### Operating Staff Meeting Minutes

**JUNE 8, 2011**

**10:30AM HUB HAGE ROOM**

<table>
<thead>
<tr>
<th>FACILITATOR</th>
<th>Diane Tiffany, Operating Staff Speaker</th>
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<td>NOTE TAKER</td>
<td>Tamara Cocchiarella</td>
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#### AGENDA TOPICS:

- **APPROVAL OF APRIL MEETING MINUTES**
  
  **DISCUSSION**
  Motion made to approve April meeting minutes made by Mark Casale, and seconded by Nikki Nunes.

- **TREASURER’S REPORT**
  
  **DISCUSSION**
  Balance in the treasury reported to be $2,863.72. Balance in the food account reported to be $307.60.

- **WELCOMING COMMITTEE**
  
  **DISCUSSION**
  Welcome to the following new operating staff members: Cheryl Fifield (Bursar’s Office), Katrina Harris (Physical Plant), Laurie Reed (Social Work and Nursing), Kathleen Peverly (Residential Life), Bruce Ballou (Physical Plant), and Jacklyn Slavick (Physical Plant).

- **ANNOUNCEMENT OF 2011-2012 SENATORS, COMMITTEE MEMBERS AND REPRESENTATIVES**
  
  **SENATORS:**
  Speaker: Jennifer Frank
  Speaker-Elect: Fran Bean
  Academic Support Senator: Tamara Cocchiarella
  Administrative Office Support Senator: Colleen Kenny
  Building Services Support Senator: Cresta Lamontagne
  Maintenance Support Senator: Kerrie Williams
  Student Affairs Support Senator: Debra Underwood

  **BYLAWS COMMITTEE:**
  Diane Tiffany
  Linda O’Donnell

  **FUNDRAISING/SCHOLARSHIP COMMITTEE:**
  Tanya Jollie
  Nina Baker
  Jen Smith
  Brenda Clayton
  Kelsey Donnelly
  Christine Hoch

  **NOMINATING COMMITTEE:**
  Karen Schaffner
  Tamara Mahoney

  **PROFESSIONAL DEVELOPMENT COMMITTEE:**
  Tamara Mahoney (PFA)
  Jane Barry (PSA)
  Fran Bean (At-Large)
  Trudy Pelletier (PRP)
  Liane Sutcliffe (PAA)
CONCLUSIONS
We have two vacant positions in the Welfare Committee and the Fundraising/Scholarship Committee. If there is anyone interested in serving in either of these positions, please contact Diane Tiffany at 535-2592 or dtiffany@plymouth.edu.

FUNDRAISING/SCHOLARSHIP COMMITTEE

NIKKI NUNES

DISCUSSION
Nikki asked that $2,000 be moved from the Operating Staff treasury into the OS Endowed Scholarship payout account. If approved, that would leave the OS treasury at $863.72 and the payout account of the OS Endowment to be $5,893. Christina Schaefer asked about the difference between the OS treasury and the endowment account. Diane explained that the principal of the endowment account is an interest bearing account. A motion to approve the transfer of $2,000 from the OS treasury into the payout account of the endowment was made by Mary Petz and seconded by Christina Schaefer. Nikki announced three scholarship awards were given in the amount of $750 each to: Nate Obin, Amberlee Barbagallo, and Savannah Fitzpatrick.

BYLAWS PROPOSALS
DIANE TIFFANY

DISCUSSION
Diane received a lot of feedback regarding bylaws and changing them. After discussion with Linda O'Donnell, it was decided to create Appendices to the end of the bylaws that would include the duties, and how-to’s. Consequently, the bylaws can serve as the basic function of the Operating Staff. Mary Petz and Christina Schaefer asked for clarification on whether bylaws would be voted on and appendices would or would not be. Diane stated she believed the appendices would not be voted on and would
remain the ownership of the committee members. Linda O'Donnell stated this clarification would need to be included in the bylaws. Diane decided to move forward with the Committee Bylaw changes and table Articles I-VI that included the proposal to change the wording of "Senators" to "Executive Council" members and those attending meetings as the "Operating Staff Senate". Diane clarified the reasons behind this proposal are in keeping with other governing bodies on campus and in the University System. Christina Schaefer brought forward her concern of the word "senate" as it implies someone elected. Diane asked the Operating Staff to think about this over the summer.

**WELCOMING COMMITTEE**

**BYLAWS PROPOSAL**

**DISCUSSION**

Deb proposed that while there are currently three (3) members on this committee, it would be in the best interest if one of these members were from Physical Plant. Jen Frank made the motion to accept the proposed change with the amendment to include all groups under Physical Plant (PFA). Motion was seconded by Robin Bryant.

**SPPC REPRESENTATIVES**

**BYLAWS PROPOSAL**

**DISCUSSION**

Michelle wanted to be sure the operating staff is clear that although there are two elected representatives, only one votes. The proposed changes include changing CLL (College for Lifelong Learning) to GSC (Granite State College) and in keeping with the University mission, to encourage representatives to carpool. Motion to approve the proposed changed made by Nikki Nunes and seconded by Debbie Cole.

Michelle also gave an update on our benefit changes as part of Total Rewards. A resounding 75% of those who voted chose the deductible option with $200 deductible for an individual and $400 for a family. As of January 1, 2012, we will be self-insured. All details highlighting these benefit changes and others can be found on the HR blog: [http://hr.blogs.plymouth.edu/total-rewards/](http://hr.blogs.plymouth.edu/total-rewards/)

**UNIVERSITY ENVIRONMENTAL COMMITTEE BYLAWS PROPOSAL**

**DISCUSSION**

Fran brought forward the function and composition of the UEC to be included in the bylaws. Motion to approve this proposal made by Kit Otto and seconded by Karen Schaffner.

**FUNDRAISING/SCHOLARSHIP COMMITTEE BYLAWS PROPOSAL**

**DISCUSSION**

Nikki proposed to change the name of this committee to the Scholarship Fundraising Committee to better reflect the committee's purpose and to make clear expectations of committee members to fundraise (solicit dollars). Duties will move to the appendix. Karen Schaffner suggested adding the number of meetings committee members typically attend (which can be weekly). Nikki also proposed the change of including that a minimum of one (1) scholarship of at least five hundred dollars ($500) will be awarded each year. The motion to approve these changes was made by Debbie Cole and seconded by Deb Underwood.

**SPECIAL NOTES**

- Due to time, all other committee bylaws changes will be tabled until the fall.
- Linda Wirth wanted to be sure everyone was aware of President Steen’s email regarding SIP’s (Separation Incentive Plans) and reduced time. Mark Casale wanted to make sure everyone was clear that any change in percent time would need to be approved by supervisors and result in a permanent change to the job position and in funding.
- There was no 50/50 drawing, so it was promised to have two (2) drawings in the fall.