October 2010 OS Meeting Minutes

October 2010 OS Committee Reports

October 2010 PAT Meeting Report

PSU OPERATING STAFF MEETING

October 13, 2010   10:30-11:30

Heritage Commons, Hall Residence Hall

Meeting Minutes

Steven Campbell, Assistant Vice President & Chief Information Officer (CIO)
Presentation of What’s New in ITS with explanations of the following:
*Web Updates via the Web Advisory Group
*Business Services Division addition to ITS with reorganization
*Combining of Networking & Telecom
*Review of ITS Goals & Objectives
*Cross Training Initiatives
*Newsletter Communication Plan
*Technology Camp Up and Coming to local schools & communities
*Homeland Security Focus
*Family Portal and Community Portal Releases
*Wireless Expansion
*Innovation Center
*Business Intelligence Expansion
*Mobile Technologies Focus
*Private Info Security Software
*Emergency Communications Review & Update
Nate Obin – Upward Bound Program
Nate is President of the Class of 2012 and presented on the Upward Bound Program which assists the low budget/first generation students with costs of further education, the costs of SAT’s, application fees and more. This program is current looking for volunteers to assist the writing of grants to keep this program going. If you would like to volunteer or for further information or to talk with Nate directly, you can reach him via ntobin@plymouth.edu.

Approval of September meeting minutes
Motion to approve minutes requested by Kathy Melanson and seconded by Brenda Clayton.

Treasurer’s report
Regular Account - $3,162.58; Food Budget $263.60

Welcoming committee – introduce new OS members
Welcome to new OS Members provided by Deb Underwood.
John Guarnieri – University Police
Jill Carroll – University Police
Jason Torsey – Physical Plant
Angie Uhlman will be bringing these new PSU OS members to lunch!

Announcements
Any questions/comments on committee/representative reports on blog?
Issues are currently being worked out with the blog to ensure the committee reports are easily found and accessible for review.

Any committee/representative needs to share important item from their report?
The OS Bake Sale raised $475.00 at their fundraiser.

2011 Sara Jayne Steen Operating Staff Service Award on November 10, 2010
This event to be held in the Hage Room from 10:30-11:30 with OS Meeting 10:30 to 11:00 and SJSOSS Award being presented 11:00 to 11:30. Refreshments will be served.

Committee vacancies, PA Evaluation task force
Nominating committee has sent out requests for volunteers to serve on different committees, please volunteer if you are able.

Other announcements from Speaker/Senate
Open enrollment is from 10/25 to 11/5 – be sure to check your beneficiary information as well.
Benefit Fair is being held on 10/29 in the Hage Room.
Healthy Returns to be held on 10/28.
Gifts from heart & Hand to be held on 11/15 – looking for gift donations/homemade gifts for $10 or less for students/staff. Contact Christine Hoch at X52593 if you would like to provide a donation or a gift.

Other announcements from OS members
Treasury tabled with next month meeting to gather information needed regarding the Fundraising Committee.
OS has been asked to provide a budget for 2012. Any costs associated with a typical fiscal year for your committee should be reported to Diane Tiffany via email. If you expect no expenses in your committee, please let Diane know that as well.

OS brought up the issue that having the OS cards punched with all holes would be nearly impossible to do by December in order to win the laptop. Further discussion on additional ways to get your holes punched so be creative and try and come up with other ways remembering that the focus of these cards was to bring in more OS members.

Festival of Trees to be held in the first weekend in December, a flyer to be coming soon.

Julie Bernier has been asked to come to our December meeting to discuss the reorganization of colleges here at Plymouth State.

50/50 drawing – Good luck!
October 2010 Committee Reports

Bylaws: No report for this month.

Parking Report: None (haven’t met yet)

We have a meeting scheduled for 11/8/10.

Safety Report:

Plymouth State University

Campus Safety Committee

Meeting Minutes

October 7, 2010

Attendees:

Tammy Hill, Rachel Roy, Sherry Osgood, Mary Ellen Godville, Bob Bruemmer, Creig Doyle,

Bob Giroux, Kim Bownes, Kathryn Melanson

Approval of Previous Meeting Minutes:

C. Doyle moved to accept the minutes of the 5/6/10 meeting. B. Bruemmer seconded the motion and the vote was unanimous.

Loss Data Review:

Faculty & Staff:

S. Osgood stated there have been 8 incidents during the period from 5/6/10 to 10/5/10.

Student/Visitor injuries:

T. Hill stated there have been 3 visitor incidences since the last meeting. T. Hill advised that when the Ice Arena opened up there seemed to be an upswing to the injuries but that has leveled off. A brief discussion followed.

Old Business:

- Night Walk
  T. Hill will be conducting a night-time campus walk on 10/18 between 7:30 – 8:00 p.m.
  Please let T. Hill know if you’d like to join her. This is being done to check the night
lighting, location of emergency phones and the overall safety at night on campus. The night staff has been checking the lighting on campus and they should be in good repair and Lindsay Coyle of IT is looking at the emergency phones on campus.

- **Panic Buttons**
  C. Doyle does not believe that a mock trial is the way to check the panic buttons on campus. Campus Police have been checking and replacing batteries in the units; this should be sufficient.

- **Physical Plant Driver Training**
  T. Hill stated that in May 2010, fifty-five Physical Plant employees received driver training. Each driver also had their record pulled and the records of current drivers were excellent. Physical Plant has developed a point/discipline system for employees who get points on their licenses. C. Doyle stated that PSU PD had also attended a defensive driver course in August and has these records on file should T. Hill need them.

- **MEMIC Loss Control Visit**
  T. Hill stated that a representative from MEMIC (USNH’s worker’s comp carrier) spent two days on campus with the Art Department, Theatre Department and the Biology Department. T. Hill stated that this was an excellent visit and very helpful in developing Boyd Hall safety requirements (also helps PSU with grants) and would like to get MEMIC back to assess Physical Plant.

- **Any other old business**

**New Business**

- **Flu Shots**
  T. Hill stated that flu shots will be available to faculty and staff on 10/26/10 in the Hage Room at the HUB. This year non-benefited employees will not have to pay for their shots. For benefited employees, please bring your insurance card with you. Further information will be e-mailed soon.

- **Oil Tank Replacement**
  T. Hill stated that PSU recently replaced an old in-ground oil tank at the Child Development Center to two above-ground tanks. A couple of students have been trained to check oil tanks for trouble as a proactive measure.

- **Annual Cleary Report**
  T. Hill stated that the annual Cleary Report is now on the web. This is a report which includes crime statistics and as of 2009 includes fire statistics.
• Flood Emergency
  T. Hill stated that the most recent declaration of a flood emergency was quite a fiasco. The Pemi was expected to crest at 24.4’ and actually crested at 11.95’. Historical data shows that the predictions for the Pemi River have become increasingly off by a larger amount than in the past. The State agencies involved will be in the area to try to determine why this is the case.

• Committee Leadership
  This item was tabled to the next meeting in the hopes that a student representative would be present.

• Meeting Schedules

• Any other new business
  o Fire escapes on Hall Dorm have been rebuilt and are operational.
  o Concern was expressed about the parking at the to-be White Mountain Museum; visibility as you pull out from the parking lot onto Highland Street is very poor. T. Hill advised that this has to be addressed by the Town, not PSU.
  o Concern was expressed about the helicopter hovering over campus during a recent photo shoot of the campus. Very eerie feeling not knowing what was going on. T. Hill will communicate with PR that perhaps this should be announced in the future.

Meeting adjourned @ 3:12 p.m.

Next Meeting:

Tentative Date: Thursday, December 2, 2010 @ 2:00 p.m.

Welfare Committee:

Present: Mark Casale, Sharon Osgood, Mary Washburn

Absent: Jane Bjerklie-Barry, Colleen Kenny, Schannon Sargent

Mark Casale was unanimously elected Chair of the OS Welfare Committee.

Items discussed:

Mission – The Welfare Committee will look at the By-Laws to clearly determine its mission.

Benefits Fair – Thursday, October 28, 2010. There may be a kiosk for employees to make changes to their W-4, flex spending accounts, address change, change direct deposit information, etc.

Healthy Returns – Thursday, October 28, 2010 (this is a spring and fall event).
Open Enrollment – Monday, October 25 – Friday, November 5, 2010 – 2 WEEKS ONLY.

SPPC – Mark will email Colleen Kenny to set up a joint meeting with Colleen and Schannon Sargent, SPPC representatives, for an update.

Upcoming program – There will be a meeting in November with TIAACREF, Fidelity and someone from the Social Security office for employees nearing retirement.

Benefits overview – Carol Kuzdeba meets with new employees and it would be a good idea to have a meeting for long-term employees to make sure they are up-to-date on their benefits.

Buddy Card – This is an incentive to bring someone to the monthly OS meeting. When you have five punches on your card, it is put into a drawing for a laptop computer.

WISE – HR will do a presentation for Physical Plant employees.

Common ID – All employees now have a 9 digit ID number in the University System. Social Security numbers will no longer be used.

Respectfully submitted: Mary Gardocki Washburn, Scribe

Professional Development

The Professional Development committee met on 9/22/2010. Applications were reviewed and $3,310.85 was approved leaving a balance is $9,076.00 or $4,076.00 (To date we have not received any additional funding for the fiscal year.) Awards have been given to 7 OS members and 6 PAT members so far this year. Arrangements are being made for Brown Bag lunches in October and November. We are looking at sessions on social media and retirement/estate planning. The application deadline for our next meeting on October 20, 2010 is October 13, 2010.

Faculty Meeting Notes

October 6, 2010

Kit Otto, Faculty Observer

September 1 Faculty Meeting notes were submitted earlier, but to say it again:

A motion was brought by Leo Sandy for a faculty resolution that the Universal Declaration of Human Rights be displayed in a conspicuous place on campus such as the HUB or the proposed site of the Peace Garden adjacent to the Counseling Center. There was discussion about this before it passed with some nays.
Pat Cantor received the Excellence in Faculty Service Award and Naomi Kline received the Award for Distinguished Scholarship.

**A Faculty Forum on Collective Bargaining was held 9/22.** All handouts (such as an “AAUP Faculty Collective Bargaining Fact Sheet” and a one-page anti-union opinion from Duncan McDougall) as well as an audio recording (!) of the faculty forum can be found at the following link:

http://www.plymouth.edu/committee/faculty/1895/faculty-forum-about-collective-bargaining-september-22-2010/

There was also a Faculty Forum to discuss college reorganization that was held on 9/29. Next year PSU will subdivide the remaining academic departments into the College of Arts & Sciences and the College of Education, Health and Human Services. Search committees for two deans of the colleges-to-be are being formed now, with the goal of selecting the deans from inside the institution by the end of this semester, so that they can be part of the early decision-making during the spring semester, and their replacements can be hired during the spring. They would assume their new duties fulltime next fall.

Notes (but no audio recording) from this forum can be found at

http://www.plymouth.edu/committee/faculty/1891/faculty-forum-to-discuss-college-reorganization-wednesday-september-29/

The “Draft of Dean job descriptions for review” also has an organizational chart at the end of that document that shows which departments are going into which college.

**On the agenda for today's faculty meeting October 6, 2010** are a report from student Nate Obin on a proposed Upward Bound Program, and a motion from the Frost School Council to approve (lengthy!) policies and procedures for planning and conducting distance learning at PSU. Stay tuned for next month’s report!

--Kit Otto, 10/6/10
Report of the October 1\textsuperscript{st} PAT Meeting

Guest speakers included Gene Fahey (Admissions), George Tuthill (College of Graduate Studies), Steve Taksar (Finance) and Nate Obin (PSU student).

\textit{Gene Fahey}

* R+30 numbers

i. Applicants – 4,900 (4200 last year, 16\% increase, largest ever for first year students; transfer students was around the same)
   1. First year for “common application”

ii. Enrollments – 1062 first year (966 last year)

iii. Mix (in state/out of state) – close to 50/50

iv. Numbers suggest an opportunity to enhance enrollments from community colleges

\textit{George Tuthill}

* Grad enrollments

Course registrations, up across the board,

1. Budgeted revenue is higher than last year

2. MBA enrollment is up

3. Masters of Science is up too

\textit{Steve Taskar}

* Budgeted FTE was 3908; projecting budgeted + 85 (that’s good)

* 2\% increase above budget (Steve says that’s good too)

* Budgeted conservatively

* Campus held together, things are positive

* Good turnaround from last years’ slight decline
* System asked the state for an extra $5 million

_Nate Obin_, Admissions rep, ntobin@plymouth.edu

* Upward Bound Program- Government funded 6 week summer program, runs end of June-August 1st

  1. Housing on campus
  2. Provides guidance, gets them out of everyday life

Email Nate if you wish to see his PowerPoint presentation

Looking for supporters, volunteers for a Task Force to get this off the ground

1. Task force will be helping out, speaking to high schools (Concord, Bristol, Newfound, Plymouth, etc.) Working with VP Rick Barth

  2. Gather information and statistics from census

New PAT's (_Heather Huckins_) - Bursar Laurie Wilcox will be changing positions

Speaker’s Report (_Diane Jeffrey_)
- Looking to place minutes, agendas, notes, etc. in the PAT blog

Committee Reports were given. Highlights included:

Phil Atkinson (_Observer to Student Senate_) mentioned the rowdy behavior of off-campus students that was discussed at a recent meeting of town officials, PSU reps and the public.

Mary Campbell (_Representative to the Faculty_) indicated that there was a motion from the Frost Council to enhance distance learning procedures.

Carol Kuzdeba (_SPPC_) reminded constituents that Open Enrollment for 2011 benefits would be October 25 to November 5, 2010 and announced that System would look into adding massage therapy as a benefit. The group recently discussed a timeline up to 2018; new laws are being changed regarding healthcare.

Tom Weeks (_Professional Development_) related that the committee met on September 15th and awarded $3,310.85 (3 OS, 5 PAT awards), leaving $9,074.93 for the remainder of the calendar year. October applications are due Oct. 13th.

Phil Atkinson (_Governance_) urges the committees to look at their own descriptions in the bylaws to see if any changes need to be made.
Angela Adams (*Fundraising & Benevolence*) asked if anyone had anything to donate for the PAT raffle that is being organized for December – contact Gail Carr with donations.

Announcements and General Comments:
- Frank Cocchiarella - River will be flooding later
- Check your phones, email for notifications to move vehicles
- Town will be opening up parking
- Phil Atkinson – Next weekend is the Sandwich Fair, this might be the last Pumpkin Fest in Keene
- Angie Ricciardi – PASS office has extra planners, come on by to pick one up
- Joyce Larson – Reminder to submit nominations for Pat Storer award (via email)
- Diane Jeffrey – Silver Center, tomorrow, Wyatt Cenac, 8:30 pm, tickets still available
- Frank Cocchiarella - R+30 housing numbers: Housing is around what was budgeted, Dining is way up (record high)

*Meeting was adjourned at 9:42 a.m*

Respectfully submitted,
Mary E. Petz, OS Observer to PAT’s