General Membership Meeting
March 27, 2014

Recorder:  Kathleen M. Kielar

AGENDA

1) Approval of the minutes of February 27, 2014 Meeting
2) Report of the Chair
   a. Diversity Committee name change
   b. SUNY Faculty Senate
   c. ByLaws Committee formation
      d. Reading of “The Continuous Learning Culture” Resolution
3) Report of the Vice Chair
   a. Committee Updates
4) Guest Speaker Presentations
   a. Relay for Life – Donna Czaja
   b. Career Service Student Employee of the Year – Joe Meyer
   c. UB Sustainability Presentations – Jim Simon and UB Students
      d. Marnie Lavigne and Karen Utz – StartUP NY
5) Old/New Business
6) Adjournment

MEETING MINUTES

1) The minutes for the General Membership meeting on February 27, 2014 were approved by the body

2) Report of the Chair

   a. Diversity Committee Name change – The Diversity committee has officially been renamed to Inclusion and Diversity committee per unanimous vote of approval from the PSS Executive Senate meeting held on March 6, 2014. This change reflects the charge of the committee.
   b. SUNY Faculty Senate - We’d like to encourage you to check out the PSS website to stay informed with things going on at the SUNY level. We have two campus governance leaders and several UB Senators attending SUNY Faculty Senate meetings. Our UB Senators report for the January 23-25th meeting at the
University at Albany can be found on the PSS website under the ABOUT link and then the SUNY University Faculty Senate Link. These reports are provided for your review and information. The next SUNY Plenary meeting will be held May 1-3 at Empire State College.

c. Call for membership of the ByLaws committee - PSS has a call out for members to join the Constitution and Bylaws Committee for consideration and writing of a "proxy vote" for senators who cannot attend meetings. This was brought up by one of our senators. The committee will be investigating the methods for a "Proxy Vote" and provide a recommendation regarding it. If anyone is interested please see one of the officers or contact the PSS Office.

d. Reading of the Resolution “The Continuous Learning Culture” – The PSS Executive Committee was presented with a resolution written by the Policy and Governance Committee. This resolution was reviewed and amended by the Executive Committee and then voted on. It was approved by the Executive Senate on March 6, 2014 with a 6-3 vote in favor of supporting the resolution. Parliamentary procedures now call for the Resolution to be presented to the General Membership. At this time we are going to read the resolution to the membership and will call for a special vote for all senators in the future to discuss and vote on the resolution. (See the attachments for the Resolution).

2. REPORT OF THE VICE CHAIR

a. Diversity and Inclusion Committee - Inclusion and Diversity Committee held an event on March 19th on Connecting Different Worlds. We had Deborah Watkins the deputy superintendent of Programs at NYS department of corrections. The next session we have is Wednesday, April 9th called “Breaking Misconceptions about Accessibility: How you can Become an Advocate”. This will take place from noon until 1:00 PM in 338A Davis Hall, North Campus. This session will explore common misconceptions about accessibility, highlight resources available for students and professional staff, and provide advice on how you can become an advocate for access and success.

b. Elections Committee – Kimberly Kryzemien has accepted the responsibility to co-chair this committee with Anna Kedzierski. Call for Senators will be sent out via email. The following areas are seeking the following senators:

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Prior to submitting a nomination, please make sure the person you are nominating is aware of the nomination and will accept it. The term for these senators will be from July 1, 2014 – June 30, 2016. Nominations are due April 18th, 2014. Contact the co-chairs if you have any questions.
c. Staff Development Committee – The PSS Professional Conference will be held on May 21, 2014 at the Holiday Inn, Amherst. We anticipate the cost to remain the same as it was in past years at $30.00 per person. The conference will feature our main speaker Barbara Lang of B.Lang Consulting. Barbara presents workshops to students and professionals of all ages and states in their careers on a variety of topics from job interviewing to office courtesy, to dining etiquette, and international protocol. We are proud to have her come to UB to talk about Professional Staff Networking. We’ll have other topics presented by a variety of our very own UB professionals that include a continuous improvement panel, office ergonomics, finding your Strengths, managing your professional reputation, sustainability, wellness at work, as well as other speakers.

Further, the committee has been just assigned the task to conduct a study on employee succession planning at UB. For those not familiar with this concept, it is a systematic process to building a leadership pipeline/talent pool to ensure leadership continuity, develop potential successors in ways that best fit their strengths, identify the best candidates for categories of positions, and then concentrating resources on that talent development process yielding a greater return on investment for the organization. At this time, the committee has just received the charge and will be working on it after we conclude the conference and hope to have a substantial report back to the PSS Executive Committee in the Fall.

d. Continuous Improvement Committee – The committee will present at Wednesday, April 9 on “Using Data to Inform Decision-Making”. Dr. Kimberly Elsener, Coordinator of Assessment and Evaluation of the Division of Student Affairs, will be discussion data-driven leadership. Elements and best practices for developing data-driven leadership in various units will be shared.

The committee will also be presenting at the upcoming Professional Staff Development conference, as well as will present a work team at the next PSS General Membership meeting.

e. PSS and HR have coordinated efforts to offer a session on “Using Data to inform decision Making”. This event is on Wednesday April 9th, 9-11am. Registration information is on the PSS Website.

f. Mentoring Committee – Joe Mantione updated the group on the assessment that he did with the last group of mentors and protégés. There was a set of recommendations and observations that were given. They are looking to reconstitute the committee and are looking for the PSS membership for participation on the mentoring committee. Please let Joe Mantione know.
3. GUEST Presenters
   a. Relay for Life – Donna Czaja presented on Relay for Life (Please see attachments at end of meeting minutes).
   b. UB Career Services Office – Joe Meyer made a call out for nominations for student employee of the year. The deadline for nominations is April 4th.
   c. UB Sustainability presentations (Please see presentations at the end of the minutes)
      i. GROWWNY Presentation – See attachment
      ii. UB Campus Gardens – See attachment
      iii. UB Engineers for a Sustainable World – presented a poster to the group that talks about their club. For more information check out their website at: http://www.eswub.com/
      iv. Alpha Kappa Chi – this is the first and only co-educational professional environmental fraternity at UB whose mission is to promote the self-confidence, professionalism, and brotherhood of member individuals in preparation for and commitment to environmental careers. More information about the fraternity can be found at: http://alphakappachi.com/
   d. StartUP NY – Marnie Lavigne and Karen Utz provided information on StartUp NY (see presentation at the end of these meeting minutes). The StartUp NY website can be found at: http://startup.ny.gov/

   StartUp NY provides new and expanding businesses the opportunity to partner with SUNY schools to operate completely tax-free for 10 years. The benefits to businesses beyond the tax free incentive include access to NYS higher education system, large public research systems, state of the art technology and industry experts. For SUNY and CUNY institutions, faculty and students will get real-world access to cutting edge business experience, as well as economic benefits. The criteria for business area 1) must be a start up company, 2) can be an out of state business relocating to NYS 3) can be an existing NYS business with expansion plans, or 4) are graduates of NYS incubators. Ineligible business basically are service businesses. Each business must align with or further the academic mission of UB. There must be an annual verification and required reporting. Currently UB is reviewing applications.

4. OLD/NEW BUSINESS
   a. Our next general membership meeting is on April 17th. We will have Laura Hubbard, Vice President for Finance and Administration, presenting on the budget and other news within her area. If you have any questions for Laura, please go to the PSS website and fill out the submission form.

5. ADJOURNMENT
   a. The meeting was adjourned at 4:30 PM.
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Resolution of the Professional Staff Senate to address the Continuous Learning Culture at the University at Buffalo

Whereas, the University at Buffalo Administration and the Professional Staff Senate have a long standing relationship of mutual respect and support professional development for all employees, and

Whereas, the Professional Staff Senate represents a significant portion of the employees at the University at Buffalo, and

Whereas, there is recognition that the challenges of an ever-changing university environment demand that employees develop and value a culture of continuous learning that allows them to evaluate information, enhance and build employee abilities, learn new skills, and build upon excellence which will enable employees to effectively contribute to University initiatives such as Realizing UB2020, and

Whereas, the changes to UB's infrastructure – the core function that supports our university – can dramatically influence our level of success, enhance job satisfaction and employee retention, and

Whereas, the recognition that an environment of continuous learning can take place both at the University through services offered by Human Resources, and also regularly occurs through other centralized department offerings, unit on-the-job-training, degree or certification obtainment, online learning, conferences, and other varied educational opportunities;

Therefore, Be it Resolved That the Professional Staff Senate encourages

The University administration to establish campus-wide initiatives to promote a continuous learning environment by supporting efforts such as annual goal setting and performance assessments that include metrics for individual employee learning, ensure that the University has dedicated 3% of the total operating budget for employee development*, ensures that departments/units dedicate a portion of their budgets to support and incentivize employee development, and encourage supervisors to allow release time for employees to attend on campus professional development events, and provide adequate, dedicated, centralized facilities** to be used by all university units who wish to offer on-the-job training for their units/departments or provide training for other university units at no charge, and

That the university invest in a learning management system (LMS) that will allow for campus-wide course delivery, administration of employee attendance and assessment, individual professional development reporting and integration with employee performance programs and evaluations for all university entities to take advantage of, and

That the university invest in a supervisory development program for new and existing supervisors.

That the university include Professional Staff Senate representation appointed by the PSS Executive Committee on all future committees or taskforces charged with the topic of employee professional development.


**Utilization of existing learning spaces as an adequate, dedicated, centralized facility would require rehab to classrooms for better acoustics and updated technology offerings such as smart boards, interactive classrooms, etc.
Relay For Life
University at Buffalo
www.relayforlife.org/UBNY
American Cancer Society Relay For Life

- Relay For Life is the American Cancer Society’s signature activity.
- It is a unique event that offers everyone an opportunity to participate in the fight against cancer.
- To raise awareness & money
  - Cancer Research
  - Services – like Hope Lodges
  - Prevention
  - Advocacy
- FIND A CURE!

- Relay For Life events are held overnight as individuals and teams camp out, with the goal of keeping at least one team member on the track at all times throughout the evening.
- Relays allow everyone an opportunity to celebrate those who have survived their fight with cancer and to remember those who have passed away. It is about empowering individuals to fight back against a disease that has taken so much from them.
UB Relay For Life
April 11th 6pm Alumni Arena

www.relayforlife.org/UBNY
Making a Difference at UB

Your Committee:

- Maureen McCusker – President of UB Against Cancer & UB Relay For Life Chair
  – ubrelayforlife@gmail.com

- Missy Stolfi – American Cancer Society, Staff Partner
  – missy.stolfi@cancer.org
  – 716-689-6982, ext 65255
History of Relay For Life
How you can HELP

Fundraisers
- Luminaria’s
- Thirty One Raffle
- Year Round Fundraisers

How can you get involved
- Opening Ceremony 6pm
  - Doors open at 4pm
- Luminaria Ceremony 9:30pm
Be a part of this worldwide movement.

YOU can make a difference!

Thank you

www.relayforlife.org/UBNY
ubrelayforlife@gmail.com
Our Idea

The purpose of the garden will be to connect students, faculty and the community through experiential learning and practice. The garden will be a model of sustainability; by being accessible and highly visible, it will contribute to the advancement of the University at Buffalo and Campus Dining & Shops’ Sustainability efforts.
What We Did

- Attended a conference (UMass Amherst)
- Created a plan and a timeline
- Meet with administrators
- Secured space
- Recruited volunteers
- Solicited donations
- Hosted information sessions
- Sheet mulched!!
What's Next

- Collecting seed donations
- Volunteer seed planting/fostering event
- Programs with on-campus organizations
Our Vision

- Food to be harvested and used through UB campus dining and shops
- Sold at the on-campus Farmer's Markets
- Extra donated to food pantry, student-run health clinic
- Used for classroom experience
Why We Do It

- To make UB a better place
- To connect students to the food they eat
- To make UB more sustainable
- To increase awareness of the issues surrounding food by having a visible presence on campus.
Why We Do It

Parcel Lot B

UB Campus Garden
UMass Amherst Garden
Foundation and Focus

Collaboration, Community, Ingenuity, Communication

Our Shared Agenda for Action is a blueprint for action to make our region a greener and more sustainable place to live, work and play.

1. Preserve and restore our regional environment through collaborative projects;
2. Mobilize people and policymakers to improve the environment;
3. Strengthen Western New York environmental organizations.
Community Foundation of Greater Buffalo
Dedicated to connecting people, ideas and resources to improve lives in Western New York.
For 90 years, donors have entrusted the Foundation with their charitable legacies. We grow their funds and invest in programs that are making a difference in our community, as per each donor’s wishes.

Knight Foundation
Supports transformational ideas that promote quality journalism, advance media innovation, engage communities and foster the arts. We believe that democracy thrives when people and communities are informed and engaged.
Core

Western New York Environmental Alliance
The Alliance is an umbrella group that strengthens the work of our region’s environmental community.
vote on the resolution. We are working on setting up a Special meeting for senators now. We will keep the body informed as to the outcome of the Senator vote.

3. Report of the Vice Chair - Committee Updates
   a. Inclusion and Diversity Committee held an event on March 19th on Connecting Different Worlds. Had Deborah Watkins the deputy superintendent of Programs at NYS department of corrections.
   b. Save the date for 10th Annual PSS Professional Development Conference on May 21st at the Holiday Inn in Amherst. Registrations will be emailed out to everyone in April.
   c. PSS and HR have coordinated efforts to offer a session on “Using Data to Inform decision Making”. This event is on Wednesday April 9th, 9-11am. Registration information is on the PSS Website.
   d. Mentoring Committee — Joe Martino would like to present on the assessment finding and talk to members.

4. Guest Speaker presentations:
   a. Announcements — We have some short announcements from staff who would like to share some important information:
      • Donna Czaja – Relay For Life at UB (10 minutes)
      • Joe Meyer – Career Services Student Employee of the year program. Nominations deadline is 4/4/14. (2 minutes)
   b. Presentations: *(Laurie — please confirm the names of the groups who attend)*
      • James Simon & several groups from UB to talk about Sustainability at UB. The four groups are Alpha Kappa CNI (UB’s environmental fraternity), UB Engineers for a Sustainable World, and the GROWNYM interns. (unclear if this group is coming - Campus Garden group) (20 minutes)
      • Marline LeVigne, PhD Director of New Yorks Center of Excellence in Bioinformatics and Life Sciences and Associate Vice President for Economic Development and Karen Utz – Project Administrative Officer. They are here today to provide information on Start-Up New York (20 minutes + questions)

5. Old/New Business —

   Would like to announce that April 17th is the next General Membership meeting. We will be having Laura Hubbard who is the Vice President for Finance and Administration present on the Budget and other news from her area. If you have any questions for Laura, please go to the PSS Website and fill out the submission form.

   Is there any Old or new business that anyone would like to share with us?

6. Adjournment — Do I have a motion to adjourn the meeting? Do I have a 2nd? Meeting adjourned.

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   THANK YOU EVERYONE!
Environmental Justice

Dedicated to improving participation and decision-making by low-income, people of color and youth, and lifting up projects and policies that impact environmental justice communities.
Growing (a.k.a. Food, Ag & Gardens)

Concerned with securing urban vacant land for farming and community gardening, sharing resources for gardening and farming necessities, and educating the broader community.
Transportation

Concerned with education, implementation and enforcement of the Complete Streets policy in the City of Buffalo.
Urban Regeneration

Concerned with reclaiming vacant property and advancing public policy on building and zoning codes.
Habitat & Natural Resources

Concerned with educating the public about the importance of habitat and native species, reducing or controlling invasive species and protecting regional habitats such as corridors to ensure the connectivity of urban and rural areas.
Waste & Pollution

Concerned with cleaning up toxic and hazardous waste, improving recycling, and protecting water quality and quantity.
Process Groups

Three Process Groups help the WNYEA carry out its work. People can join a Process Group to get involved with the effort to protect and restore our regional environment.
Issues & Advocacy

Supports the Alliance Working Groups in developing actions to mobilize the public and policymakers as well as helping them develop advocacy proposals for review and vote by the Board.
Organizational Capacity

Concerned with the capacity of member-groups of the Alliance to carry out their work to preserve and restore the environment in western New York
Education & Outreach

Concerned with informing the public about the activities of the Alliance and its members, increasing the ecological literacy of the general public, and environmental education for many target audiences including, but not limited to, youth in kindergarten through the 12th grades.
GrowWNY: The Communication Portal of the Alliance

GrowWNY is a hyperlocal source of information about living green—powered by organizations collaborating for our regional environment and YOU. This site is for anyone who enjoys the outdoors, cares about the environment and wants to know the best places to go and things to do to eat, live, work and play greener.
Grow716

a citizen journalism project that relies on you to report what is happening in your neighborhood. You can report specific environmental concerns through one of the Grow 716 text campaigns or tell us about other issues here on this website. Then follow your campaign to see what others are saying and how the issues are being addressed.
Massachusetts Avenue Project

Mission: to nurture the growth of a diverse and equitable local food system and promote local economic opportunities, access to affordable, nutritious food and social change education.
Presentation to Professional Staff Senate Meeting
Thursday, March 27, 2014


Presenters:
Marnie LaVigne, Ph.D.  Associate Vice President - Office of Economic Development
Karen Utz  Director, Program Administration - Office of Economic Development
Tax-Free Zones for Business
Growing the Economy for New York
START-UP NY

• Creates tax-free zones for new and expanding businesses throughout NYS.

• Entrepreneurial initiative for companies creating jobs in association with academic institutions statewide.
Job creation:
• START-UP NY provides new and expanding businesses the opportunity to operate completely tax-free

Tax-Free Areas:
• 10 Years - No state income tax for employees, no sales, property or business tax for corporation
Employee Personal Income Tax (PIT) Benefits

- Allocated to first 10,000 “net new job” employees annually in START-UP NY areas
- Unallocated amount rolled over to next year
- Firms accountable for job commitments made in application
What are the Other Benefits to Businesses?

Access to:

- World-class NYS higher education system
- Largest public research system in the world
- State-of-the-art technology
- Industry experts
What are the Benefits to SUNY, CUNY, Private and Independent Colleges?

• Faculty and student access to real-world, cutting edge business experience

• Economic benefits

• Elevate campus brand
Who Is Eligible?

START-UP NY* is an acronym for: “SUNY Tax-free Areas to Revitalize and Transform UPstate New York”

Business must create jobs and meet one additional criteria:

- Start-up company
- Out-of-state business relocating to NYS
- Existing NYS business with expansion plans
- Graduates of NYS Incubators

*Program emphasis on job creation in upstate New York.
Ineligible Businesses

• Retail and wholesale
• Restaurants
• Real estate brokers and management
• Law firms
• Medical or dental practices
• Hospitality
• Finance and financial services
• Business providing personal, administrative or support services
• Accounting firms
• Utilities and Energy distribution companies
Affiliation

• The mission and activities of the business must align with or further the academic mission of UB

✓ Funding scholarships, facilities, or other academic services or amenities;

✓ Offering internships, experiential learning opportunities, or full-time jobs to school graduates;

✓ Teaching a course, offering seminars, or providing student mentoring;

✓ Using company resources, intellectual property or expertise to support the academic mission.
Annual Verification and Required Reporting

• Each business must submit an annual performance and verification report within 30 days at the end of its taxable year, identifying:
  ✓ Certification of continued eligibility
  ✓ Number of net new jobs created
  ✓ Number of net new jobs maintained from previous calendar year
  ✓ Wages paid to employees employed in the net new jobs created in the Tax-Free NY Area
Accountability

In case of default or fraud:

• University can recommend that business be removed from Program; or

• Commissioner can end business' participation

• Business has right to appeal the termination
Our Start-Up NY Approach

- Process development
- Initial efforts vs. Long-term strategy & plan
- Property selection
- Company type, size, job creation targets
- Company affiliation definition
Properties Included in Campus Plan

**Downtown Campus**
- Jacobs Executive Development Center
- Rosebud Institute on Addictions
- School of Medicine
- State Education Building
- Administration Building
- Student Health Services
- Strohman Hall

**North Campus**
- Clinical and Translational Research Center
- Jacobs Institute for Discovery
- MD/PhD Programs
- Woodrow Institute
- North Campus Medical Campus

**South Campus**
- Health Sciences North
  - School of Dental Medicine
  - School of Biomedical Sciences
- Health Sciences South
  - School of Pharmacy & Pharmaceutical Sciences
  - School of Nursing
UB’s Start-Up NY Locations

Downtown Campus

UB Gateway Building
NYS Center of Excellence in Bioinformatics & Life Sciences
Institute for Healthcare Informatics
BNMC’s Innovation Center
Z80 Labs
UB’s Start-Up NY Locations cont’d

Downtown Campus

Roswell Park Cancer Institute
UB Clinical Translational Research Center
Hauptman Woodward Medical Research Institute
Jacob’s Institute
Jacobs Executive Development Center Carriage House
Facilities’ Assets
ENGAGED COMPANIES BY TYPE

- Attraction: 25%
- Expansion: 41%
- Incubator Graduate: 6%
- Start-up Company: 28%

NEW JOBS FORECAST BY TYPE

- Incubator Graduate: 5%
- Start-up Company: 7%
- Expansion: 78%
- Attraction: 7%
Potential Companies by Economic Sector

- Energy: 50%
- Manufacturing - Medical: 19%
- Manufacturing – Metals, Machinery, Equipment: 13%
- IT: 9%
- R&D: 6%
- Diagnostic Testing: 3%

Potential Jobs by Economic Sector

- Energy: 76%
- Manufacturing - Medical: 8%
- Manufacturing – Metals, Machinery, Equipment: 8%
- IT: 5%
- R&D: 1%
- Diagnostic Testing: 2%
UB’s Start-Up NY Business Application Process

1. Lead Generation from Start-Up NY Website or Directly to Institution
2. Company Submits Application to Institution
3. Institution Selection Committee Processes Application
4. Approved Sponsor Applications Submitted to SUNY and ESDC
5. Applications Accepted, or Not Rejected by ESDC in 60 days
   - Company Accepted

Company Accepted
Application Process: www.startup-ny.com

- Business application:
  - Business information such as location, phone #, FEIN, website, NAICS code (to 6 digits)
  - Description of business and factors driving its planned growth and expansion
  - Employment information, including Performance Benchmarks, esp. new job goals
  - Business strategy for recruiting employees from local workforce
  - How business aligns with Academic Mission
  - Planned capital investments
  - Identification of business competitors, if any
  - Agreement to enumerated contractual terms

Eligible businesses must submit a complete application on or before December 31, 2020
**Company Examples**

**Sinapis Pharma LLC –**
- Developing drug for treatment of Traumatic Brain Injury
- New faculty researcher relocating from Montana
- Forecast 7 net new jobs
- Alignment with CTRC

**Lineagen, Inc -**
- Expansion of Utah company into WNY
- Diagnostic testing associated with autism spectrum and other developmental delays
- Forecast 17 net new jobs
- Alignment with Genomics Initiative

**Nupur Technologies, LLC –**
- New start-up company utilizing UB technology
- A developer of an ear cerumen cleaning device for use by physicians
- Forecast 43 net new jobs
- Alignment with Engineering, use of interns, hire graduates
Application, regulations, etc.:

www.startup-ny.com

SUNY Buffalo Contact: Karen Utz
Call 716-881-7588
Email: kmutz@buffalo.edu