General Membership Meeting
Minutes of April 28, 2011

Convener: Janiece Jankowski, Chair

Recorder: Kathleen M. Kielar, Secretary

Agenda:
1. Approval of the minutes of March 24, 2011
2. Report of the Chair
3. Report of the Vice Chair
4. Discussion with Craig Abbey, Director, Institutional Analysis. Craig will explain what institutional analysis does and what it can do for you.
5. Discussion with James Gordon, Lead Programmer Analyst, University Libraries. Jim will have a conversation about how we recognize our professional accomplishments. Jim is the author of:
   Office 2008 for Mac All-in-One for Dummies
   Office 2011 for Mac All-in-One for Dummies
6. Old/New Business
7. Adjournment

Minutes:
1) Janiece called the meeting to order at 3:05.

2) Report from the Chair
   a) Janiece reminded everyone of the awards luncheon coming up. If you can go on May 11th from noon – 2 PM, please come. You're all welcome to attend to celebrate and congratulate our award winners. They are:

Chancellor Award Winners:
- Dr. Michael Basinski - Curator of Poetry Collection, University Libraries
- Erin Danna-Bailey - Center Manager and Grants Administrator School of Social Work
- Peter Rittner - Asst Dean for Educational Technology, College of Arts and Sciences
Dr. Letitia Thomas - Director of Cora P Maloney College and Assistant Vice Provost of Undergraduate Education

PSS Outstanding Service Award Winners:
- Jennifer Markee - Finance and Operations Manager, University Art Gallery
- Candise Morris - Assistant Dean Resource Management, School of Pharmacy and Pharmaceutical Sciences
- Linwood Roberts Jr. - Neighborhood Outreach Coordinator, Community Relations

b) Janiece and Ann Marie went to the SUNY Plenary the week 4/14 - 4/16 in Fredonia. The campus leaders met on Thursday night. The main topic of discussion was the deactivation of programs. Our general role is advisory but not decision making. The administration actually goes out and makes the decision. We are involved in the discussion before making decisions and the ramifications afterwards. The administration is “paid” to make the actual decision to deactivate, close a program, department..

Janiece asked about our role in the discontinuation of business operations. For anything that has to go through the senate for creation, it has to go through the senate for deactivation. For a lot of business processes we simply would not be involved in because we did not create those processes. We could protest, but we wouldn’t be the ones involved in the making of that decision.

Unrestricted funds was another topic of discussion. Janiece said that Middle States demands that we hold a certain amount of funds. Yet at the same time that Middle States requires we hold these funds, we are being penalized by New York State for holding these same funds. SUNY is going to try to make that more transparent so that these funds are designated for projects, and commitments so that everyone doesn’t think that these are for a rainy day.

There was some preliminary discussion on consolidating regional enterprises. The discussion revolved around breaking SUNY campuses up into regions and controlling administrative and academic functions from a regional perspective. How can we take an operation and run it regionally? We should take ownership of consolidation rather than being told to do it. The Chancellor said that the Strategic Directions continues to drive their work and their actions. They are looking for metrics, assessment of the impact of economic revitalization in WNY. They are collecting information.

SUNY branding is going on so we can be more recognizable. We have a new director of PR at the SUNY Central. There has already been an immediate positive impact from this hire.

c) Janiece sat in on the faculty senate meeting. They were talking about the governor’s summit. The Governor wants to get things in order before a date is set. The main discussion is still slated to be UB2020. We are still waiting on particulars for this. Traphath’s vision is that 300-400 new faculty will be hired in the next 7 years and the
support that goes with them will be hired. They look at it as 2 staff members to be hired for every faculty member being hired.

d) Albany is definitely interested in our downtown expansion and revitalization. They will focus on the downtown to get that revitalized.

3) Vice Chair report
   a) Ann Marie asked the group to fill out an evaluation form and drop off at the exit. One of the things we are realizing with our new president is that he would like to see metrics. We are looking at what kinds of impact PSS has on the University community.

   b) Events
   i) Cinco de Mayo - May 5th. Noon - 1:00. South Campus. Harriman Hall. Email psssenate@buffalo.edu with your reservation.
   ii) There is a plant exchange on June 6. Donna Banach is organizing this. All people wishing to attend should register to take advantage of the great gifts!

4) Craig Abbey, Assistant Vice President of Institutional Analysis presented on what Institutional Analysis is and how it can assist your department. A PowerPoint presentation can be found at the end of these minutes.

   Institutional research offices foster organizational intelligence by providing data and information that support institutional planning, decision making, policy formation, and external relations such as presenting our institution in its best light.

   We try to get the data out of our system, filter it into manageable “bits” and then layer on “issues intelligences” (issues that are important to the University at this time. Then we will incorporate all the external factors to make informed decisions.

   Institutional research is part of the Academic Planning and Budget office in the Provosts office. We manage strategic data sets for reporting and management decision support. We provide analysis to UB leaders, and conduct surveys. We have a decentralized approach to institutional research. This means that there are units across campus that help us get data.

   They provide data to a number of outside entities. Please see PPT presentation for these entities and the people that supply that data.

   Craig also talked about a number of well renowned surveys that they provide data to.

   Institutional analysis is also working with a number of systems that makes getting at the data difficult. Last year they work with the legacy system. This year they are working with the HUB.

   Some projects they are working on include Law School scholarships, Retention analysis for VPUE, support Provost’s committee on equity and excellence, undergraduate academies student success profile, and the faculty annual report.
Finally, ways that OIA can help you include providing enrollment and degree numbers, tell you where to get the information, consult on statistical and methodological issues, and provide assistance with custom queries of Infosource data.

Question: Nancy Battaglia asked how did you find the transition from SUNY to an actual user? What’s your perspective on our data from an active standpoint?

There were some aspects that were easier to obtain at the central data storage warehouse when it was in legacy. Transitioning to HUB will help significantly.

Question: With going to HUB, how difficult will it be to catch up on getting data that we need for the new system that wasn’t in the old system?

He should defer to someone who is more familiar on the day to day basis. He is aware that there is much data that needs to be cleaned up.

Question: You indicated that enrollment is down. We are seeing an increase in our department.

He misspoke and meant that we are seeing that the population of high school students is declining.

Question: Where do you see institutional analysis going?

He thinks the agenda is to get the data in good shape. We are focusing our attention to get our data in a manner that is usable nationwide.

Question: Does or will your office provide Infosource training?

We have not in the past, but he understands that there is a need across campus. When the SUNY IR files are moved over to legacy, he thinks there will be some training.

Question: What did you do at the Library of Congress?

He worked for the Congressional Research Service, Domestic Social Policy Division. He modeled funding formulas for aid to different states for various government entitlement programs.

Question: What brought you to UB?

He believes that a Research University can contribute significantly to the economic development of a region. He grew up in Syracuse and has seen Rochester, Buffalo, and Syracuse declining economically. On a personal note, he has read letters that his mom and grandmother went shopping in downtown Buffalo and this has brought forth fond memories.
Question: With the surveys we respond to, they always talk how unfair the rankings are, do we have a way to improve those rankings?

We’ve been looking at them. There are ways we can answer them a little more optimistically. There are things that we just need to be honest about and report them. We do not want to report false data. There are many areas we need to improve such as class profile, etc. There are other things we can change, but we are not sure we should change such as enrolling them in the spring rather than in the fall.

5) James Gorman, Lead Programmer/analyst from the Libraries presented on how Professional Staff members can be recognized. His PowerPoint presentation is at the end of this document.

James has co-authored two reference books with Geetesh Bejaj.

*Office 2008 for Mac All-in-One for Dummies*

*Office 2011 for Mac All-in-One for Dummies*

Jim talked with the group on how he got involved in the publication of these two books reciting how he met Geetesh Bajaj and the requirements to need to write a book (time off of work, etc.).

Jim then turned the conversation to how we as professionals could contribute to our own professional development. He said that we should get involved in professional organizations that relate to our own professionals. Once getting involved in these groups, you can present at conferences or contribute articles in trade journals. You could create a blog or podcast even.

You can publish now without even going through a publisher. Amazon.com has a place that allows you to publish anything you want.

The University offers employees many different benefits for professional development. Do professionals take advantage of Sabbaticals? You can take advantage of this. You can take up to a year and have your annual salary. These must be approved by the University President, and have a detailed report of professional activities and accomplishments while on sabbatical leave. Your income can not exceed normal pay.

Your sabbatical can be planned travel, study, formal education, research, writing, consulting, or other experience of professional value.

Finally, Jim mentioned two tips from Microsoft Office 2010.
# Professional Staff Senate Meeting

## Attendance

### Meeting Date:
Sunday, April 24, 2011

### General Membership Meeting

<table>
<thead>
<tr>
<th>Area</th>
<th>Attendance</th>
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<tbody>
<tr>
<td><strong>Area I</strong></td>
<td>Absent   Kristina Costanza</td>
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<td>Attended   Fred Covelli</td>
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<td>Attended   Matt Deck</td>
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<td>Attended   Tracey Gawron</td>
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<td>Attended   Rebecca Goodman</td>
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<td>Attended   Candy Morris</td>
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<td>Attended   Barbara Mulvenna</td>
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<td>Attended   Christine Stumm</td>
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<td>Attended   Cassandra Walker-Whiteside</td>
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<td><strong>Area II</strong></td>
<td>Absent   Thomas Albrechinski</td>
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<td>Attended   Donna Banach</td>
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<td>Absent   Oliva Emrich</td>
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<td>Absent   Ilene Fleischmann</td>
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<td>Absent   Paul Hutchings</td>
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<td>Absent   William Mcdonnell</td>
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<td>Absent   Katie Menke</td>
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<td>Attended   Cathleen Morreale</td>
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<td>Absent   Lawrence Osswald</td>
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<td>Absent   Susan Ott</td>
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<td>Absent   David Parisi</td>
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<td>Attended   Sarah Pinalno</td>
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<td></td>
<td>Absent   Margie Poniatowski</td>
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<td>Excused   Letitia Thomas</td>
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### Area III

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

## Attendance

### Area IV

<table>
<thead>
<tr>
<th>Status</th>
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<tbody>
<tr>
<td>Absent</td>
<td>Miranda Ashby</td>
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<tr>
<td>Absent</td>
<td>Michael Bohun</td>
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<tr>
<td>Attended</td>
<td>Chris Cheung</td>
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<td>Absent</td>
<td>David Foti</td>
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<td>Jennifer Frys</td>
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<td>Attended</td>
<td>Ilia Goreux</td>
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<td>Joann Greenszweig</td>
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<td>Christopher Keough</td>
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<td>John Mondo</td>
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<td>Attended</td>
<td>Jason Parker</td>
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<td>Marie Peterson</td>
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<td>Absent</td>
<td>Laura Pruski</td>
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<td>Absent</td>
<td>Eileen Sianianni</td>
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<tr>
<td>Attended</td>
<td>Cherie Williams</td>
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<tr>
<td>Absent</td>
<td>Laura Yates</td>
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### Area V

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<tbody>
<tr>
<td>Attended</td>
<td>Laura Barnum</td>
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<tr>
<td>Attended</td>
<td>Nancy Battaglia</td>
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<tr>
<td>Absent</td>
<td>Amanda Brown</td>
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<tr>
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<td>Donna Czaja</td>
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<tr>
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<td>Carlos Gallardo</td>
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<td>Attended</td>
<td>Sharon Harenga</td>
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<td>Absent</td>
<td>James Jarvis</td>
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<td>Attended</td>
<td>Kesha Lanier</td>
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<tr>
<td>Absent</td>
<td>Louise Lougen</td>
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<tr>
<td>Excused</td>
<td>Tracey Murphy</td>
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<tr>
<td>Absent</td>
<td>Michelle Pultrus</td>
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<tr>
<td>Absent</td>
<td>Angie Rzeszut</td>
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<tr>
<td>Attended</td>
<td>Carol Van Zile-Tamsen</td>
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<td>Attended</td>
<td>Lee Zak</td>
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### Officers

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<tr>
<th>Status</th>
<th>Name</th>
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<tbody>
<tr>
<td>Attended</td>
<td>Janice Kiozowski</td>
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<tr>
<td>Attended</td>
<td>Kat Klelar</td>
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<tr>
<td>Attended</td>
<td>Ann Marie Landel</td>
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### SUNY Senators

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<tr>
<th>Status</th>
<th>Name</th>
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<tbody>
<tr>
<td>Absent</td>
<td>Henry J. Durand</td>
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<tr>
<td>Absent</td>
<td>Jennifer Gottlieber</td>
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An Overview of the Office of Institutional Analysis

Presentation to the Professional Staff Senate
April 28th, 2011

Outline

- What is institutional research?
- How does institutional research function at UB?
- What can the Office of Institutional Analysis (OIA) do for you?
What does an institutional research office do?

Foster organizational intelligence by providing data and information that support:
- Institutional planning
- Decision making
- Policy formation
- External relations

“Intelligences” Required

- Gather, manipulate and organize data
- Understand issues facing UB
- Incorporate external factors
Roles of Institutional Researchers

- Knowledge managers - collect and manage data and information repositories
- Scholar and researcher - supply impartial evidence of institutional effectiveness
- Public relations - ensure institution puts its best foot forward
- Information authority - providing official information to institutional leaders
- Policy analysts - aid in decision making

Institutional Research at UB

- Part of Academic Planning and Budget (APB) in the Provost’s Office
- Manage strategic data sets for reporting and management decision support
- Provide analysis to UB leaders
- Conduct surveys (NSSE, Freshman, Senior, International)
- Decentralized approach - elaborate profusion model
- Focus generally on strategic issues and high-level management issues, not operational functions
Office of Institutional Analysis Staff

Craig Abbey, Director
Mark Molnar
Mike Randall
Michele Sedor
Laura Szefel
Carol Vanzile-Tamsen
Lauren Young

Data Provided to Outside Entities

• SUNY IR - enrollment, degrees, financial aid, student revenues, surveys
• State Education - surveys
• Federal Gov't (IPEDS) - enrollment, degrees, graduation & retention, faculty & staff, financials
• National Science Foundation - graduate students & postdocs surveys
• AAU Data Exchange
• Delaware Study

www.buffalo.edu/reachingothers
Major Surveys

- U.S. News and World Report
- Princeton Review
- Barons
- College Board
- Fiske
- Petersons
- ACT
- Wintergreen Orchard House
- Middle State's Institutional Profile
- QS World University Rankings
- Times Higher Education

Current Issues: Major Data Systems Changes

- SUNY changing data reporting in the middle of UB’s transition to hUB
  - 2009-10 - Legacy to SUNY Student Data File
  - 2010-11 - Legacy to new SUNY IR data files
  - 2011-12 - hUB to new SUNY IR data files
- Getting hUB data into Infosource
Current Issues: SUNY Budget Model

- Old Budget Allocation Program (BAP) does not work when state funding is cut
- Development of peer-based model
  - Statistical match based on enrollment and discipline mix
  - Corrections for fringe benefit and debt service

Some Projects from Past Year

- Law School scholarships
- Retention analysis for VPUE
- Support Provost’s Committee on Equity and Excellence
- Undergraduate Academies student success profile
- Faculty Annual Report - Digital Measures
What can OIA do for you?

- Provide official enrollment and degree numbers
- Tell you where to get information
- Consult on statistical and methodological issues
  - Survey design, administration and analysis
  - Data analysis techniques
  - Objective review of departmental research projects
- Assistance w/ custom queries of Infosource data

www.buffalo.edu/reachingothers
Professional Staff Senate

New Recognition Program

April 28, 2011

Thank you for the recognition
Jim Gordon

Lead programmer/analyst
UB Alumnus – School of Management
Management of Information Systems

Time sheet application
Workshops at the TLC

Co-author of two reference books

**Office 2008**

**Office 2011**
My co-author

Geetesh Bajaj
Hyderabad, India

A sponsor of the Presentation Summit
Speaker
Author of 12 books on Microsoft PowerPoint

You’re going to be rich!!!
Royalty check for Office 2008

$1.43

Other royalties

$5,000
How do you get to be an author?

Become known
- Participate in professional and academic associations
- Answer questions in public forums
- Attend conferences
- Share your expertise

It’s not just one thing

Invest in your profession

Participate in professional organizations

Contribute articles relating to your profession
  Professional associations, magazines

Blog or podcast

Attend events and conferences (next)
Presentation Summit

Annual event for presenters and educators

Presented by Rick Altman, presenter and author
MVP Summit
1500 Awardees from around the globe

Let the PSS know!
About your own accomplishments
Accomplishments of your colleagues
Adds value to your own career
Adds value to UB that we all share
You can publish a book or an article

Attend a workshop that includes authors

Don’t expect to get rich

You can self-publish @ Amazon.com and elsewhere

Jim Gordon vs. Stephen King

Office 2011

Full Dark, No Stars

Product Details
- Hardcover: 384 pages
- Publisher: Scribner; First Edition edition (November 9, 2010)
- Language: English
- ISBN-10: 1439192561
- Product Dimensions: 9.3 x 6.4 x 1.4 inches
- Shipping Weight: 1.4 pounds
- Average Customer Review: 4 stars (674 customer reviews)
- Amazon Bestsellers Rank: #508 in Books (See Top 100 in Books)
  #16 in Books > Literature & Fiction > Short Stories
  #54 in Books > Literature & Fiction > Genre Fiction > Horror
Humbling. Also Kindle, NookBook, SONY

Don’t worry. Only 2 inches of miles.
How long did it take?

840 pages

10 pages per day

About 90 days plus another 90 days for author review

I wrote, made screen shots & captions then sent to my co-author for revisions

Unpaid leave vs. sabbatical

I took unpaid leave

University Libraries was supportive and helped A LOT

Sabbatical requires 6 months notice

Can be waived

Requires 6 years consecutive full time service to apply
Sabbatical leave

1 year at up to ½ annual salary
6 months at rates not to exceed full basic annual salary

Must be approved by the University President

Must make a detailed report of professional activities and accomplishments while on sabbatical leave

Income while on sabbatical can’t exceed normal pay

Sabbatical leave

Planned travel
Study
Formal education
Research
Writing
Consulting
Other experience of professional value
When you return

A sabbatical is noteworthy

Let the PSS know what you accomplished

Must work 1 additional year

Eligible every 6 years of consecutive service

Enjoy your profession!

Enjoy being a professional!

Learn from your colleagues.
Connect with other professionals.
Get involved on campus and off.
Tips from the book

- Advanced Typography in Word page 251
- Custom Sorting in Excel page 477
- Arranging Layers in PowerPoint Page 112

Word – Advanced Typography

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1234567890
Calibri

Stylistic Set

Gabriola
Gabriola
Gabriola
Gabriola
Gabriola
Gabriola
Reorder objects in PowerPoint & Word