PROFESSIONAL STAFF SENATE
University at Buffalo The State University of New York

PSS General Membership Meeting
Thursday, February 23, 2012

Agenda

1. Welcome
2. Approval of the Minutes
3. Report of the Chair
4. Report of the Vice Chair
5. Guest Speaker: Jessica Dubickas
6. Special Presentation
7. Old/New Business
8. Adjournment

Meeting Minutes

1. Welcome

Ann Marie Landel welcomed everyone to the fourth General Membership Meeting of the 2011-2012 academic year.

2. Approval of the Minutes

Minutes from the Nov. 17, 2011, General Membership meeting were approved.

3. Report of the Chair

- Ann Marie reported that she attended the SUNY Plenary in January. As the chair of PSS, she is also a Campus Governance Leader (CGL) and has been assigned to be on the SUNY CGL Committee. CGL convenes the campus senate/assembly/faculty/staff and meets with the College Council, represents the faculty, staff or professional staff on campus-wide committees, councils, and ceremonies, and advocates for all things academic and collegial. The University Faculty Senate holds three plenary sessions each academic year. The plenary hosting institution rotates throughout the State-operated campuses.
    - CGL is responsible for convening the governance body and attending to the faculty/college bylaws and be a member of many committees, councils as outlined by the bylaws.
    - They meet regularly with the SUNY Faculty Senate president, provost and other administrators.
    - The CGLs and UFS Senators interrelate and communicate on motions or resolutions for campus action.

- The Faculty Senate Committees: Executive Committee, Committee on Professional Behavior, Ethical Conduct and Institutional Integrity, Governance Committee, Graduate Academic Programs and Research Committee, Student Life Committee, Undergraduate Academic Programs and Policies Committee, University Operations Committee, University Programs and Awards Committee.
- Highlights from the January plenary will be in the next newsletter:
  - Chancellor's state of SUNY speech
  - Middle States self study preparation, developed by UFS Governance committee
  - Shared Services: SUNY is considering consolidation of strategic sourcing, combining buying power, overhauling the current system for state contract and travel.
  - Student Mobility: chancellor supports seamless transfer of AA and AS degrees across SUNY institutions.

- The Faculty and Professional Staff Senate Election Committees are pleased to announce the results of the recent elections for Senators of the SUNY-wide Faculty Senate. Peter Nickerson will represent the Health Sciences for the term July 1, 2012 – June 30, 2015. Mouhamed S. Awayda has been elected as the alternate to Peter Nickerson. Kathleen Kielar will represent the Academic Core Campuses for the term July 1, 2012 – June 30, 2015. Henry Durand has been elected as the alternate to Kathleen Kielar. UFS Senators are the voting representatives at the SUNY plenary.

- Carol Vanzile-Tamsen provided a Middle State Accreditation update. UB's liaison to Middle States Commission on Higher Education, Dr. Ellie Fogarty, will be on campus on Monday, March 5, to meet with various groups to discuss UB's progress to date on the decennial self-study, as well as to offer suggestions for continued progress. The Open Forum will be held in 107 Capen from 1:00 to 2:00 p.m. All members of the campus community are invited to attend to hear what Dr. Fogarty has to say and to ask questions of her or offer comments or concerns about our progress.

4. Report of the Vice Chair

Ann Marie provided the report of the vice chair, who could not attend the meeting. There are several upcoming committee events:

- Diversity Committee: Interpersonal Relationships in the Work and Educational Environment – Wed., March 14, 9:00 - 10:30 a.m. in 210 Student Union.
- Staff Development Committee: PSS Conference on June 1 at the Holiday Inn Grand Island—*Every conversation is an opportunity for success.* Keynote speaker is Debra Fine. There will be breakout sessions, food, networking opportunities, vendor tables and door prizes. The day will end with a boat cruise on the Grand Lady. Registration will open once all the preparations are in place. A registration brochure will be mailed out to all.
- PSS Awards Committee: Deadlines for two awards are coming up. Nominations for the Outstanding Service Award, which recognizes services to the university and the community of noteworthy scope and depth, are due 3/21/2012. Nominations for the Outstanding Service to the Professional Staff Senate Award, which recognizes outstanding service by an individual or group to the Professional Staff Senate, are due 3/21/2012. Visit the PSS website for more information.

5. **Guest Speaker: Jessica Dubickas**

Jessica Dubickas, Assistant Functional Coordinator for the HUB, provided an introduction to the HUB Module Areas with a goal to provide an understanding of how the areas interact with the student cycle. (Jessica's HUB 101 presentation online)

HUB is massive. No one area of the HUB can stand alone, silos do not exist anymore.

Academic Structure

- This is the foundation module; it defines how parts of the system are organized.

Academic Institution

- Career: what we used to call division
- Program: broad course of study, what we used to call decanal unit
- Plan: a student's area of study, major or minor
- Sub-Plan: area of specialization

Campus Community

- Contains information about individual and orgs that are common to all modules.
- biographic and demographic data
- self service or student center: the student portal
- faculty center
- student administration piece: processing
- service indicators, formerly known as checkstops, they can have positive or negative impacts; students see the word "hold"
- student groups allow us to define groups of students at a very high level throughout the university

Admissions

- Processes admits and matriculates them to the university
- Application Center: office that processes the application
- Application Number
- Applicant Type
- Admit Term
- Program Action, matriculation, when an applicant becomes a student; the systems creates a program plan stack
- HUB Achievement: Using Communication Generation (ComGen) allows Admissions to produces all letters out of one system, track them, and reference back to the letters

Transfer Credit

- module allows us to evaluation, process, and post
- 90,000 articulation rules
- course credit: credit from another institution

- test credit
- other credit: other than course or test credit

Student Records
- huge module
- interacts and has dynamic relationship with almost every
- record and track
- schedule classes
- collection of academic stats
- term processing
- Many people have spent a lot of time bringing old data into the new system.

Program Plan stack
- Created when a student matriculates
- Quick admit process
- determines degree requirements
- Effective dating: track historical changes in the system
- Program action: changes that were made to a student's program plan stack

Term Activation
- very important
- staff or the student can start taking action in the system
- Once a student is term activated, they can start enrolling in classes

Enrollment
- Allows a student to register
- enrollment appointments (old, registration window)
- not just a day, but also a time
- Enrollment Shopping Cart allows students to prepare for registration

Grading
- Grading Schemes: define by career
- Grade Roster: allows you to post grades

Transcript
- Students can now request official and unofficial transcripts through the student center
- Office of Registrar produced over 28,000 official transcripts in the fall

Academic Advising Report (AAR)
- define and track graduation requirements through the AAR
- formerly called DARS
- interactive and printable versions
- configuration was manual

- all undergrad plans are complete
- working on graduate plans now
- Interactive version of the AAR, can see the entire plan
- In Feb., over 900 undergrads conferred with clean AAR

Financial Aid
- authorization and disbursement
- eligibility and how much

Student Financials
- management of billing, receivables, collections
- Tuition calc: calculates what a student should be charged
- Item Type: the work unit, determines charges and credits
- Students can pay bill online, quickpay
- authorized payer system
- real-time account activity
- students can sign up for text message when their bill is ready

Self Service
- portal by which students can access their information

HUB Faculty Center

HUB Student Services Center
- helpful administrative resource

HUB Resources
- Website: buffalo.edu/hub
- Seminars/presentations: HUB Student Center Presentation: what do students see?
- Upcoming seminars, March 12 – 16: How to be a HUB Superhero
- Email: hubmail@buffalo.edu

Questions

Kesha Lanier asked how to produce one view of a transcript. Nigel Marriner responded and said that all the information should be in the student's unofficial transcript, which you can print as a PDF.

Jillian Reading asked about seeing Dean's List information on the unofficial transcript. You can see Dean's List information on both the unofficial and official transcripts. Nigel said that students should have received fall dean's list notifications this week. Within the student center, students can click on the participation tab to access their own information.

Another question was that we don't hear people saying that they love HUB. How much longer until people feel comfortable? Jessica said that system change of this size, impacted over 31,000 people.

We're all learning this together. It typically takes 1 - 3 years to become more comfortable with a system like this. The HUB support team is working as best as they can to support the HUB and users. Implementation of HUB has been a massive change and massive undertaking at the university.

Another question was how does HUB relate to Finish in 4? Since holds must be removed before registration, can students resolve holds on their own? Holds still need to be removed by individuals in the units. Students will see what the holds will impact. They are working with VPUE on how to best utilize the system to assist in FIF tracking; it's in the early stages right now. Irene Holohan-Moyer added that they have rebuilt what existed before (in terms of service indicators), but we now have more of them. There will be some growing pains, how/when/the functionality around it. They want areas to put information up as early as they can, so students know earlier that they have an issue to correct. The HUB support team e can provide training for service indicators, to help people learn how to use them.

Another question was whether they are planning on improving the front-end design and usability of the HUB? Irene replied that they have looked at other schools that use this same system to see when they made changes to improve. They are looking at what changes can be made that would be the most helpful. In addition, they are looking at customizations in the system. They have been meeting with student groups, faculty groups to get feedback on where improvements are needed.

How can PSS help? Invite the HUB support team to your units where they can talk about the faculty and student centers. Help provide an understanding of the system. Marisha Blattberg encouraged staff to contact them to show you the student center. They have received feedback from students, which they used to create the student presentation. The team would love to share this with anyone and invited staff to attend the training sessions during spring break.

Irene added that staff can provide information on how to make the system better. What are your questions? The HUB team will reach out to ask these questions, gather staff answers, and prioritize and optimize the system.

Jillian Reading commented that she appreciates what the team has done. When she has asked questions, she received responses very quickly. She said that the HUB team has done a good job with such a large project.

6. Special Presentation

Ann Marie offered special ending to the meeting in recognition of Pam Rose, who is good friends with one of the producers of the WGRZ super bowl commercial. WGRZ wanted to identify real people in the community and capture real raw footage to represent Buffalo on a national stage. They chose to come to Health Sciences Library to do some of the filming. Pam took the film crew around to the prettiest spaces, including the rare book room, and they asked her if she would like to be one of those filmed. The commercial debuted during the Super Bowl. You can see it on the channel 2 website.

7. **Old/New Business**
   - March General Membership Meeting will include a discussion about Finish in 4.
   - In April, Michael Cain, dean of the medical school, will discuss the move of medical campus to downtown.
   - In May, PSS will hold the annual awards ceremony.
   - During June, July, August, no general membership meetings are scheduled.
   - If anyone has ideas for speakers in the fall, please let Ann Marie know or use the form on the website

8. **Adjournment**

   Meeting adjourned at 4:10 pm.

PSS General Membership Meeting
Thursday, February 23, 2011
Attendance

Area I—Health Sciences

Shaun Hoppel (EC)	
Kimberly Krzemien	Attended
Vita Milisauskas	Attended
Barbara Mulvenna	
Jillian Reading (EC)	Attended
Christine Stumm	
Cassandra Walker-Whiteside	Attended

Area II—Core Campus Academic Units

Thomas Albrechcinski (EC)	
Donna Banach	Attended
Michelle Chasse	
Paul Hutchings	
Domenic Licata	Attended
William Mcdonnell	Attended
Therese Meagley	
Katie Menke	
Cathleen Morreale	Attended
Joseph Muscarella	
Lawrence Osswald	
Sarah Piraino (EC)	Attended
Margie Poniatowski	Sara Calarco attended (alt)
Danielle Vegas	

Area III—Student Support Services

Kristina Costanzo	Attended
Elizabeth Colucci	
Shanna Crump-Owens	
Kate Doran	
Ellen Dussord	
Phyllis Floro (EC)	Excused
Brian Haggerty	
Arlene Kaukus	
Kathleen Kielar	Attended
Jeff Kujawa	Attended
Susan Mann Dolce	
James Mauck	Attended
Jennifer Morrison	Attended
Susan Ott	
Laura Stevens	Attended
Amy Wilson (EC)	
Amy Wlosinski	
James Zielinski	Attended

Area IV—University Support Services

Miranda Ashby	Attended
Chris Cheung	Excused
Rita Ferri	Attended
David Foti	
Jim Gordon (EC)	Sue Prefontaine attended (alt)
Janiece Jankowski	Attended
Christopher Keough	Attended
John Mondo	Attended
Amy Noworyta	Attended
Pam Rose	Attended
Eileen Sirianni	Attended

Area V—University Administration

Donna Czaja	Attended
Christopher Decker	
Deborah Hard	
Sharon Harezga	Attended
Kelli Hennessy	
Kesha Lanier	Attended
Erin Lawless (EC)	
Donna Malecki	Attended
Amy Myszka	
Sandra Pfohman	Attended
Michael Randall	
Michele Sedor (EC)	Attended
Angie Rzeszut	Attended
Susan Steck	
Lee Zak	Excused

Officers

Ann Marie Landel	Attended
Laura Barnum	Excused
Mary Henesey	Attended

SUNY Senators

Jennifer Gottdiener	Attended

GUESTS

NAME	DEPARTMENT
Irene Holohan-Moyer	Office of Reg.
Leslie McCain	CAS
Zach Howe	GSE
Lynn [illegible]	VPUE
MARIE Colella	PROCUREMENT
Carol Van Zile Tamsen	OIA / Middle States
Cindy Schlabach	SRC
Nellie Matthews	ISE
Jessica Ereiz	ISSS
Shirley Walker	SA
COREY HILL	SA
Olivia Emrich	Sch. of Management
Pete Logiudice	W+WLB
Kathleen O'Brien	Libraries
Jason Parker	Libraries
Adrienne Colantuoni	RP
Lynne DePasquale	RP
Christine [illegible]	VPUE
Annette Pyszczynski	SARFS
Jennifer Berryman	School of Pharmacy
SUE ADINOLFE	GRADUATE SCHOOL
CAROL MONAFO	Graduate School

GUESTS

NAME	DEPARTMENT
Rebecca Goodman	Nuclear Medicine
Jennifer Chazen Konstin	Graduate School
Nigel Marrero	Registrar