Welcome from Nikki-Nunes

**CARE Form**

Jeff Furlone (PAT Observer for our OS meetings) gave a very in depth talk about the new Web-based CARE form (Concerns, Assessment, Referral & Education) that can be found in several locations on Plymouth.edu's site such as the Office of the Dean of Students or directly at [https://publicdocs.maxient.com/reportingform.php?PlymouthStateUniv&layout_id=20](https://publicdocs.maxient.com/reportingform.php?PlymouthStateUniv&layout_id=20)

The CARE form is meant to help provide proactive assistance to a PSU student/employee that may have generated concern that a threat (to self or others), violence and general behavioral or emotional challenges are present.

Jeff explained that this web-based form was developed to help make a more open system of compiling all reports from many areas into one secure server that can only be accessed by the small handful of CARE team members. These team members then are able to form a plan to best help the PSU Student/Employee to work through and find the right resources to assist the person of concern. Forms can be filled out by either PSU Faculty/Staff or by anyone in the community that has contact with the PSU Student/Employee.

There are many built in redundancies in the system that will help to eliminate some of the problems that previously would allow some cases to fall through the cracks. The CARE team reacts to each incident accordingly as it is reported but also meets bi-weekly to discuss ongoing and continuing cases. Reports are not part of a student’s transcripts but will be part of their confidential student record. Jeff mentioned that often times the reports that are submitted require the CARE team to resort to using “Secret Ninja Skills” to maintain the anonymity of the person that has filed the report and only in the rarest of cases might need the reporter to come forward.

From the Office of the Dean of Students page CARE team members include: Tim Keefe – Dean of Students, Jeff Furlone – Associate Dean of Students, Jennifer Frank - Emergency Planning Mgr. and Special Investigator, Janette Wiggett – Ass’t. Dir. Res. Life North, Bob Hlasny – Associate Director of the Counseling and Human Relations Center, plus consultants from Human Resources and [GENESIS Behavioral Health](https://www.plymouth.edu/services/psychological-services/genesis), and others, as appropriate. Key objectives of the team are to identify, assess, manage and reduce potential threats and safety concerns to the university community and its members. Inherent to the work of this team are concerns about the privacy of all involved. The team members are extremely sensitive to these concerns and adhere to the highest standards of confidentiality.

For further information not found online please feel free to contact any of the team members.

**Director of Public Safety and Emergency Planning**

Richard (Rick) Bailey introduced himself as our new (2 months) Director of Public Safety and Emergency Planning for UPD. Rick reaffirmed the importance of reporting anything that would be a potential concern to our safety, security and well-being. He wants to have UPD be seen more often with more patrols through the Campus and buildings and more friendly interactions with the Faculty, Staff and Students. UPD has its police powers through Plymouth & Holderness PD and thus any arrests will become part of someone’s permanent record. The exception to this is that parking tickets from PSU are issued on private property and not part of the State, however failure to pay will result in a collections agency and eventual “booting” of a repeat offender’s vehicle.
The Philosophy of UPD is to try to provide a safe and secure environment for all here at PSU. UPD has interactions with students 24/7 and the intended outcome is to try to help students get through their 4 years at PSU successfully. In the majority of cases UPD will try to have arrests be a last option to resolve situations that arise but in certain cases certain offenses are mandated as arrest-able offenses. Most cases of arrest on campus are alcohol based offenses due to a landmark NH Supreme court decision from 20+ years ago that for liability reasons require an arrest.

Rick wanted to remind all of us to try to be more aware of our surroundings day to day, making sure to look around, look for things that are different or stand out and key in on anything out of place. The whole idea being that we just become more aware of our surroundings but not to the extent of being paranoid. The most important aspect being that anything that is “raising the hair on your neck” should be reported or communicated to the proper authorities and not ignored wondering if we should or shouldn’t tell someone.

Lastly he wanted to let us know that due to the department organization following a chain of command certain reports will be handled by different people within UPD. The chain of command is headed by Rick followed by one Lieutenant, two Sergeants and then the officers. UPD currently has 9 full time officers, 5 part-time officers (only 3 active) and 2 student officers (who have no police powers but can write parking tickets and direct traffic) and 2 civilians working in the office. Each one of these people handle different aspects of the day to day operations to help UPD function properly, so do be offended if your call or concern is handed off to someone other than your initial contact.

Welcoming Committee- Two new OS members

Tammy Drolet - Sr. Business Services Assistant - Purchasing, Disbursements, & Contract Services

Heather Manfredi - Theater Production Assistant - Silver Center for the Arts

Bylaws report (see attached)

Welfare Committee report (see attached)

Faculty Observer report-Kit (see attached)

PAT report (pending)

Thank you to the Grad office for our wonderful snacks for the meeting.

Notes taken by:

Chris Chiocca - Maintenance Senator
The Bylaws and Nominating Committee’s met in September to discuss updates and corrections to the Bylaws. In October the Bylaws Committee met to begin working on these changes. Updated Constitution and Bylaws should be ready for the November meeting.

The OS Welfare Committee, comprised of Beth Beaulieu, Karen Joyce, Colleen Kenny, Kathy Melanson, Lynn Pope and Michelle Wright, have been given an assignment of creating focus groups. We have been asked to get OS representatives from all departments to volunteer to be part of these groups. We all brainstormed and came up with OS members we knew we’d be able to ask to join us.

What are we asking of you? Human Resources will be sending out a survey in reference to our current Performance Evaluation process. We want to create as many OS focus groups as possible for the opportunity to provide constructive feedback about our current performance evaluation process. This is in an effort to provide the university at large a broad perspective of challenges and opportunities that can help us move forward in revising or redeveloping our performance evaluation process. In order to make this kind of progressive and systemic change we need to hear from a broad spectrum of voices.

We feel this is a great opportunity for all of us and hope that you will join us! If you know of anyone else that would be interested please let one of us know.

Thank you –
OS Welfare Committee

Beth Beaulieu
Karen Joyce
Colleen Kenny
Kathryn Melanson
Lynn Pope
Michelle Wright
Faculty Meeting Notes
October 2, 2013
Kit Otto, OS Faculty Observer

The October meeting had no old or new business, but there were speeches, and with good reason. Until this meeting your faculty observer had no idea that the faculty had been debating unionization and that a faculty vote was pending. Lourdes Aviles, the faculty speaker, took the floor to speak to the faculty from a “no-agenda, unbiased” perspective. She noted that “passionate opinions” had been expressed on both sides. However the vote goes, some will be happy with the result, and some will not. Aviles called for unity and a return to business: After the vote, “we need to get back to work—in the presence or the absence of a union.”

[That vote took place on October 9 and 10. The results were shared with faculty immediately. Of 177 eligible to vote, 168 valid votes were cast. 93 voted for no representation, and only 75 voted for SEA/SEIU representation. The faculty will not unionize at this time, but (I suspect) the acrimony these discussions generated may linger for some time.]

President Steen spoke about highlights of her report, mentioning the importance of the campus visit of the NEASC accreditation team in November, the facilities master plan recently completed, and the need now for integrating that work into a strategic plan. There is also an identity/branding study underway (part of which was an online survey conducted by SimpsonScarborough, a higher education market research firm hired by PSU to conduct this research).

Provost Bernier spoke about the newly titled PSU Center for Excellence in Teaching and Learning, which will be located in Lamson Library and will support faculty development of online education. She also noted a change in the format of her monthly reports to the faculty: there is so much department and faculty activity to report that most of that will now be online at her website.

In reply to a question, Bernier confirmed that ELS Language Centers, which has a center at PSU, has reorganized and is leaving PSU in January. This was unexpected, but Julie noted they’ve “started to see it as a gift” and are considering how PSU might create a mini-version of the program ourselves.

Becky Noel announced the first ever “Minors Fair” to be held on October 30 from 11-1 in the HUB, to provide students an opportunity to consider adding a minor to their major.

Khuan Chong had the last word at this meeting: What makes us outstanding at Plymouth is that we are always proud of producing great students. I am beginning my 48th year. Right now there are some beautiful paintings of internationally known Chinese painter Yang Jikui in the Drerup Art Gallery. I recently asked my students, “How many of you have been to the Gallery?” and no one raised their hands. I then asked them, “How many of you know we have an art gallery on campus?” and only three raised their hands. One
of our jobs at the university is to make the students curious—to see beautiful things. We will miss it if our students do not make full use of university life. “To me, [the point of] university life is to be curious, adventurous and enjoy beauty.”

I don’t know about his students, but Khuan got this OS member curious enough to go down to the gallery to take a look. This is an astonishingly beautiful collection of traditional Chinese paintings, and well worth a few minutes to savor them up close. The paintings are on display through November 9, 2013. Gallery hours are M-F 10-4, Wednesday until 8 P, and/or Sat-Sun 1-4.
Andy Palumbo- Dir. Admissions, was the guest speaker and he reviewed the R+30 numbers noting that:

**OVERALL**
1193 new students (up 5 from last year’s 1188). Overall yield has dropped 1% (due largely to increased competition and extreme discounting)

**FIRST-YEARS**
- Resident - 440 (up 9)
- Non-Resident - 485 (down 15)
- Overall - 925 (down 6)

**READMITS**
51 (down 8) - Not much control over these numbers until they apply for readmission

**TRANSFER**
- Resident - 162 (up 17)
- Non-Resident - 55 (up 2)
- Overall - 217 (up 19)

**Challenges:**
- A slow road back from the hit we took in the public perception as a result of budget cuts 2 years ago
- Just finished a set of 4 guidance counselor breakfasts with USNH institutions aimed at changing this perception; Also state-wide junior nights planned in the Spring (last spring as well).
- We continue to see a decrease in yield from out-of-state despite seeing an increase in applications.
- This is typical as we enter new markets (they are less aware of PSU and have a lower affinity than those who know us better). We still need to keep an eye on this though.
- New Hampshire publics and privates are focusing on the populations where we have out-paced them this year. Which gets us to the positives:

**Positives:**
- Yield and enrollment increased in residential first-years and all transfers
- Yield went up 1% in residential first-years and 3% overall for transfers
- Despite a decrease in our residential applications, we still saw an overall increase in enrollment numbers
- Highlights the importance of “yield” as we continue to face demographic decline for years to come

Weakenes reported by NH admissions directors: residential first-years and transfers

**Keene State** - Up in out-of-state but only 38% new students are in-state students (their President has challenged their admissions office to increase this and they are working on creating a new "bold residential scholarship"

**UNH** - Slightly up in out-of-state but down almost 200 new students overall as a result of low new in-state student numbers

**New Pats**- none

**Speakers Report**- Courtney O’Clair, noted that President Steen has been talking with various groups on campus (OS PAT Faculty) regarding the future of PSU.

**Committee Reports**: Most had no report
Fundraising and benevolence is holding a holiday raffle in December and looking for donations. Hoping to get more PATs to contribute to the PAT Scholarship via payroll deductions.

**Observer to student senate** noted that their main topics of concern are:
- the out-of-order blue lights on campus
- the Northern pass and its impact on Plymouth and Holderness and
- The commitment to further banning bottled water on campus.

The student senate is also working on the ski package. Student Senate exec met with the President’s Cabinet on September 26th and discussed the student response (or lack thereof) to the campus siren testing as well as the need to begin discussions for budget preparation and develop a new protocol for allocating new groups start-up budgets.

**Planning and Budget**- continuing with the development of the five-year strategic plan
Representative to the Faculty – Mary Campbell submitted her report

Announcements:

- Elaine Doell - Renee Hirschenhofer has accepted a job in Texas and will be leaving PSU next Friday, October 11th.
- Angie Ricciardi – PASS office has a surplus of 30 planners so please refer students to the PASS office who might need one.
- Catherine Amidon – Museum of the White Mountains is free and open to the public. Hours are Tuesday through Sunday. Will be releasing a new exhibit on October 17.
- Diane Jeffrey – Silver Center welcomes comedian Ted Alexandro on Saturday night as well as multiple performances of *The Glass Menagerie*.
- Phil Atkinson – Be sure to support the local apple orchards by going out to pick some apples!
- Kerry Keating – The HUB’s First Fire starts on October 23rd and of course cider donuts and hot chocolate will be served.
- Dom Medaglia-Brown – Safe Walk is going well so far. It’s been available for 13 days and 10 students have called in for walking escorts. Also, if you have any hygiene supplies to donate, please consider passing them along to the local food pantries. They are certainly in demand these days.

Respectfully Submitted
Kathy Peverly- PAT Observer