Welcome and Introductions

Speaker Jen Frank opened the meeting with the answers to the September OS meeting ‘Question of the Month’. The Question was “What does SPPC stand for?” The answers provided by the OS were very imaginative and fun to see, with the correct answer being System Policies & Procedures Council.

The September minutes would typically have been approved by the OS at this meeting, however, in order to allow OS more time to review the minutes on the blog, the approval of the September and October minutes will be held at the November meeting.

Brenda Gleich from the Welcoming Committee provided the names of new employees at PSU since our last meeting. They are:

Jennifer Cerami, Administrative Support Coordinator - Office of the Deans
Christopher Lingsch, Building Service Worker - Physical Plant
Maridel Pafundi, Building Service Worker - Physical Plant


Amy presented on the new Physical Plant work order system “School Dude” and provided a work order completion walk through. There are two “Work Order” links listed on the myPlymouth website which is causing some Telecom work orders to be completed in the Physical Plant work order software. This was brought to the attention of ITS requesting some clarification between the two sources.
Potential Parking Changes

Speaker Jen Frank provided information on parking proposals which will be discussed further at our November meeting.

Bylaw Meeting Review

As stated at our previous OS meeting, the Bylaw Revision meeting was held with only 10-15 OS members attending. There were some bylaw revisions which will be posted on the blog. The question was posed as to whether having 10-15 OS members in attendance was sufficient representation. Based on comments during the meeting, it appears that OS feel as long as the changes are included on the blog, they are supportive of having bylaw meetings separate from our monthly meetings.

It was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.

Upcoming Office Clean Up: IT

The ITS Department is planning a Spring Clean Up for 2012 at which time departments can dispose of any unwanted office supplies. The plan is to collect all items from each department and have a day or two swap where any department can come and take what they need. This will provide departments with the opportunity to supply another department with items they no longer need. More to come on this topic.

Academic Calendar Task Force

Brenda Clayton presented an update on this group who is charged with a review of the start and end date of classes as well as a review of the holidays that are taken through the year. If you would like to provide input to this group, please forward your comments to Brenda Clayton.

Fundraising Bake Sale

The Fundraising & Scholarship Committee is happy to report that they raised $220 from the bake sale at the Homecoming Game. Thank you to all who either provided baked goods, worked the bake sale, or attended.

Treasurer’s Report

- Regular Account - $1,173.23
- Coffee Account - $229.60

Volunteer Sign-Up Sheet

A reminder: Any OS members who would like to provide a baked good for future OS meetings to please put their name on the sign-up sheet. Thank you to Mary Petz and Michele Escobar for their delicious desserts at this meeting.

Immediately following this meeting was the Sara Jayne Steen Operating Staff Service Award Celebration. Angela Torsey from Financial Aid was the awarded recipient. Congratulations Angela.

Respectfully submitted,

Colleen Kenny