Jamba Juice; Kosher Option’ Incredi-Bull pizza; and Au Bon pain?.

Dennis talked about the need to have our leaders to have an experience abroad. Our answer to get them involved was to have short programs. This is called the Student Leader International Dialogue Experience (SLIDE). This coming summer we will be going to London. See [http://leadersforlife.buffalo.edu/](http://leadersforlife.buffalo.edu/) for more information.

Off campus services is a new department that offers services to students who are off campus. More information can be found at [http://www.student-affairs.buffalo.edu/offcampus/](http://www.student-affairs.buffalo.edu/offcampus/) They spend time talking to students about safety, off campus housing, and neighborhood concerns. Full time director
Student Affairs is interested in the Green movement. UB 101 has an environmental stewardship module. Zip car; Bus ride home program; Car pooling; Greiner hall Leeds gold certified; and the many initiatives by CDS (See PPT presentation for specifics).

Leadership center

Questions for Dennis and Barb.
We now have signs on our buses that say we will randomly check ID for those that use the buses. We have evidence that supports that our students were being robbed by people who used the buses to travel to the North campus, rob our students, and then return back to the city. We hope this policy is helpful as long as those that ride the bus are able to show how they are associated with UB or a UB event (UB ID, ticket to event, etc.)

Students of concern group...This is a group of administrators across the system that meet to talk about students that they are concerned about. In essence we are minding the gap to help students succeed by directing them to the appropriate places on campus if they have concerns or are of concern.

Budget cuts on facilities is important. 30% cuts were made in facilities. Dennis has asked us to help us keep the campus clean. Any Budget priority discussions need to have this topic brought up and/or discussed as it affects all the work that we do on campus. While resources have been decreased, we do still have some and we want to use these resources wisely.

Upgrade of BERTS or services when the students aren't here. This is a difficult topic for us because of the logistics of the place – split dining and services. At this time, we are thinking about how best to utilize the space to make Berts better.

Facilities for snow removal. We are trying to accomplish this as best as possible, but we need cooperation from everyone. We may ask folks to move their cars, or park in different lots. And also notify us if there is a problem or concern. Call customer service, 645-2025.

Who is going to maintain the sidewalks with less people? We will utilize the resources we have. Safety is a priority for us.

Who to contact when we need assistance from facilities? Customer service

Quality of life...how has it improved? We do a state-wide student opinion survey. There is a satisfaction rating as well as the academic experience as well. UB is ranked very high as far as student satisfaction and improving. We try to measure three things: participation in programs and services, satisfaction of programs and services, and finally, impact of programs and services.

Is there a recertification or process that allows for us to reevaluate the building that allows us to keep this Leeds ranking? Yes, but the ranking is based on construction and the degree we do not change the materials or physical operation of the building.
Can you talk about some of the initiatives between the University at the City? Camera installations on the South campus. We have started a joint patrol between Buffalo, UB and the NFTA. We encourage educational safety programs. Renters insurance is being advocated.

Janiece talked about the need to help out the mentoring committee. We are anticipating two "types" of focus groups to assist us in setting direction for the committee. We may have a couple of sessions of focus groups for each type. There will be one type that is for our newer professionals -- 6-18 months being employed at UB. Those professionals are easily identified. We will be determining what needs are early for new professionals.

What we need assistance with is our second type of focus group. We are trying to identify experienced professionals in key service areas, academic and administrative. What do experienced professionals have to train/tell folks over and over again, that would be better served by some skills development for professionals?

The areas we have identified so far are:
UB Foundation
UB Research
Grant administration
Budget
Purchasing
H/R
SIS
Advising (for students)
CIT
Assistant to Deans (maybe 2) -- both from an academic and administrative perspective.

First, are there any keys areas we have missed?
2ndly, can you identify persons in these areas that would be the "go to" "trainer" type person to be our best contact for the focus groups.

We can certainly tell you more about it and wrap up any comments at the next exec committee on December 2nd, but we'd really like to have feedback regarding positions and names within the next week. We are anticipating these focus groups to occur the week of December 10th, so there's a bit of a time crunch.

Could you send your thoughts to Nancy Battaglia, nb24@buffalo.edu by November 26th. It would be a huge help!

Polar plunge will be held on 12/4/2010. More information can be found at http://leadership.buffalo.edu/plunge.
Lorenzo, of SubBoard I, said that they are accepting donations for the international students who recently lost their belongings in a house fire. Feel free to contact SBI for more information and how you can donate.

Meeting adjourned
# Professional Staff Senate Meeting
## Attendance

**Meeting Date:**
**Thursday, November 18, 2010**

**General Meeting**

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<td>Matt Deck</td>
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<td>Allison Garvey</td>
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<td>Tracey Gawron</td>
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<td>Candy Morris</td>
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<td>Barbara Mulvenna</td>
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<td>Christine Stumm</td>
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<td>Cassandra Walker-Whiteside</td>
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Professional Staff Senate Meeting
Attendance

**Area IV**
- **Absent** Miranda Ashby
- **Absent** Michael Behun
- **Attended** Chris Cheung
- **Absent** David Forti
- **Attended** Jennifer Frye
- **Attended** Jim Gordon
- **Attended** Joann Greenszweig
- **Attended** Christopher Keough
- **Attended** John Mondo
- **Attended** Jason Parker
- **Attended** Marie Peterson
- **Absent** Laura Pruski
- **Attended** Fileen Sirianni
- **Attended** Cherie Williams
- **Attended** Laura Yates

**Area V**
- **Absent** Laura Barnum
- **Attended** Nancy Battaglia
- **Absent** Amanda Brown
- **Attended** Donna Czajka
- **Attended** Carlos Gallardo
- **Absent** Sharon Harezga
- **Absent** James Jarvis
- **Attended** Kesha Lanier
- **Absent** Louise Lougith
- **Absent** Tracey Murphy
- **Attended** Michele Poltras
- **Attended** Angie Rzeszut
- **Attended** Carol Van Zile-Tamsen
- **Attended** Lee Zaks

**Officers**
- **Attended** Janice Kiedrowski
- **Attended** Kat Kielar
- **Attended** Ann Marie Landel

**SUNY Senators**
- **Absent** David Ballard
- **Absent** Henry I. Durand
- **Absent** Jennifer Gottdiener
Student Affairs Update

Professional Staff Senate
November 2010

www.buffalo.edu/reachingothers
Presentation Outline

• Welcome
• Structure
• Staff Engagement
• New Directors
• What’s new
• Area Updates
• Discussion
Size and Scope?

![Bar chart showing budget allocations for different institutions.]

- UB Student Affairs: 97.5 M
- Canisius: 94.5 M
- Buffalo State Institution: 85 M
- Niagara: 70 M
- Fredonia: 45 M
Work Life Efforts

- New Employee Welcome
- January Breakfast
- 10,20,30,40 year Recognition lunch
- Summer Picnic/ SEFA
- Information on Involvement at UB
Staff Volunteers?

- Orientation
- Opening Weekend/ Picnic
- Family Weekend
- Day of Service
- Senior Breakfast
- Others?

www.buffalo.edu/reachingothers
Welcome...
Arlene Kaukas

Career Services
Career Services

- Rated first among all SUNY research universities,
- Career Counseling: 6,000+ counseling consultations are conducted each year,
- Career Workshops: 5,900 students participate in workshops and presentations,
- Career Fairs: 6,300 students and alumni attend career and internship fairs each year and 600 companies participate each year,
- Mentor Network: 600 mentors help students connect with the work world,
- BullsEye: 13,000 students and alumni use UB’s job/internship system and more than 12,000 employers are registered to post positions each year,
- Campus Interviewing: 1,000 students are interviewed by employers at Career Services each year,
- Testing: 3,600 people take standardized exams (e.g. GRE, MCAT, LSAT)
Welcome....
Warren Hale

University Residence Halls and Apartments

www.buffalo.edu/reachingothers
University Residence Halls & Apartments

- On-campus housing in residence halls and apartments, housing assignments, residence life, custodial and maintenance,
- South Campus- 5 residence halls; North Campus- 5 apartment complexes, 10 residence halls,
- 7,500+ UB students live on campus,
- UB 100% occupancy for 10 years now,
- William R. Greiner Hall, sophomore housing, scheduled to open Fall 2011,
- 60,000 students visit Residential Academic Success Centers for tutoring and quiet study space.

www.buffalo.edu/reachingothers
Residence Halls and Apartments
Development

- Leaders for Life
- Parent Fund
- Blue and White Fellows
Parking and Transportation

- Zip Car
- NFTA Metro Rail

drive zipcars by the hour or day

www.buffalo.edu/reachingothers
Campus Dining and Shops

- Three Pillars (catering)
- Tim Horton’s
- Moe’s
- Jamba Juice
- Kosher option
- Incredi Bull Pizza
- Au Bon Pain?
SLIDE
(Student Leader International Dialogue Experience)

- Short term programs
- Singapore-2009
- Beijing-2010
- 2011-?
Off-Campus Services

- Full-time Director
- Operation Door Hanger
- Labor Day Picnic
- Crime/ Safety
- Neighborhood Concerns
- Halloween
Green Ways

- UB 101 has an environmental stewardship module as part of course syllabus
- Zip Car
- Bus Ride Home Program
- Car Pooling and Commuter Challenge
- Greiner Hall Leed Gold Certified
- Leadership Center has Spring Break/Community Service/and Re-Tree WNY
CDS leading “green” movement:

- Food decomposer to take food waste and process into soil amendment, cutting 90% UB waste going into landfills,
- Reusable mugs to cut down on beverage cups,
- Elimination of Styrofoam cups,
- Elimination of waxed cups used for fountain beverages, replaced with compostable cup, and
- Introduction of reusable containers for take out meals (CDS almost 100% Styrofoam free in all units).
CDS Service Upgrades:

- Increase in student meal plan participation by 10%,
- First Tim Horton’s store in a US college setting,
- Installation of Mongolian Grill (Goodyear Dining Hall),
- Extended unit operating hours,
- Remodeled Pistachio’s (eco-friendly carpeting and tables and chairs),
- Online food ordering and delivery service,
- Revamped Catering operation (Three Pillars), with new menu and more options,
- Added Putnam’s branded concepts (Jamba Juice, Moe’s Southwest, Edgy Veggies, and Soma Sushi),
- Expanded the use of local vendors, and
- Showed continued improvements in the National Association of College and University Food Service (NACUFS) survey of students and faculty/staff (highest ratings ever for UB last survey).

www.buffalo.edu/reachingothers
Discussion...

Questions and Answers...
For more information:

Dennis R. Black, Vice President for University Life & Services- dblack@buffalo.edu
Barbara J. Ricotta, Assoc. Vice President for Student Affairs- bricotta@buffalo.edu
Warren F. Hale, Director, Residence Halls & Apartments- warrenha@buffalo.edu
Arlene F. Kaukus, Director, Career Services- arleneka@buffalo.edu
Campus Cleaning

- Standards

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<td>Dinginess</td>
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- UB funding 24% less than peers.

- Focus? Make best use of available resources as UB seeks additional support.
Campus Cleaning

- Missing staff needed to clean equivalent of:
  - Abbott
  - Baldy
  - Capen
  - Crofts
  - Harriman
  - O’Brian
  - Squire
  - Park
  - Jacobs
  - Biomedical Research Building
  - Biomedical Education Building
  - Alfiero Center
  - Student Union

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