PSU OPERATING STAFF MEETING

April 13, 2011       10:30-11:30       Heritage Commons

MEETING MINUTES & COMMITTEE REPORTS

Welcome and Question of the Month discussion

Approval of February and March meeting minutes

Motion made to accept February minutes by Nikki Nunes and seconded by Susan McQuaid.

Motion made to accept March minutes by Kit Otto and seconded by Brenda Clayton.

Treasurer’s report

$953.72 balance of food account and $346.60 balance in regular account less the food for the March meeting.

Welcoming committee – introduce new OS members

Cheryl Fifield in the Bursar’s Office
Katrina Harris, BSW
Laurie Reed- Social Work/Nursing

SPPC news – Michelle Marsh

Michelle did a brief overview of upcoming SPPC initiatives. This overview included the health care audit reporting from the system office continuing with requests being sent out in the next few months requesting all employees to provide verification of dependent care. If you are married, you will need to provide a marriage certificate to verify your spouse’s eligibility for health care. If you have children on your healthcare plan, you will need to provide birth certificates of your children as well. Further information will be coming on when these documents are due and where they should be submitted.

Michelle also provided an updated to the SPPC work on the revisions to the healthcare plan. The committee is down to two options which the campuses will need to review and opt for one of the two. The differences of the two are an increased premium compared to a deductible and increased copays. The SPPC committee will be holding open forums for both PAT/Faculty and OS members to review the two options and explain the differences in each. The forums will be taking place on April 29. Information regarding the options will be forwarded to all via email from the HR office for everyone to have the opportunity to review the options and formulate and questions they may have at the open forum. A reminder to anyone who is unable to attend the April 29 forum or who is not comfortable speaking at the forum to
forward their questions or concerns to either Colleen Kenny (X52342) cmkenny@plymouth.edu or Michelle Marsh (X52767) mmarsh@plymouth.edu. Your questions will be answered.

Constitution and Bylaws proposals

- Articles I – VII – Diane Tiffany and Senate – changes reviewed
- All remaining bylaw changes were tabled till June for further review and discussion as this meeting did not have sufficient time for review.
- Bylaws committee - Linda O’Donnell – tabled review till June for further discussion
- Nominating committee – Tamara Mahoney and Karen Schaffner
- Safety committee – Mary Petz, Rachel Roy, Robert Giroux, Kathryn Melanson
- Welcoming committee – Brenda Gleich, Debra Underwood, Angela Uhlman
- Distinguished Operating Staff Award (DOSA) Committee – Diane Tiffany
- Sara Jayne Steen OS Service Award (SJSOSSA) Committee – Diane Tiffany
- SPPC representatives – Colleen Kenny, Michelle Marsh
- University Environmental Committee (UEC) – Fran Bean
- Welfare committee – Mark Casale, Mary Washburn, Sharon Osgood, Jane Bjerklie-Barry

11:15 Presentation on “PSU Pickupapaloosa” – Jeremiah Duncan

A very good presentation was provided by Jeremiah Duncan on his efforts with PSU Pckupapaloosa. Jeremiah’s goal is the change the culture of students regarding their ownership and responsibility for the environment. Jeremiah encourages everyone to do their part and participate by carrying a bag with them as they walk across campus or in the Plymouth community and to pick up any trash they see on a regular ongoing basis. As a follow-up, the OS will be participating in their own Pickupapaloosa which is scheduled for Earth Day – Friday, April 22.

Announcements

Questions/comments on committee/representative reports on blog/announcements

Other announcements from Speaker/Senate/OS members

A reminder that volunteers are being requested for Spring Fling weekend as well as graduation. Please contact Kim Bownes if you would like to volunteer for either of these events.

Next meeting is May 11 at 10:30 in Heritage Commons – DOSA Celebration!

50/50 drawing – Good luck!

COMMITTEE REPORTS

Travel Assistance Benefit:
Our Travel Assistance program has been in existence for over 3 years and is discussed by an HR representative at every new hire benefit overview. In addition there is a representative at our Benefit Fair each fall with information on this program. The benefit is provided through ING and I have included the link. http://usnh.edu/hr/benefits/pdf/ING_Travel_Assistance.pdf

PAT COMMITTEE REPORT

PAT April 1, 2011 Meeting Highlights:
Observer to Student Senate – Terri Potter reported that the last Student Senate meeting of the year would be on April 17th. Elections are starting shortly. All of the CEA funds are gone and the Student Senate is wrapping up their business for the year.

Parking Committee – The committee busted out into sub-committees in order to address the following issues: I-PARQ, lot maintenance, and long-term planning. Members should be prepared to discuss these issues at the next meeting on April 29th.

SPPC – Phil Atkinson reported that 14 items were looked at on 03/21/11. The retirement vote for a 1% reduction was unanimous, ARC is eliminated for new hires, currently the pay-in’s are 6 & 10 and 2 & 4. Looking at adding a 4 & 6. David Drew and Joan Tambling at UNH say that the 4 & 6 may save the $1.8 million. Matching portion of retirement is forfeited until 3 years. The full committee will meet again on 04/12/11.

Honorary Degrees & Awards – Heidi Pettigrew mentioned the e-mail about the call for nominations that went out in an e-mail yesterday. She reiterated that the nominations deadline is April 22nd.

Athletic Council – Angel Ekstrom reminded PAT constituency that the Academic Performance Criteria was passed by the faculty in late February. She went on to talk about the rights of transgender athletes and our responsibilities toward them. No policy is likely to be written until the NCAA comes up with theirs. There is a full search for a Women’s Ice Hockey coach going on. “Sport” or “Stunts” as a designation for Cheerleading is also awaiting word from the NCAA. Title IX suggests we should be adding a women’s sporting team every three years. PSU adds one every decade on average.

Scholarship – June Schlabach stated that today is the deadline for students to apply for the PAT Scholarships. Eight students have applied; expecting 2 more applications.

Nominating & Balloting – There will be an e-mail going out today to announce the commencement of nominations. This is already on the blog. Voting begins on 04/19/11. In order to help constituents decide if they will run for a particular PAT position/committee position, a brief description, along with a purpose statement and the approximate time commitment to the office/committee will be available on the blog shortly.

Professional Development – Gail Carr indicated the Tom Weeks had sent in a report so she just reiterated on 03/23/11, the NH Federal Credit Union gave their Brown Bag Lunch presentation, that with a little less than forty-eight hundred dollars left to award, the next deadline for P.D. funds is 04/06/11, and that members will look over the applications at the next meeting which is on April 13, 2011.

Announcements
  Kim Bownes is looking for Commencement volunteers.
  Terri Potter is still in need of Yellow Jacket Patrol members – on foot, bike, or at concert.
  Rodney also mentioned Sunday morning clean-up after Spring Fling needs folks, too.
  Angela Adams talked briefly about Graduate Commencement – this year there will be a “family-friendly” zone and the reception will be at the Welcome Center.
  Heidi Pettigrew will attend the Annual New Hampshire Women in Higher Ed Leadership Network.
  Heather Huckins reminded PAT’s that the Distinguished PAT and May PAT meeting will take place in the Newfound Room at Prospect Hall.

  Students, faculty and staff can get a free passport photo (others pay $7) on April 2nd. Passport processing will take place at the Welcome Center from 10:00 AM to 2:00 PM according to Debbie Regan.
  Karen Uricoli paid tribute to Gail Carr for her 30+ years on the Fundraising Committee and presented her with a flower arrangement with thanks.
  New Faculty initiative for a new yearly scholarship, new Advancement initiatives for the General Scholarship Fund with a big push for “current use” money to be used as student scholarships.
The recent Eagle Pond Author Series featuring Robert Frost’s poetry was a sold-out success with National Award winner, Donald Hall, as the featured speaker. Our new Bursar attended and raved about her “1st New England Experience”.

Due to the storm today and low turn-out for this meeting, the Fundraising Committee will wait until next week to finalize the ticket sales for this current fundraiser. As of today, the total raised is $795. Gail reports that there should be more money turned soon.

Respectfully submitted,
Mary E. Petz

FACULTY COMMITTEE REPORT

Faculty Meeting Notes
April 6, 2011 Meeting
Kit Otto, Faculty Observer

Faculty SOS Scholarship Established
The faculty, in consideration of the scholarship fundraising done by the Operating Staff and the PAT’s, has established the “Supporting Our Students (S-O-S) Faculty Scholarship Fund.” They began their fundraising with a raffle held during this meeting for a $100 Common Man gift certificate. Raffle tickets sold briskly. I heard that a couple of people had thrown in $100, and the total raised came to a little over $600. Scott Coykendall, faculty speaker, did a persuasive job of explaining how this scholarship effort had come about, and stated that the memo of understanding "had been signed just a couple of hours ago.” During discussion, one faculty member got up and recounted her own story, that she would have ended up as an administrative assistant (graduating from a local community college) without the financial help she received to attend college. Therefore, she announced, she had written a check for $1,000. She presented the check to Pres. Steen on the spot, to a round of applause and a comment from the group, “Well, that ups the ante!” The faculty then approved the motion to set up a 5-person fundraising committee. The faculty comments in discussion about the scholarship, and about this motion, showed a spirit of generosity and an acknowledgment of the students’ need.

Liz Ahl won the raffle for the $100 CMAN gift certificate.

Other Motions
A motion to give the faculty speaker a one-course release during his year as speaker was discussed. The vote was so close it required a count of hands. It was defeated 31-29.
A motion from the faculty welfare committee to select two faculty members to service as SPPC reps (instead of one member currently) was discussed and returned to the faculty welfare committee for further clarification. Again a show of hands was needed.
The general education committee had several “resolutions” that they reported to the faculty, including potential changes/enhancements to the student course evaluation process and other items that should help set the stage for a (potential) review of the general education program sometime in the future. Jeremiah Duncan was on the agenda at the end of the meeting to talk about “recycle mania” if there was time. It was 5:00, but he promised his presentation was only about 5 minutes, so the faculty said, "5 minutes-go for it." The faculty was enthusiastic. The operating staff has subsequently seen Jeremiah’s short, compelling presentation that ends with a challenge to “clean up the town”, the "PSU Pickupapalooza".
The regular meeting adjourned at 5:30 and was followed by an additional “cost-cutting” brainstorming session for marathon attendees.

SAFETY COMMITTEE

No report till next meeting.