PSU OPERATING STAFF MEETING

November 10, 2010      10:30-11:00      Hage Room, HUB

AGENDA

And Meeting Minutes

Approval of October meeting minutes

*Minutes approved by Barb Noyes and seconded by Niki Nunes.

Treasurer’s report

*Tamara C. reported $3,142.08 as the current balance.

Welcoming committee – introduce new OS members

*Introduction of new OS members:

   Jordan Goodnough – ITS

   Mark Morales, HVAC Tech, Physical Plant

   Robin Bryant, Admissions

   Briana Bradley, Advancement

   Donna French, COGS

Student Support Foundation

*Explanation of this student focused group and what they are trying to accomplish. Information can be found on the Campus Ministry page as well as the OS Blog. Request that any OS advising a student of this support be sure to have the student list the OS as the person who directed them to this foundation.

Vote on use of money in OS Treasury
*Discussion regarding the Fundraising monies and how to disperse them. Current balance of $3142.08, Fundraising Committee requesting that $2,000 be moved into the payout account for a scholarship with an additional $1,000 to be spent on the Festival of Trees ticket stands. Discussion ensued with options to this costly expense with Fundraising stating they would attempt to be as frugal as possible when purchasing these supplies. Motion was made by Kit Otto for the Fundraising to move the $2,000 into the payout account for the scholarship which was seconded by Tanya Jollie. Nikki Nunes made a motion for up to $1,000 to be spent for the Festival of Tree ticket stands, which was seconded by Barb Noyes.

Change to Welcoming Committee bylaws
*Request for the some changes in the wording of the Bylaws. Please reference Welcoming Committee Report regarding these changes. Motion made by Brenda Gleich to change the wording which was seconded by Kelsey Donnelly.

Update on punch cards
*Clarification that the punch cards are intended as a tool to bring more OS members to the meetings. OS members can receive additional punches on their cards if they volunteer for Fundraising activities.

Reports from OS representatives on Dean search committees
*No report.

Report from OS representative on PA Evaluation Task Force
No report – meeting next week.

Announcements
Any questions/comments on committee/representative reports on blog?
*Senate hoping that once a new member is elected to the Technical Committee, the issues with the blog can be worked out and improved.

Any committee/representative need to share important item from their report?
*Please see committee reports on the blog for all information from our OS Committees.

Other announcements from Speaker/Senate
Other announcements from OS members

Announce December meeting speaker
*Julie Bernier will be at our December meeting to discuss the reorganization for the Colleges of Business.

50/50 drawing – Good luck!
11:00 Sara Jayne Steen Operating Staff Service Award

*Congratulations to Cresta Lamontagne – the 2010 recipient of this award!!!!!!

COMMITTEE REPORTS:

**Parking Report:**
- Committee met 11/22/10 to get up and running
- Primarily to elect a Chair (Kerry Keating) and decide what items we need to be looking at as a committee
- Next meeting is Monday, December 6th

*Kathy Melanson*

**Welfare/SPPC Report:**

Present: Mark Casale, Chair, Sherry Osgood, Michelle Marsh (SPPC), Jane Barry and Mary Washburn

Guests: Elaine Doell, HR and Diane Tiffany, OS Speaker

**TOTAL REWARDS SURVEY**

The main topic for discussion at this meeting was the “Total Rewards Survey” from the USNH Trustees. At the SPPC meeting on November 18, 2010, the entire SPPC committee took the survey. Brenda Gleich, Administrative Assistant, Education Department and Fidella Ricco, BSW, Physical Plant, were also present at this meeting. They also took the survey and offered many suggestions on how to improve the wording. There is a place on the survey to make comments about things such as Massage Therapy or other benefits of interest to the OS.

There were many suggestions on how to make the survey more understandable. The survey took at least 30 minutes and could take up to one hour to complete. There will be two surveys – one for OS and one for PATs and faculty because of the very different issues/benefits for the OS such as earned time. The focus of this survey is for the trustees to get a sense of the value of the benefits offered to USNH employees.

**Timeline of Events:**

November 30, 2010 – SPPC received information on this survey.

December 2, 2010 - President Steen will send a message to employees about this survey.

December 6, 2010 - The survey will be sent to OS.

December 8, 2010 – OS meeting and discussion of this survey.

December 17, 2010 – Last day to complete the survey.

January 20, 2011 – SPPC will have the survey results at this meeting.

Elaine said she will ask to use the Math Lab computers several times for Physical Plant employees. She will also speak with Ellen Shippee about this. Elaine is worried that this survey will be perceived negatively as was the Mercer survey when employees believed the ultimate goal was to cut benefits. The Total Rewards Survey is a positive survey to assess
employees' thoughts on their own personal benefits. Mark said he will post an announcement near the time cards to alert all Physical Plant employees about this survey.

It was noted that if you are doing the survey and have to stop for any reason, you can get back into the survey. Also, you can print a confirmation that you have completed the survey. It was suggested that when an OS member brings the confirmation sheet to the OS meeting, he/she can receive a punch on their card or possibly be entered for a prize.

The focus of the survey is on benefits NOT pay scale which is a separate issue.

Employees are encouraged to review their own benefit package before taking the survey.

This is a personal survey about the preferences of each individual OS member regarding benefits. All information will be kept confidential. The Mercer Report was the big, broad stroke survey. This survey is more specific and personal.

Michelle will compose an email for the OS to be sent out AFTER Dr. Steen’s email to all employees. The survey will be presented as a positive thing for the OS.

Michelle and Colleen will speak to the OS at their next meeting on Wednesday, December 8, 2010. Mark will also add his encouragement to the OS and will emphasize that this is an information gathering survey only.

OS supervisors will be encouraged to allow their staff to do this survey during work time.

OTHER BUSINESS/COMMENTS

Mark would like to conduct a short survey similar to the recent PAT survey about how to get information to all the OS, best times for meetings, etc. This can be done through Survey Monkey. The survey should be ready in January 2011.

The Employee Assistance Program was briefly discussed and there is a 6% usage of this benefit. It was suggested that this program could be discussed at the February OS meeting because so many employees are not aware of the many benefits provided by the EAP.

Cash out of earned time is looked upon as a bonus and is taxed at 25%.

Benefits run on the calendar year and insurance companies look at the past two years and the current year when setting rates.

Respectfully submitted, Mary Gardocki Washburn, Scribe

I. New PATs: Heather Huckins
   - Tim Kershner, Chief Public Relations Officer
   - Gale Beckwith, Administrative Manager for Academic Affairs

II. Speaker’s Report: Heather Huckins (Diane was absent)
   - Subcommittee on the NH Board of Trustees to look into employee benefits
     - Coming down through the SPCC committee
   - Heather will be starting a new welcoming committee for new PATs

III. Committee Reports:
   1) Observer to Operating Staff: Joan Andresen
      - November 10th will include the Sara Jayne Steen OS award
      - Festival of Trees is coming soon, first week of December
2) **Observer to Student Senate:** Phil Atkinson
   - Low amounts of voting due to low membership in the student senate

3) **Representative to the Faculty:** Mary Campbell

   *Highlights of Mary’s report included the following items relating to the September 29th Faculty Forum about reorganization and from the October 6th and November 3rd Faculty Meetings:*
   
   - The student, OS, and PAT Observers to the Faculty meetings were invited to attend the Faculty Forum held to discuss the selection process for the Deans of the new College of Arts and Sciences and the College of Education, Health, and Human Services. The President spoke about the growth of Plymouth State, how we have changed, and how higher education has changed. The President’s role has changed; part of the job is external, part is doing fundraising. She needed more people to work for the institution; a dean is one way of extending our team; more people work for the increased student population. The Provost spoke about the search process; why the positions are starting in the spring, which will be a time of transition due to spring teaching schedules, and becoming full-time in the fall; how budget decisions need to involve the Deans. The search committees will have five faculty members because Faculty by-laws require that the faculty must be in the majority on all search committees. Notes from this Faculty Forum have been posted to the Faculty Governance blog: [http://www.plymouth.edu/committee/faculty/](http://www.plymouth.edu/committee/faculty/)

   - Irene Cucina is chairing the search for the Dean of the College of Education, Health, and Human Services. They expect to interview candidates after Thanksgiving. There will be open meetings for faculty and staff. The search committee submits their unranked recommendations to the Provost, indicating the strengths and weaknesses of each candidate. Bob Heiner and Len Reitsma are co-chairing the search for the Dean of the College of Arts and Sciences.

   *Motions approved by the Faculty included:*
   
   - To approve the Policies, Procedures and Protocols for Planning and Conducting Distance Learning at Plymouth State University

   - To require the following ADA statement be included on all university syllabi: “Plymouth State University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you should immediately contact the PASS office Lamson Library (535-2270) to determine whether you are eligible for such accommodations. Academic accommodations will only be considered for students who have registered with the PASS Office. If you have a Letter of Academic Accommodation for this course from the PASS office, please provide the instructor with that information privately so that you and the instructor can review those accommodations.”
To establish a Bachelor of Science degree program in Nursing. A Department of Nursing will be created and will be included in the new College of Education, Health, and Human Services. The Department will be housed in Mary Taylor House with the Social Work Department. The BS Nursing will begin Spring 2012; there will be a cohort of entering first year students (BS Nursing) and another cohort of RNs who have an AS in nursing (Bachelor’s Completion Program for RNs).

4) **System Policy and Personnel Council (SPPC):** Phil Atkinson, Carol Kuzdeba
   - Meeting on November 18th

5) **Athletic Council:** Gene Fahey, Angel Ekstrom
   - Note from Gene – “ATHLETIC DIRECTOR’S REPORT
     John Clark reported that Homecoming was very successful, that the fall teams have been very competitive, and that three fall women’s teams (field hockey, soccer, and volleyball) qualified for post-season play.

   **ACADEMIC PERFORMANCE CRITERIA**
   Courtney O’Clair reported that the satisfactory progress standards for student-athletes have been updated extending them to provide earlier advisement to ensure that students are on track to graduate.

   **GAME DAY NOTIFICATION PROCEDURE**
   Lauren Lavigne met with fall coaches regarding the procedure for student-athletes to give notification to instructors of the departure times to away contests.”

6) **Scholarship:** Crystal Finefrock, June Schlabach (chair), Tom Weeks, Amy Morrill
   - Moving more money into the endowment fund, at around $17,000 now
     - Goal is to reach $20,000
   - Will meet in the Spring to determine how many scholarships will be given out next year

7) **Professional Development:** Gail Carr, Patti May, Crystal Finefrock, Sarah Veazey, Tom Weeks
   - On Oct. 20th, 7 awards to 4 OS and 3 PATs. The awards totaled $2,264.65. This leaves a balance of $7,311.48 for the remainder of the calendar year.

   Held 1st first brown bag of the semester on October 26. Zach Tirrell presented on Social Media. We had approximately 15 people in attendance.

   The November brown bag will be held from 11:30 – 12:30 in HUB 109 on November 16th. Deb Maes from the UNH Cooperative Extension will be presenting *Who Gets Grandma’s Yellow Pie Plate?* – a workshop about inheritance issues.

   The deadline for November applications is November 10th.”

8) **Fundraising & Benevolence:** Angela Adams, Gail Carr, Joyce Larson, Karen Urciuoli
   - Gail and Karen spoke of the upcoming silent auction and PAT raffle
     - Trying to raise $1,500 this year (more than the $1,200 raised last year)
IV. Announcements:

- Jeff Furlone announced that Kerry Keating won the “Outstanding Mid Level Professional” award from the New Hampshire’s National Association of Student Personnel Administrators
- Heather Huckins – Next PAT mtg will be in the Hage Room (HUB MPR) for PAT RAFFLE

V. General Comments:

- Congratulations to John Clark, for receiving the Pat Storer award

Mary Petz

Faculty Meeting Notes:

November 3, 2010 for October 3, 2010 Faculty Meeting

Kit Otto, Faculty Observer

The following are highlights of last month’s faculty meeting (October 3, 2010):

Question and Answer period:

Sara Jayne Steen fielded a question on why there was no merit pay for faculty this year (2% increase was deemed too small a pool for merit). One faculty chair commented that it would be helpful to know ahead of time if there is no money for merit, so there would be no need to make recommendations that can’t be met anyway.

SJS confirmed that there has been an issue with student noise and partying in Plymouth neighborhoods this year and that it has been more disruptive than usual. Rick Barth, VP of Student Affairs, reported that a new task force has been set up that includes campus and town police, and community members. Local landlords have agreed (apparently for the first time) to share with PSU the names of their student residents. This enables student affairs to call in students for a face-to-face chat. Barth also mentioned more patrols around campus, more serious sanctions for infractions, and the signs being posted on some lawns to remind students that “a family lives here.”

Nate Obin, PSU Junior gave a presentation regarding having a summer Upward Bound program at PSU, for high school students.

New Business

The Frost School Council presented the document, “Policies and Procedures and Protocols for Planning and Conducting Distance Learning at PSU.” In discussion, faculty expressed concerns about having to be “certified” for online education by (non-faculty members in) the Learning Technology and Online Education department. This is not a new policy, and eventually to motion carried to approve the policy document with only minor amendments. During that discussion, Scott Coykendall, the faculty speaker, needed some help in parliamentary procedure; at one moment he quipped that he was only too ready to sing an old song, “Please impeach me, let me go!”

Upcoming: the November 3rd Faculty Meeting Agenda includes a motion from the curriculum committee to approve a Bachelor of Science degree in Nursing.
Kit Otto, Faculty Observer

A question directed to Pres. Steen about the procedure for termination for cause in the case of a tenured faculty member required an extended answer. The Faculty Handbook was also mentioned as needing revision in the face of the reorganization into separate colleges. Prov. Bernier agreed an overhaul is in order.

A motion passed to require a specific ADA statement (for students with disabilities) on all university syllabi. The actual statement can be seen in the faculty minutes for November.

The motion from the curriculum committee to establish a Bachelor of Science degree in Nursing passed. Nursing will become a separate department in the new College of Education, Health and Human Services. At least some of the courses will be taught on weekends to make the program more available to working students (and to utilize classroom space when it is free). An overview of the program and a set of course descriptions can be seen in an appendix to the faculty meeting minutes for November.

The faculty meeting agendas and minutes can be found at the following link:

http://www.plymouth.edu/committee/faculty