Welcome, Introductions and Question of the Month discussion

The OS Senate and all committee members stood and introduced themselves to the Operating Staff. New employees were also introduced and welcomed. Each table was requested to introduce themselves to each other and to discuss and answer the question of the day on the table. This task seemed to be enjoyed by all and quite an array of answers were provided for the Question of the Day which was, “What does SPPC stand for?”

David Matta – Referencing changes to Printing/Copier

Dave presented to the OS explaining the decision to replace the printers/copiers across campus, the cost savings provided by these changes and the roll out plan. While departments are not required to completely utilize the replacement copiers/printers, there is a substantial cost savings to departments to do so. These MFD (multi-function devices) can handle copying, printing, scanning and faxing. There is a summary of the plan on the ITS/Business Services/Print Management if anyone needs more information. You can also contact Dave Matta directly at dematta@plymouth.edu if you have specific questions or concerns.

Committees: Support of volunteers, increased communication, Reports, Community Service/Community Building Initiatives, Meetings, Increased Attendance, Valuable Experience, Bylaws.

Speaker Jen Frank discussed the need for all OS to support each other on campus, especially in light of the recent damage done by Storm Irene. This storm impacted many buildings on campus which provided Physical Plant with an abundance of unscheduled work involved in clean up, moves and restoration. It is requested that OS speak on behalf of our Physical Plant employees when and if we hear remarks that may be derogatory in nature regarding the timeliness of work orders being completed.

OS committee reports are requested to be emailed to Colleen Kenny at cmkenny@plymouth.edu the week prior to an OS meeting so they can be included in that meeting minutes. A formal for committee reports is being created and will be forwarded to each committee once it has been completed. This will provide a standardized report for each committee and will ease the burden of editing, formatting, etc. to be included in the minutes.
President Steen has requested that this year we think about Community Building Initiatives. We, as the OS, need to really think about ways we can bring the community and PSU employees and students together. If you come up with any good ideas, please contact Jen Frank for discussion at our next OS meeting.

As always, we would like to try and maximize our OS meetings with as many members there as possible. We would like to make these meetings to be about what the OS want/need and need the input of all to make these meetings as successful as possible. Please email any topics or speakers you think would be of interest to the OS to Jen Frank.

Discussion regarding the completion of the bylaws updates/changes. A separate meeting will be planned to focus specifically on the bylaws and their revisions. This will allow the OS meetings themselves to be focused on speakers and topics of interest and allow the bylaws meeting to involve those members of the OS who are truly interested in the changes/revisions to same. Diane Tiffany made a motion that the bylaws be updated via a separate meeting from the OS meeting which was seconded by Karen Schaffner and voted unanimously in the affirmative by all. It was stated that changes to the bylaws would be reported back to the OS regularly. The first meeting to address these bylaws changes will be scheduled in approximately 2 weeks from the OS meeting allowing those interested the option of attending. Speaker Frank will notify OS via email of the schedule day, time and location of the bylaw meeting.

Farewell events for OS were discussed to clarify policy on this issue. While it seems that many OS have left and have not had the farewell that is typically provided to PAT’s, Faculty or above, Speaker Frank inquired with the President about this very issue. This appears to be a policy that is not necessarily known by all Supervisors. The policy states: the choice whether or not to have a farewell event if first up to the departing person, OS or otherwise. If the departing person would like a farewell event, it is the direct Supervisor or Department Head that is responsible for planning the farewell event. Due to the fact that it appears that all Supervisor or Department Heads do not realize they are the ones to support such an event, HR will be putting this information into new supervisor packets and will be sending same to current supervisors. Any food for the farewell event is to be paid from department funds. Gifts to the person leaving are to be paid from personal funds of the department employees. In cases where the person leaving has been employed with the university for a certain amount of years, President Steen may choose to provide a gift if the Supervisor or Department Head contacts her in this regard. It is also the Supervisor or Department Head’s responsibility to notify other employees of the farewell event via their choice of notification whether it be to their department only or to the PSU campus which they may do via FYI or some other method. FYI is the #1 choice for this notification as it reaches more people than any other method.

Treasurer’s Report: Regular account balance: $944.77; Food account balance: $229.60

SJSOSSA: This event will be held on October 12 with the gift via a juried art show.

Food Volunteers: Sign up for future OS Meetings will be available via a sign-up sheet. Encouragement to share this responsibility is encouraged.

All future OS meetings will be held from 10:30 to 11:30 and in most cases, if possible, in the HUB Hage Room.

Respectfully submitted,

Colleen Kenny