Operating Staff Meeting Minutes  
June 10, 2015  
10:30 – 11:30 a.m.

OS Speaker, Kathy Peverly, opened the meeting by introducing herself and welcoming all to the OS meeting. She then introduced guest speakers Denise Normandin, Program Manager – Healthy PSU and Professor Barbara McCahan.

Denise provided information on the Employee Assistance program, APS Healthcare through USNH. To access monthly webinars and many valuable employee resources, go to www.apselplink.com and enter code USNH. Denise spoke about Tandem Care, part of Harvard Pilgrim health care benefits. Tandem assists employees in finding outpatient services at lower costs, passing the savings on to employees. Just by calling, you may receive a $20 check and if you use the lower cost provider, you may get reimbursement for a portion of the difference in cost. One OS member mentioned going to a healthcare clinic in Meredith and received a $150 check for having blood work done there vs. in Plymouth at the hospital. The net check, after taxes are deducted, will come through Human Resources. Because PSU is self-insured, and health benefits costs are growing 7-8% per year nationally, this is a great way to assist in reduce our insurance costs. Denise talked about Healthy PSU on site opportunities and thanked all who participated in the walk last week with over 200 attending. Go to HR to sign up for Passports for Health, and get interactive walking maps of the area and see those who have joined on the Wall of Walkers. This three year project, coordinated by the Center for Active Learning and Center for the Environment is the beginning of a regional project. The interactive part includes using the QR codes on PSU buildings which provide walk times between buildings. Barbara stated that she is applying for grants to expand the walks to larger areas. More info at: https://www.plymouth.edu/healthy-psu/2015/06/04/healthy-psu-60-day-passport-to-health-walking-adventure/. Please provide feedback to Denise or Barbara on the maps, markings, signage and ideas.

Other activities on campus:

- **Wake up yoga** – Wednesdays at 6:30 am at the Welcome Center; Tues. and Th, in the fall at lunch time. Classes are great for beginners too, with modifications and you just need to wear loose clothing.
- **Drums Alive** – Barbara and five others were trained by Annie Poirier, a PSU Alum, to provide a very different, subtle exercise class which involves drumming. This activity helps you relax, manage stress, provides centering, brain refresh and physical output. Some use foam noodles as drum sticks. For more info: https://www.plymouth.edu/healthy-psu/2015/06/04/starts-june-9th-lets-get-moving-after-work-with-drum-alive/
- **Summer Book Discussions** – Blue Zone (2nd Ed.) and Blue Zone Solutions
- **Mindful Work** – Author Karol Kinane
- **Summerfest** – August 4th Mary Lyon Lawn

For more information on all Healthy PSU activities, check their website http://www.plymouth.edu/healthy-psu/. Denise mentioned the importance of gratitude at work and distributed thank you cards for OS members to write to someone they appreciate at work. They also distributed a survey to help them evaluate the work environments of OS members.

Chris Chiocca spoke about a memorial stair climb to honor the fallen 9/11 firefighters. This 110 story climb will occur on September 13th in Manchester in a 20 story building where participants will climb repetitive stairwells in groups. The $30 entry fee will go to the fallen firefighters fund. There will be training on campus. Contact Chris for more information: ckchiocca@plymouth.edu. (Barbara stated that high intensity, interval training every hour, such as stair climbing is great during work hours. Also showers available in PE Center and Welcome Center.)

Babs LaJeunesse introduced new PSU employee, Adam Donnelly, UPD. A warm welcome to Kelsey’s spouse!
Pat Bahr asked for acceptance of the May 13th OS meeting minutes. Motion to approve was made by Babs LaJeunesse and seconded by Michele Escobar. Minutes were approved unanimously.

Treasurer Debbie Cole will be moving $3,000 to the scholarship fund leaving $3,221.37 in the general fund.

Kathy stated that the Executive Council has been working on the new agenda and asked if anyone had any comments. All attending were fine with the new agenda. There was discussion of possible time change and other ways to have more Building Service Workers attend OS meetings. Please send ideas to Kathy Peverly: kpeverly@plymouth.edu. Kathy read the March 19th email from Caryn Ines, Interim HR Director which states that all supervisors should encourage their employees to attend OS meetings.

With the new OS leadership, Kathy will be asking for committee reports and stated that committee members will change as of July 1. The Council hopes that each committee will select a leader to present reports at the OS meetings, and that reports be received by Kathy in advance of the meeting to assist the recorder. The draft minutes will be posted online within a week of the OS meeting. Kathy will send the agenda and prior meeting draft minutes by email one week in advance of the OS meeting.

Coffee had been provided by Sodexo in the past. In order to save costs, Michele Escobar has been providing coffee. Executive Council suggests a refreshment committee with OS members signing up to provide snacks at the meetings. Kathy passed out sign up sheets and will distribute them again at the September meeting.
Kathy encouraged all who have name tags to wear them at the meetings.

**Introductions** – All OS members attending introduced themselves.

**Committee reports**
- **Nominating Committee** – Karen Schaffner read the newly elected committee representatives names and will email this list to all Operating Staff.
- **Professional Development** – Deb Underwood mentioned the deadline as June 11 to apply for award dollars to assist with costs of webinars, conferences, textbooks, etc. There is $5,204.59 in the fund. Any unused money will not carry forward. The committee has received 13 applications. Deb mentioned that they will meet in July to discuss increasing individual award amounts. An OS member asked that the committee try to schedule a conference on campus for OS members to attend.

**PAT reporter** – Kathy Peverly mentioned that Provost Bernier updated all on the URSA activities and the current state of the budget for 2015-2016 fiscal year. Dr. Birx is starting July 31st and Provost Bernier will take over presidential duties in the month of July. Mark Fischler and Patrick Cate, Deans handling the largest incoming Freshman class, will be working hard towards retention. Terri Potter is the new PAT speaker.

**PBLG** – Michele Escobar said that they are heavily involved in URSA, determined credit and non-credit generating programs and now training report writers throughout the summer. USRA is on schedule.

**Announcements** - Pat Bahr stated that Dr. Birx is on campus for a two day transition visit meeting with Cabinet members and others.

**50/50 winner:** An OS member from Physical Plant should be in charge. Chris Chiocca was selected. Deb Underwood won the 50/50 raffle and $6.00 was deposited to the general fund.

Speaker Kathy Peverly thanked all and meeting was adjourned at 11:35 a.m.

Respectfully submitted by: Pat Bahr