PSU OPERATING STAFF MEETING

December 8, 2010  10:30-11:30  Hage Room, HUB

MEETING NOTES & COMMITTEE REPORTS

Speaker – Provost Bernier will discuss PSU’s reorganization to Colleges
Provost Bernier presented a thorough explanation of why PSU created the 2 new Colleges within Plymouth State (College of Arts & Sciences and College of Education, Health & Human Services).

Speaker – Debbie Underwood will explain process for applying for Professional Development funding
Deb’s presentation included handouts and a review of the application process.

Approval of November meeting minutes
Motion to approve November meeting minutes made by Nikki Nunes and seconded by Michelle Marsh.

Treasurer’s report
Current balance - $4,139.08 with $224.60 in the food budget

Welcoming committee – introduce new OS members
Gary Brunelle- Physical Plant
Cynthia Melanson – OPR Admin Assistant
Nate Miller – Physical Plant

Opportunity for our voices to be heard!
Michelle Marsh presented as an SPPS Representative regarding the online survey that OS and PAT members are requested to participate in. While this is a voluntary process, it was stressed that full participation by the OS would only be beneficial, however, lack of participation will not let our voices be heard. OS members who do not have access to a computer to take this survey or anyone who has questions or problems while taking the survey can join HR in a computer lab for assistance. Morning, afternoon and evening hours will be available for OS members in these labs. HR will be sending out notification as to the dates and times these labs will be available. Results of the survey will be presented to SPPS on January 20 in order for each campus to be able to review. Results will be campus specific.

Reports from OS representatives on Dean search committees
Dean of College of Arts & Sciences search committee results sent to Provost Bernier
Dean of College of Education, Health & Human Services search committee meeting this week and hope a decision can be brought forward by the end of the week.

Report from OS representative on PA Evaluation Task Force – No report

Announcements
Any questions/comments on committee/representative reports on blog? – None
Any committee/representative need to share important item from their report? – None

Festival of the Trees raised $2,999 this year which was $100 over last year. Thanks went out to Physical Plant for their work in building the ticket holders for the trees as well as their contribution to ½ the cost of materials. Thanks also went out to all OS volunteers who assisted with the Festival of Trees festivities.

Other announcements from Speaker/Senate
Tamara Cocchiarella presented clarification that Fees for courses beyond 5 are not covered under our benefits.

Other announcements from OS members
There is a vacancy on the Bylaws Committee with the stepping down of Marsi Wisniewski. This vacancy is for the term ending June 30, 2011.

Announce January meeting agenda/speaker
Next meeting to be held on January 12th in Heritage at 10:30. We will have a short business meeting with the remainder of the meeting to include social time. Pot luck items requested.

50/50 drawing – Good luck!
Steve Sweedler was the winner of the 50/50.

Laptop drawing! – Jean Reed of Advancement was the winner of the laptop.

Committee Reports:

Report of PAT Meeting held on December 3, 2010

Minutes from November 2010 Meeting

Minutes were accepted as presented

Committee Reports of Note

Observer to Operating Staff: Joan Andreson
- Festival of Trees running tonight and tomorrow (Sat., 12/04); trees to be picked up on Sunday
- Cresta LaMontagne was named the 2010 recipient of the Sara Jayne Steen Operating Staff Service Award

Representative to the Faculty: Mary Campbell – The Faculty approved the following motions:
- Students will not be allowed to maintain enrollment in any course if they fail any prerequisite for that course. Students will be dropped automatically by the Registrar. [The instructor may still do a registration override which allows the student to take the course.]
- To create a Professional Sales academic minor, offered by COBA
- To create a Photography academic minor, offered by the Art Department
- To replace the existing University Honors Program with a new University Honors Program
- To amend the Faculty By-laws to change the composition of the Honors Council by adding a student member and having a Coordinator nominated by the Council from among the full-time faculty and appointed by the Provost. The Coordinator chairs the Council and serves a three-year term.
- To create a BS in Exercise and Sport Physiology (previously offered as an option to the BS in Physical Education)
Also, President Steen spoke to faculty about the Compensation and Benefits survey that would soon be e-mailed to each constituency group and explained that the survey addresses employees as members of one of the three employee pools – faculty, PAT or OS. She urged everyone to give adequate time to answering the questions on the survey and pointed out that the results would be given to the Trustees; they want to know what benefits the employees want to keep.

During this meeting there was a separate brief survey on the table addressing tuition benefits. This survey was being conducted by the Faculty Welfare Committee.

**Parking Committee:** Kerry Keating, via e-mail: The Parking Committee has met twice in the last month and meets again on the 6th. Issues that are being addressed include iParq and appeals, communication around lot maintenance, and the recent parking survey. There should be a more information at next month’s meeting.

**System Policy and Personnel Council (SPPC):** Phil Atkinson
- New survey coming out soon, designed to put values on certain benefits
- Not an easy click and done survey, highly interactive (“adaptive survey”)
- Please take the time to fill this survey out
- Will be arriving via email on December 6th (Monday)
  o Deadline to complete will be December 17th (Friday)

**Professional Development:** Tom Weeks
- With more than $6,000 left for awards this calendar year, you are encouraged to submit applications for Professional Development funds by the December deadline of 12/08; funds not awarded at the next committee meeting will roll over into 2011 for the spring semester.
- Approximately 15 people attended November’s Brown Bag Luncheon. There are three more luncheons planned for the spring semester.

**Fundraising & Benevolence:** Gail Carr – The PAT Raffle is this morning following the business portion of this meeting. Congratulations to all of the winners.

**Administrator Selection:** Joyce Larson – Joyce provided an update on the two Dean searches that are currently running and about the search for a new Bursar. Candidates for that search will be coming to campus within the next few weeks.

**Announcements**
- Kerry Keating (via email) – “Linda Corriveau has asked that I make an announcement to PAT to let everyone know we still have 99 Angels remaining. We started with 423, so we’ve done well, but still have kiddos who need someone to take them.”
- Gale Beckwith – Come visit Gale to receive a free book on the history of Plymouth State College. Norton Bagley authored the book, and there are plenty left. See Gale for more information or to pick up a copy.
- Diane Jeffrey – Lots of holiday events at Silver this season
- Tim Keefe – Holiday parade tomorrow at 5
- Ken Knight – Skate with Santa on Sunday
- Justin L’Italien – Learning Technologies and Online Education is having their second annual “January Jamboree” in a few weeks. This is a three week long event filled with workshops regarding instructional technologies. All are welcome. Please visit [www.plymouth.edu/online](http://www.plymouth.edu/online) for more information.

Respectfully submitted,

Mary E. Petz
Observer to PAT’s
The main discussion centered around PSU’s upcoming event, 2011 Recycle Mania/Waste Minimization which will be a campus wide campaign. The UEC plans to focus on increasing faculty/staff awareness, support and participation in this event.

The UEC is creating a web page that will provide information about the UEC but also include links to related/supported efforts and groups.

Meetings will be every two weeks on the 2nd and 4th Wednesday of each month at 11:00am. All are welcome to attend.

Submitted by Fran Bean 11/05/11