Convener: Janiece Jankowski, Chair

Recorder: Kathleen M. Kielar, Secretary

Agenda:
1. Approval of the minutes of January 27, 2010
2. Report of the Chair - Janiece Jankowski
3. Report of the Vice-Chair– Ann Marie Landel
4. Dan Vivian, Assistant VP of Procurement Services. He’ll be discussing eReqs, Pcards, travel cards, challenges that a lot of you face as well as how to be more effective when working with Procurement Services
5. Deborah Hard, EAP. What EAP is offering, but the slant is really going to be how we deal with stressors on a day to day basis. She wants to reach out to you on a more one on one basis.
6. Kara Saunders will be presenting on UB HUB, the timeline and giving brief information and how it affects you.
7. Old/New Business
8. Adjournment

Minutes:

Janiece asked for an approval of minutes of January 24th, 2011.

Janiece covered the content of the meeting, indicating that the 3 speakers today were very much in line with the results of the mentoring survey. Janiece reiterated that our mentoring plan is to offer skills development that is other than what is currently being offered on campus, so no duplication of efforts.

Kat Kielar then announced the election results.
Report of the elections committee.
Call for nominations went out on November 29, deadline of December 20th. One candidate for chair, 3 candidates for vice chair and 3 candidates for secretary. One candidate for vice chair declined to run, citing work commitments. On line voting for two of the candidates, Laura Barnum and David Parisi. The winner is Laura Barnum. Two candidates declined to run for recording secretary citing work commitments. Our remaining candidate for recording secretary is PSS, Mary Henesey. Ann Marie Landel is running unopposed as PSS chair. Kat cast one vote for chair, all in favor of electing Ann Marie, please do so, by indicating “Aye”. Ann Marie elected unanimously. Mary Henesey is running unopposed as PSS Recording Secretary. Kat cast one vote for Recording Secretary, all in favor of electing Mary, please do so, by indicating “Aye”. Mary Henesey elected unanimously.

Report from Vice Chair, Ann Marie Landel –
Still looking for nominations for professional staff awards --- Outstanding Service Award and Outstanding Service to the PSS Award. Deadline is March 16th. If you know anyone that does an outstanding job and deserves recognition, please visit the www.pss@buffalo.edu website for particulars on how to nominate someone for these awards. Secondly, two brown bags are coming up. Part One called, “Resumes: What Every Professional Should Know”, (March 22nd 12:00 noon – 1:00 p.m. 330 Student Union, North Campus, March 23rd Noon – 1:00 p.m. 104 Parker Hall, South Campus) Part Two, “Interviewing: What Every Professional Should Know”, (April 12th, 12:00 noon to 1:00 p.m. 330 Student Union, April 13th Noon – 1:00 p.m. 104 Parker Hall). Information about this can also be found on the PSS website.

Dan Vivian, Assistant Vice President for Procurement Services, provided the general membership with a power point presentation (attached). To provide some highlights:

Procurement – 4 vehicles to use, speed orders, eReq, PCard and contract. Speed orders were a precursor to the Pcard. Allowed for decentralized purchasing.

Statistics:
Speed orders are designed for procurements less than $1,500. Have inefficiencies when the thresholds are not really followed. The cost for a speed order from start to finish is $65, including the cycle time. Decline of speed orders. In 08/09 there were 12,000 transactions. Currently this year 9,000. Down 25%. The labor is down about 50%. Have been able to reassign some of the labor to other tasks (assisting with retirements not replaced).
The PCard. The key is the cost per transaction -- $27 total cost. Initiation of transaction, all the way to the entire cycle. Really an important tool for costs and efficiencies for any transactions less than $2,500. 2007-2008 of $8.4 million, to currently around $12 million. 32,000 to 43,000 increased transactions. As speed orders have gone down, PCard transactions have gone up. One FTE has been moved to help with this.
eReqs. Cost is $100 vs. $27 with PCards. Part of the issue we experience with eReqs. In the time frame 18,000 transactions less than $500. Incredibly wasteful system to utilize. 84% of these were for $2,500 or less. Very, very expensive.
Purchasing would like to see PCard mandated, for purchases of $1,000 or $500 or less. PCard can be compared to an ATM card, where you eliminate the need for a “bank teller” or purchasing representative having to intervene.
Questions:
Are eReq’s more publicized than PCards – it’s certainly not easier. Dan didn’t know the answer. But to explain why they may not be as utilized as much as they should, eReq’s are mandatory, PCards are not, it’s based on a departmental authorization. Also the approval process with eReq. It’s easier to centralize the approval with an eReq than a PCard. PCards require an application and whether you are authorized to utilize. Not the same approval process for an eReq.
People were not aware of the cost difference between these tools. Contracts as a vehicle. Contracts are used for complex, involved types of applications. Transactions going to Albany for approval and legal action. Very suitable vehicle, but doesn’t involve most people.
When you look at purchasing, need to be able to identify desired outcomes. You want your stuff when you want it, with minimal effort. Want it ASAP. Real mission is to determine an easy order system to receive your “stuff” quickly. Reduce cycle time. Touch time, the amount of time that human beings are actually touching the requisition, the PCard transaction, etc. Traditionally the actual amount of touch time is generally 7-9% of the actual cycle time. Most of the time it’s sitting in queues or an in basket or in process. Backlog – how many sitting in a queue waiting to be done? Purchasing does a good job of turning these around.
Reducing the non-value added communication. Lots of communication goes back and forth. How do we reduce communication time which is money. For instance, phone calls wondering where “stuff” is, etc.
Total cost which involves all of us, need to drive the cost as low as possible. Strategic source, huge area we’re moving in. A SUNY Wide system to be able to combine suppliers and purchasing power, for better pricing and strategic sourcing. Best Practices, what are we looking for? Cut things like too many low dollar eReqs. Ideal situation is on line purchasing with a PCard. Like Staples. Place the order, doesn’t go through Purchasing accounts payable. VWR is a little more complex, but you can log into various accounts and all pricing is fixed. Accurate pricing, availability, and shipping information. As well as purchasing history. Know who’s buying what, what size, how often, etc. Can help us with projecting our inventory levels. UPS Campus ship – one of latest successes. Go in, use their system, and there is no more paperwork when you ship via UPS. A lot of these systems are discussed at business days, but Purchasing would be willing to come to departments to discuss also. Today’s business models try to avoid accounts payable and accounts receivable, which always carry a cost. Can get lower and better prices because you are taking the price of doing business out. Blanket orders – looking to analyze data to see who would benefit from recurring orders. For instance Wegmanns. Part of the problem from continuing orders, is it’s very costly. If you know you’re going to have a recurring order, then send a blanket order! A point about Campus Dining and Shops was reported. If your order is less than $75, CDS charges you $50 to deliver. So people go to Wegmanns to avoid the delivery charge. If you have these types of activities, Purchasing would be happy to come over to set up best practices, to reduce costs and increase efficiencies. Want to be part of the solution, not part of the problem.
Early involvement. The sooner you can let Purchasing know, particularly with large purchases, the better. Details with Albany and being able to post information to contractors. State pricing is the starting point to negotiate.

Training and procedural videos is something they are working on.
Supplier involvement….involving suppliers, particularly in cell phone area. They have tremendous systems and resources that can assist us.

Thoughts/feedback:
Professional didn’t know how expensive eReqs were. Get the word out as to the difference in pricing for departments so they would be more price effective.

Procurement cards – are employees liable for the purchases? There is no personal liability when purchasing for UB, but a personal responsible. UB is responsible for the financial transaction.

Deb Hard, EAP Administrator, provided a brief overview of the EAP Program, talking about dealing with issues in our workplace.

Some of you have heard about the Employee Assistance Program.

3 staff members assist Deb. They are part time, except Deb. Going to EAP is voluntary, you can’t be forced to go talk to EAP. Open to family, even folks that retire. Even see students if they are really in trouble. Talk to them and refer them to counseling center.

Give folks information and assessment as to what’s going on with them, and give them an appropriate referral if necessary. Sometimes a person just wants someone to share concerns with. Deb is very close to solution based focus, 1-3 visits on campus intervention. She’s hoping to be able to offer this because many of her clients don’t know that right now they are referred out when applicable and have to use their insurance.

EAP is available to do organization/departmental consultations. We may think that crises don’t happen at UB. They do. So pay attention to your work place, your co-workers and head them off to EAP’s direction.

EAP partners with Wellness and Worklife Balance as well as OD&T to combine programming. Right now looking at estate planning, long-term care. We get so involved in our lives that we don’t think about what we might be facing in the future. It’s never too soon to think about it, so they offer programs addressing future concerns.

Confidentiality. Everything that is told to EAP is confidential, unless you are going to harm yourself or someone or imminent child abuse. They do not take notes, nothing goes in any file, nothing goes to employee relations. If they do take notes, they are given to you to take with you.

A confidential conversation.

Couple of standards
We consult with, train, and assist work organization leadership, seeking to manage troubled employees, the work environment and to improve job performance.

They try to provide tools on how to begin to talk about this stuff to coworkers.

Confidential and timely problem identification and assessment, for personal issues that might affect job performance. Physical, emotional, psychological and spiritual assessment.

Provide critical incident stress management services. Deb has been certified in this, her staff is being trained in this. Deb will talk to the department and staff involved in a critical incident.

Issues that they deal with:
Addiction, career stuff, child and elder care, financial issues, grief and loss (not just the normal grief and loss – about people having major surgery, losing a breast, limb, hair, feeling
incomplete), legal concerns, life changing events, relationship issues, stress, organizational
issues, veterans issues.
Major issues, mental health #1, relationship #2, workplace performance issues #3, put these all
together and bring it to work, there can be issues. Hard to leave that all on the doorstep and be
your normal self. Substance abuse is right behind the big three.
EAP statistics, (see power point following).

EAP’s first task is to minimize stress, (people feeling overburdened).
Quiet confidential environment
Listening is key – will have 100% of her staff’s attention
Provide information assessment and referral
Very soon counseling therapeutic relationship.
Has a great database of referrals.
Comply with policies and procedures
Maintain professional certificates
Maintain monthly statistics – just a number, (no gender, etc., as anonymous as we can make it).
Coordinate return to work meetings – how to help with the transition back, not only for the
person returning, but also for those that are working with because they are different now.
How to handle all this is covered in a meeting, supervisor is there, etc. Accommodation.
Professional and ethical behavior.
Will soon be getting another person, full time, licensed mental health counselor.

Comments and questions:
Difference between her office and employee relations. Employee is where grievances, notices of
discipline and labor management exchanges take place and are documented. Nothing is
documented in the EAP office. Two different worlds. If Employee Relations feel they need to
send someone to EAP, they will make or suggest a recommendation or even make it in writing.
In an instance when life was at risk, etc.
What about the general level of stress on campus, particularly with professionals. Retirements,
etc. People doing a couple jobs, not enough hours in the day. Deb hears about people not being
replaced a lot. Other people assume they will take on additional duties – 1,2,3 people. They
come in and don’t know how to address this. Stress level is very high. When EAP unravels a lot
of these situations, quite often there is also stuff at home or a mental health issue, that is all plays
in together. New president is coming in soon, people find that stressful also. How is that going
to affect me, my department. Will they be a friend or foe?
Has even made departmental “calls” for departments under stress. On-going. If you or your
department needs help, please feel free to call.
Lot of stress is about change, doing more with less, so and so retired, etc.
Retirees and their families – you take care of them? What about students, or someone that has
left our employ? Your services are free? Yes for free. What do you do about repeaters, that
really need help elsewhere. Yes, we help people that left the university. We encourage the
repeaters to face their concerns – at some point we have to cut the umbilical cord. 1-3 visits, 3-6
visits, we will try and set the limits for our on campus counseling. We try very hard not to turn
people away. Technically no limits.
Do you help students? We don’t advertise that we see students, but she has, particularly if they are in real trouble. Get them over to the counseling center. Never turn anyone away. Counseling Center has a staff of approximately 20 to assist our students. Workplace violence training – is out there. Policy and Training – is mandatory that all employees look at that training. OD&T put the training together, doesn’t take very long to complete. Behaviors that are not allowed on campus, bullying, etc. that is not professional. What if a person doesn’t want to go to EAP because of the stigma of walking in the door. What do you do about that? Over time as the people begin to trust the program, they are more trusting in EAP and what we have to offer, and lessens the stigma. But there will always be the hurdle. Coordinators will meet where you want to in order to lessen this concern. McDonalds, Starbucks, Tim Hortons, anywhere you want.

Kara Saunders, Interim Registrar, joined by newly selected Irene Moyer Holohan Moyer and Jessica Dubickas.

New student system, then UB SIS, PeopleSoft, became Student Services Transformation, and now it’s HUB. Our IT system that supports admissions, registration, billing, financial aid, academic advising, graduation, etc.

Now that we are transitioning – students will have access to HUB starting next week, what does it mean, what kind of support and help can people get and what will HUB offer? Transformation is now wrapping up, what does it mean? How do we continue to make sure this works for us? Irene and Jessica are the shepherds of the new system and the advocates of the new system. Not from the technical aspect, but more from the perspective of the people that work with the system and what is really needed?

Key website….www.buffalo.edu/HUB. HUB came about due to a contest. This is the HUB of your activity as a student at UB.

Tutorials are available. Soon the students will see a checklist of what they should be doing, in order for their HUB to operate as it should, course catalog, class schedules, enroll for classes, see schedule, apply for graduation, see class schedule when registered. etc., see financial aid package and accept or decline. In May start to get bills, see details of student accounts, will be able to let parents see and pay their accounts, automatic refunds, direct deposits, and also have time payment plans. In June academic history, transcript on line, holds interfering with being able to get transcript or registering. July their academic planning, coursework remaining for a degree plan out their coursework for the future, and see how transfer credits are applied. Quite a range of transactions. There is a student HUB “face”, but also one for faculty and one for staff. Students will have access in that timeframe. Staff has some access already. When students need help, they will generally look for help on line on their own. The website also provides tools for when they get stuck – on line tutorials, step-by-step guides or click “try it” and see screen shots and where to click. Instructions and features. Above and beyond that help, Student Response Center or academic advisors will help. Marketing campaign, directs students to this website. Faculty and staff should go to: HUBtraining.buffalo.edu. Will give hands on training for staff as well as practice. Resources are available at this website, as well as the ability to registering for classes. In addition, “here is where people are getting help”. If these resources aren’t sufficient, you can submit your “issue” on line and someone will get back within one business day. If you’re stuck and you can’t turn off your computer, we also have some “first advisors”, colleagues that know the in’s and out’s of the system that you can call right away.
Last thing we are trying to do is reach out to faculty to say, “don’t worry help is here, but it won’t affect you too much”. Lot of the improvements, grading, class lists, etc., we are already providing. Providing some help for faculty, it looks a little different but functions quite similarly.

A system is about supporting us in what we do in the best way possible. Putting into place a support model of advocates, people’s job and responsibility to continue to work with the system to make it as efficient as possible. That’s what Irene and Jessica will do, as well as people in key areas, to make sure we are optimizing the use of the system.

This is a period of change and transition. Lots of benefits to system. But needs a learning curve/time. Be patient with each other, we’re all going through this together. And also be patient with yourself. You don’t pick up new things overnight.

What questions/rumors are people hearing about HUB?

Logo: HUB originally to be intended to be an acronym, meant to be HUB. Your center for your academic life at UB. The project director’s team and liked how this brought forward the UB brand. Similar to UB Learns, UB mail.

How many people using the HUB right now? Anyone is a current spring in 2011, has access to HUB here on out. Because it’s password protected, if you graduate, and you forget your password you would need to contact the help desk to get password.

What about people requesting a transcript? Will start with if you are a student right now, and get into access for older accounts later.

Authentication. Why the separate steps for authentication? VPN client? Two factor authentication, VPN, and then you have to sign on to HUB again. Decision reached by information security office to protect student data at UB. Date of when you need to use VPN will be set by your nodes. This is not a requirement for students and faculty, they will be able to just access MyUB. Is it the same off campus VPN client? Whether on or off, use the VPN.

Off campus – CIO looking at different ways to ensure security on campus. Surveying what we do off campus and what work you do from home and whether you need to access mainframes, or university wide systems. Use the results of the survey to develop policy. Will affect the way you do work at home.

As far as access to data, currently there is a 2nd level of security to view transcript data. With the new system, you have view only access to transcripts. Kara thinks the system is being set up so that you have access to only certain data based on what you have indicated you need to have access to.

Irene mentioned training, and that we should take advantage of training….should try to do so if you can, and also communicate this to your colleagues if they are not on top of the e-mails regarding training.

Need to take the data safety course. Please pay attention to the communication, even if it is a lot, because we are doing our best to prepare you. Any concerns, let us know. We are here to support you as much as we can.

The HUB, HOD, Soar, is supposed to be an all inclusive system. If there are systems that do what HUB does (BIRD), those systems can be replaced by HUB, DARS also. There are many systems that aren’t going away, like BULLSeye. Alumni Relations system not going away. If you have concerns, they can advise you. They are also looking at systems that they can build additional functionality onto also to work with the HUB.

Question about what list(s) are being used to contact the right people that need to be included in training. Have them to refer to the website. Different lists of people is also problematic, some
got access early on, some might have gotten access later as their need was identified. Lists are not completely correct for very long. Also people taking on different responsibilities with retirements, they may now need permissions or new permissions.

No old business.
No new business.
Adjournment.

Those present:
Area I: Matt Deck, Tracey Gawron, Rebecca Goodman
Area II: Donna Banach, Olivia Emrick, William Mcdonnell, Cathleen Morreale, Susan Ott, Sarah Piraino
Area III: Emily Chabala, Ellen Dussourd, Phyllis Floro, Jeff Kujawa, Jennifer Morrison
Area IV: Jennifer Frys, Jim Gordon, Joann Greenzweig, Christopher Keough, John Mondo, Jason Parker, Marie Peterson, Eileen Sirianni, Laura Yates
Area V: Nancy Battaglia, Carlos Gallardo, Sharon Harezga, Louise Lougen, Michele Poitras, Angie Rzeszut, Carol Van Zile-Tamsen, Lee Zak

Officers: Janiece Jankowski, Kathleen Kielar, Ann Marie Landel

Guests: Theresa Kruse, Jessica Dubickas, Betty Brown, Jerry Linder, Amy Myszka, Susan Steck, Jana Blaha, Bill Henderson, Gerri Kremer, Lynn Leistner, Elizabeth Fenush, John Grabowski, Anthony Housak, Ann Marie Swartz, Guidya Msuku-Puris, Mary Henesey, Gene Pohancsek, Deborah Hard, Alicia Blodgett, Annette Pyszyski, Kelli Hennesey, Michele Sedor, Lydia Wilder, Becky Burke, David Steward, Leslie McCain, Irene Holohan-Moyer, Kara Saunders

Those excused:
Area I: Fred Covelli
Area II: Thomas Albrechcinski, Margie Poniatowski
Area V: Laura Barnum, Donna Czaja, Tracey Murphy

Those absent:
Area I: Kristina Costanzo, Candy Morris, Barbara Mulvenna, Christine Stumm, Cassandra Walker-Whiteside
Area II: Ilene Fleischmann, Paul Hutchings, Katie Menke, Lawrence Osswald, David Parisi, Letitia Thomas
Area III: Bill Coles, Brian Haggerty, Mary Pitts, Amy Wilson, Laura Wirth
Area IV: Miranda Ashby, Michael Behun, Chris Cheung, David Foti, Laura Pruski
Area V: Amanda Brown, James Jarvis, Kesha Lanier
Professional Staff Senate

Procurement Services
Best Practices
2-24-2010

Procurement Vehicles

- Speed Orders
- PCard
- eReq
- Contracts
Specifics

Speed Orders
- NYS funds
- < $1500
- Decentralized small dollar purchases prior to PCard
- Cost is $ 65+/ transaction

<table>
<thead>
<tr>
<th>Year</th>
<th>Transactions</th>
<th>Change Transactions/ Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008/09</td>
<td>12k</td>
<td></td>
</tr>
<tr>
<td>2010/11</td>
<td>9k</td>
<td>25% / 50%</td>
</tr>
</tbody>
</table>

www.buffalo.edu/reachingothers

Specifics

PCard
- NYS and RF funds
- $2500/transaction....
- Enhances web based procurements
- Cost ~ $27/transaction

<table>
<thead>
<tr>
<th>Year</th>
<th>Spend in Millions</th>
<th>Transactions</th>
<th>Card Holders</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007/08</td>
<td>$8.4</td>
<td>92k</td>
<td>553</td>
</tr>
<tr>
<td>2008/09</td>
<td>$8.4</td>
<td>34k</td>
<td>600</td>
</tr>
<tr>
<td>2009/10</td>
<td>$10.5</td>
<td>40k</td>
<td>618</td>
</tr>
<tr>
<td>2010/11</td>
<td>$12 est.</td>
<td>43k est.</td>
<td>670</td>
</tr>
</tbody>
</table>

www.buffalo.edu/reachingothers
Specifics

eReq’s
- All funds
- Electronic workflow for purchases
- Cost ~ $100+ / transaction

<table>
<thead>
<tr>
<th>Date</th>
<th>Dollar Range</th>
<th>Transactions</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>&lt; 500</td>
<td>18k</td>
<td>58%</td>
</tr>
<tr>
<td></td>
<td>&lt; 2500</td>
<td>7k</td>
<td>84%</td>
</tr>
</tbody>
</table>

Specifics

Contracts
- Long term, complex agreements and leases
  - Albany approval cycles
  - SUNY legal services
  - Supplier legal

www.buffalo.edu/reachingothers

www.buffalo.edu/reachingothers
Desired Outcomes

- Easy ordering and quick receipt of your stuff
- Reduce
  - Cycle time, touch time, queue time,...labor
  - Backlog
  - Non value added communication...where’s my stuff
  - Total cost
- Increase
  - Options, selection
  - Information flow
  - Strategic sourcing

www.buffalo.edu/reachingothers

Best Practices

- Online procurement coupled with PCard
- Staples, VWR, Fisher, UPS CampusShip, Cell Phone
- Accurate pricing, availability, delivery notice
- Purchase history reporting
- Blanket Purchase orders...recurring / repetitive
- Early involvement of Procurement staff
- Specific needs analysis

www.buffalo.edu/reachingothers
Summary

- Appropriate vehicle for the need
- Identify where we can help
- Solutions can be departmental specific
- Training and procedural videos
- Suppliers involvement

Feedback...

ideas

thoughts

suggestions
WHAT IS THE UB EAP?

- FREE benefit offered to all UB employees, family members & retirees.
- VOLUNTARY, professional & confidential assistance program.
- Information, assessment, & referral
- Organization/department consultations
- Work-life programming.

www.buffalo.edu/reachingothers
CONFIDENTIALITY

All contacts are confidential, except:

- where information is required by law, executive order, or agency work rule, to be disclosed;

- where there is reasonable belief an individual's conduct places him/her, or another person in imminent threat of bodily harm;

- where there is reasonable belief child abuse (physical, emotional, sexual) or neglect has been or will be committed.
EAP Standards

- Consultation with, training of, and assistance to work organization leadership (managers, supervisors, and union officials) seeking to manage troubled employees, enhance the work environment, and improve employee job performance.
EAP Standards

- Confidential and timely problem identification/assessment services for employee clients with personal issues that may affect job performance.

- Provide critical incident stress management services.
WE CAN HELP WITH:

• Addictions
• Career/ Retirement
• Child/ Elder Care
• Critical Incident Stress Management
• Financial Issues
• Grief and Loss
• Legal Concerns
• Life-changing Events
• Mental/Physical Health
• Relationship Issues
• Stress Management
• Organizational Issues
• Veterans Issues
• Other Concerns
ROLE OF COORDINATOR

- Minimize client’s distress.
- Create a confidential environment.
- Listen attentively to client concerns.
- Provide information, assessment, and referral.
- Maintain extensive database of resources and health benefit information.
ROLE OF COORDINATOR

- Comply with agency policies & procedures.
- Maintain professional certifications.
- Assist with UB training opportunities.
- Maintain monthly statistics.
- Coordinate return-to-work meetings.
- Demonstrate professional and ethical behavior.
- Assist the EAP Committee.
- Offer CISM services.
EAP COORDINATORS

Crystal Kaczmarek-Bogner, M.Ed.

Neil McGillicuddy, Ph.D.
(at 1021 Main St.)

Christopher Siuta, Ph.D., LMHC
CONTACT US

UBEAP
Univeristy at Buffalo Employee Assistance Program
156 Parker Hall (South Campus)
Phone: 645-4461
Website: eap.buffalo.edu

www.buffalo.edu/reachingothers
Professional Staff Senate Meeting
Attendance

Meeting Date: Thursday, February 24, 2011
General Membership Meeting

Attendance

Area I
Excused: Kristina Costanza
Attended: Fred Covelli
Attended: Matt Deck
Attended: Tracey Gawron
Attended: Rebecca Goodman
Absent: Candy Morris
Absent: Barbara Mulvenna
Absent: Christine Stumm
Absent: Cassandra Walker-Whiteside

Area II
Excused: Thomas Albrechinski
Attended: Donna Banach
Attended: Oliva Emrich
Absent: Ilene Fleischmann
Absent: Paul Hutchings
Attended: William Mcdonnell
Absent: Katie Menke
Attended: Cathleen Morreale
Absent: Lawrence Oswald
Attended: Susan Ott
Absent: David Parisi
Attended: Sarah Piraino
Excused: Margle Ponlatowski
Absent: Letitia Thomas

Area III
Attended: Emily Chabala
Absent: H. Williams Coles, III
Attended: Ellen Dussourd
Attended: Phyllis Floro
Absent: Brian Haggerty
Attended: Jeff Kujawa
Attended: Jennifer Morrison
Absent: Mary Pitts
Absent: Amy Wilson
Absent: Laura Wirth
## Professional Staff Senate Meeting
### Attendance

**Area IV**
- Absent: Miranda Ashby
- Absent: Michael Behun
- Absent: Chris Cheung
- Absent: David Foti
- Attended: Jennifer Frys
- Attended: Jim Gordon
- Attended: Joann Greenszweig
- Attended: Christopher Keough
- Attended: John Mondo
- Attended: Jason Parker
- Attended: Marie Peterson
- Absent: Laura Pruski
- Attended: Eileen Strilanni
- Excused: Cherie Williams
- Attended: Laura Yates

**Area V**
- Excused: Laura Barnum
- Attended: Nancy Battaglia
- Absent: Amanda Brown
- Excused: Donna Czaia
- Attended: Carlos Gallardo
- Attended: Sharon Harezga
- Absent: James Jarvis
- Absent: Kesha Lanier
- Attended: Louise Lougen
- Excused: Tracey Murphy
- Attended: Michele Poitras
- Attended: Angie Rzeszut
- Attended: Carol Van Zile-Tamsen
- Attended: Lee Zak

**Officers**
- Attended: Janice Kledrowski
- Attended: Kat Klizar
- Attended: Ann Marie Landel

**SUNY Senators**
- Absent: David Ballard
- Absent: Henry J. Durand
- Absent: Jennifer Gottdiener