Welcome & Introductions

- Approval September/October Minutes (skipped till December meeting)
- New OS employees – None
- Question of the month

Speaker

- HR – Karen Schaffner & Sherry Osgood Re: Benefits Changes

An informative presentation regarding health, dental and prescription changes that will take effect January 1, 2012. The power point that was displayed along with all printed documents handed out during this presentation can be found [here](#) and the pdf is located at: [here](#). All OS are encouraged to review this information in order to be fully informed of the upcoming changes.

Goals/Topics

- OS Handbook – the latest edition of the Operating Staff Handbook is available for all OS on the HR website. The Senate will be reviewing this handbook for purposes of updating to ensure it is accurate and complete. All OS are encouraged to review the OS Handbook as well and forward any comments, suggestions or changes to any member of the OS Senate for review during this process.

- Potential Parking Changes – The information provided to OS during a previous meeting will be discussed at our December meeting by Frank Cocchiarella.

REMINDER: The second OS Bylaw Review will take place TOMORROW 11/10/2011 in the Hartman Union Building Hage Room from 1:00 - 2:30PM. Please come join your Senators and Bylaw committee as we look to ratify the new bylaws and in particular the sections on the articles.

Announcements

- Fundraising: Festival of Trees – This annual event once again encourages all OS individually and/or with their departments to provide a themed tree for this year’s festival. During the afternoon of December 1, all trees can be set up in the Senior Center and will be open to the public from 10:30-8 on Friday and Saturday. Please provide your Survey Monkey submission of your tree or to volunteer for this very busy event via the attached form or the following link: [www.surveymonkey.com/s/osfestivaloftrees2011](http://www.surveymonkey.com/s/osfestivaloftrees2011)

- Academic Calendar Taskforce – The work of this taskforce is near completion with adjusted dates which will move up the first day of classes closer to the move in date
providing students with a more structured environment for the beginning of the academic year. Some holidays currently offered to staff will be moved to accommodate this revised calendar, however, staff will receive the same number of holidays as in previous years. Reminder that one of the reasons for this taskforce was to ensure PSU has sufficient seat time for students per NEASC. More information to come upon the completion of the academic calendar.

- VPEMSA Search Committee – The ad is now out to the public and the application review process is in progress.

Wrap-up

- Volunteer sign-up sheet – Thank you to Kathy Peverly and Karen Rosolen for this month’s snacks. If you haven’t done so recently, please sign up for a date that you are able to provide snacks during our meetings.

- 50/50 – Congrats to Barb LaJeunesse!

New Business

- *Student Activities Office is looking for a Student Fellow – please see here for more information or contact Deb Cole.

- OS Pictures – A request has been made to Jen Frank for snapshots of OS while doing the things we do. If you like taking photos, they are being requested as part of a short presentation which is currently in the works. As always, please be sure the OS member you are photographing has no objection to being included in this presentation and forward your photos to jfrank1@plymouth.edu

- The Principal Administrative Task Force is seeking one OS employee representative to participate in the next round of PA evaluations. The expectations for members on this committee would be attendance at 2-3 three meetings spread throughout the course of the evaluation process with the bulk of the work being done electronically via e-mail. The first meeting would likely occur towards the end of December and as a result, they are looking to have the OS representative identified and submitted before Thanksgiving. If you are interested in volunteering to be a part of the Task Force, please e-mail jfrank1@plymouth.edu your name and indicate your desire of such by Monday, November 14, 2011 at 9AM. If more then one individual submits their name for consideration, a ballot will be distributed to all OS for final voting consideration.

- The Student Senate is likewise seeking one OS Representative to attend their meetings. The meetings occur on Sunday evenings at 6pm and run from 1-4 hours in length. The meetings occur in the Hartman Union Building Senate Room on the second floor next to the Print Shop. If you are interested in attending these meetings as the OS Representative, please submit your name by e-mail to: Jfrank1@plymouth.edu on or before Monday, November 14, 2011 at 9AM. If more than one name is submitted, we
will look to create a rotating basis for attendance so that as many individuals who have a desire to attend, may do so.

- Reminder that OS Professional Development Funds are still available. If you are planning on participating in any professional development courses/workshops/seminars, please remember to utilize this valuable benefit.