Welcome and Question of the Month discussion
   Question was: “If you were not in Plymouth right now – where would you like to be?”

Presentation by Special Investigator Jennifer Frank – “16 Safety Tips”
   Jen presented some great self safety tricks and tips and presented a very lively and interesting power-point presentation.

Approval of December meeting minutes
   Motion to approve the minutes made by Tanya Jollie and seconded by Nikki Nunes.

Treasurer’s report – Balance in our food account is $185.60/Balance in Treasury is $3,665.74

Welcoming committee – introduce new OS members
   Deb Underwood introduced new PSU members as follows:
      Scott Miller- Physical Plant- Grounds
      Shawn Norman- Physical Plant- Grounds
      Indira Cintron- Physical Plant- BSW
      Darcy Hoffman- Advancement- Internal Transfer

Report from OS representative on PA Evaluation Task Force
   As reported by Christina Schaefer:
   **Principal Administrator Evaluation (PAE) Task Force**
   The goal of this task force has been to create a process in the form of an evaluation survey that would provide our five principal administrators direct, specific, and hopefully, useful feedback regarding their performance in specific areas, as perceived by defined constituencies.

   The constituency groups being asked to complete the PAE Survey are: **OS staff, PAT staff, Faculty, and Student Senators.** Survey information is **completely confidential** and will **only be reviewed by**: a) the **individual being evaluated**, and b) the **President**. *(Please note: in the case of the President’s evaluation, the second reviewer is the Chancellor.)*

   **Recap of PAE task force activities:**
**Previous phase:** 1) define the project’s scope and specific goals, 2) create an assessment tool – in the form of specific evaluation survey questions, 3) decide which PAs would be evaluated, and 4) outline timeline for plan implementation.

**Current phase:** 1) select specific PAs to be evaluated in this survey cycle – Feb 2011, 2) determine specific survey tool to use through PSU resources in IT, 3) assist with survey implementation, and 4) oversee 2011 PAE Survey launch by deadline - week of February 21st

Revision of OS Bylaws for Senate and Committees

Diane Tiffany, Speaker, discussed the recent meeting and changes to the OS bylaws that were drafted by the Senate at their last meeting. One of the changes requested is that the OS Senate be called Executive Council and the body of the Operating Staff that attend meetings be called the Senate. This change would bring OS in line with the current terminology used by the PAT’s as well as other institutions within the system. During the last meeting, the bylaw sections that pertain to the Executive Council were reviewed and edited to reflect these changes as well as other edits to ensure the bylaws were accurate. The Executive Council is asking all Committees to review the bylaws relating to their committees and do the same in order to update the entire set of Bylaws. A workshop will be held on Wednesday, March 2 in the morning (time to be determined) in the Hage Room in order for the Executive Council to assist individual committees in this task. Our goal is to have updated bylaws before the next election allowing new members of committees and the Executive Council to have the opportunity to review their elected position responsibilities prior to accepting nominations.

Fundraising/Scholarship committee announcements

Nikki Nunes of the Fundraising/Scholarship Committee made a motion to move funds as follows:

- $200 into the food/drink account bringing the balance to $424.60
- $500 into the Endowed Scholarship Principal Account bringing the total to approximately $22,234
- $2000 into the Payout Account bringing the total to approximately $5,977.50

After discussion, this motion was seconded by Deb Cole which was approved by all.

Further, Nikki Nunes made a motion to provide 3 scholarships this year to students in the amount of $750 each. Previous years were 1 or 2 scholarships in the amount of $500 each. This Committee feels they would like to give more to the students facing the economic pressures of today and to show students that we appreciate what they do for us. After discussion, Deb Underwood seconded this Motion which was approved by all.

The next proposed fundraiser for this Committee they would like to call the “Fun Fundraiser” with 70% of the proceeds going to the “Fun” part of the event and 30% going to the “Fundraiser” part of the event. The disbursement of proceeds from this fundraiser will need to be approved by the Operating Staff prior to this event taking place.

Thank you cards are out for all who donated a Christmas Tree at the Festival of Trees. A notice was also posted in the newspaper thanking all of the personal and business donations that make this event so successful.

April 21 – there will be a themed decorated basket raffle – fill a basket of any size with a theme of your choice and they will be raffled off. Ideas such as a ‘movie theme’ basket where you include popcorn, a DVD movie, drinks, assorted candy, etc. Tickets will be $1 for one or $6 for five. This raffle will occur in the Hage Room. Anyone creating their baskets can being bringing them in on April 11 so they can be photographed and made available to the public who are interested in this fundraiser.

Silent Auction again this year which will include the OS Parking Space.

Our next meeting will include the In Your Shoes Fundraiser which you can participate in by putting your name in the basket at our next meeting.

Announcements

Any questions/comments on committee/representative reports on blog?
Any committee/representative need to share important item from their report?
Other announcements from Speaker/Senate
Other announcements from OS members

A reminder was made to all OS that there will be a Meeting with Trustee Small on Friday in the Hage room from 12:30-1:30 to discuss the benefit changes pending. Any questions that you would like presented to Trustee Small can be forwarded to Diane Tiffany if you are unable to attend or are uncomfortable speaking at this event. Diane will be sure to get answers to your questions.

The Vice President for Advancement OS reps will be Kit Otto and Beth Beaulieu. Thank you to the OS for participating in this voting process.

50/50 drawing – Good luck!

Committee Reports:

Parking Report:
  • Next meeting 3/10/11

Safety Report:
  • Next meeting Thursday, 3/3/11

Highlights of the PAT Meeting on February 11, 2011

Heather Huckins introduced new PAT members:
  Nathan Porter – Web Application Developer, ITS
  Laura Hinman – Executive Assistant, President’s Office
  Amy Barnes – Manager of Marketing Communications, COGS

According to Speaker Diane Jeffrey, the PAT blog is up and running at “psu-pat.blogs.plymouth.edu”.

Kerry Keating announced that the Parking Committee is focusing on the appeals process this semester and there is a big push for additional locations to announce information about lot maintenance.

Phil Atkinson and Carol Kuzdeba of the SPPC invited all PAT’s to attend that afternoon’s 12:30 meeting in the Hage Room during which Mr. John Small from USNH would be discussing proposed changes to benefit packages.

Frank Cocchiarella from the Welfare Committee said that there was great feedback from the recent benefits value survey, with performance and merit pay being of utmost importance.

“Terri Dautcher will present ‘The Quest…In Search of the Perfect Workplace’ on February 15th in HUB 109 was announced by Tom Weeks, co-chair of the Professional Development Committee.

In the “Announcements” portion of the meeting, Zach Tirrell indicated that PSU’s new Nursing program was picking up steam. Gene Fahey said that the program has been accepted and Admissions will begin processing applications for Fall
2011. Registrar Joyce Larson added that applications will be accepted by current students interested in applying to the program.

Chief Creig Doyle wanted to remind everyone that any incident regarding sexual assault on campus must be reported to University Police.

Respectfully submitted,

Mary E. Petz, PAT Observer