Operating Staff Meeting Minutes
September 16, 2015
10:30 – 11:30 a.m.

OS Speaker, Kathy Peverly, opened the meeting at 10:37 a.m. with a welcome to all. She then introduced Babs LaJeunesse of the Welcoming Committee. Babs stated that we have fifteen new employees and introduced them by name and department. Those present stood and were welcomed by applause. Kathy then introduced President Birx as the first guest speaker, to be followed by Denise Normandin of Healthy-PSU.

President Birx spoke about University Day attended by most of the OS members present today as demonstrated by a show of hands. He also spoke about clusters and asked how people felt about the new vision. One member commented that it would be nice to discuss these ideas outside of their department as it can be uncomfortable and difficult within their own area. President Birx took note, and then stated that the reason for clusters is to give PSU a unique focus, new role so that we explore what we do together so the rest of the world understands what we do. The URSA process is a good start in prioritization. He stated that PSU is a great place with many opportunities and he is excited about the year ahead. He said we need to be willing to change to get ahead of changes rather than being a victim of change. He said he welcomes our ideas and welcomes any input from OS members. A comment was made that it is nice to hear that all are valued in this organization and that URSA allows us to reorganize and change with commitment to using current employees to move forward. President Birx said that we want to eliminate tasks, do things differently and do more rewarding work, using an inclusive method. A question was raised as to where the discussion is now and how to provide input and utilize data. President Birx replied that Cabinet members are working on ideas using Michael Porter’s goodness and strengths theories to build clusters. This process involves combining areas that may be strong with those that are good, but not strong and invest resources in good areas so they become strong. He mentioned that the URSA process will continue through year end. Preliminary ideas for possible clusters have been prepared and will be presented at the USNH Board of Trustees retreat tomorrow to open the discussions. Our ideas are welcome and he asked for all to be a part of this by providing input. The talk from University Day and notes from Don will be posted on the PSU website. In the interim, President Birx asked that we all look at how we are doing things, how to consolidate or eliminate some without worrying about your job. He said we need to free up time to work on clusters so we are not adding more work. President Birx said not to be fearful as we cannot afford to hire new people. An OS member said there is not a clear understanding of what the intention is with clusters; and there was concern that URSA data would be used to eliminate positions. She said the Criminal Justice program could have collaborative efforts with Biology as many of the CJ majors are interested in Fish & Game. President Birx said yes, and URSA will give direction so that the integrative sum is greater than any individual part. He asked what we think PSU would look like five years from now. Already thinking that Criminal Justice could be included in a cluster called Justice & Security involving cybersecurity, national security. He said we are looking at about six major tracks of areas of study so students come out with breadth, key skills in other fields such as Biology. Gen Ed courses can be themed with clusters. We can start to build communities that build these discussions. We need to give students critical skills to solve problems to leverage them for the future.

Denise Normandin followed with a Healthy PSU update.

Employee Wellness Campaign – Prostate Awareness session included testimonials. An employee shared with Denise her significant weight loss progress and results in becoming healthier, more energetic, improved outlook, perspective and purpose.
Biometric screening – will occur September 22, 23 and 24. Sign up for the screening via email, complete questionnaire and you could receive up to $400 credit on health insurance premium. Caryn Ines stated that if both spouses work for PSU, look at whether each employee should sign up as there could be better savings that way. The discount will show on employees’ paystub. For more information: https://www.plymouth.edu/office/human-resources/employee-info/benefits/mypath2wellness/

A draft policy has been created as a USNH Campus initiative for a tobacco free campus. There are free resources, patches using a 603 exchange to obtain these services by calling 1-800-QUIT-NOW. The survey results show 82% of respondents think a tobacco free campus is a good idea. For more information see https://www.plymouth.edu/healthy-psu/tobacco-cessation/

- Kathy read the purpose of Operating Staff which can be found at:
- Kathy introduced Erich Heron as a Building Service Worker on the OS Executive Council. Kathy read all the OS Committee names and members and asked for reports.
- Pat Bahr asked for acceptance of the minutes from the June 10th meeting. After a motion to approve by Nikki Nunes, seconded by Kara Barker, the minutes were approved.
- Debbie Cole gave the Treasurer’s report stating that there is $3,776.89 remaining in the General Fund after $3,000 was given to the scholarship fund in June. There is approximately $40K in the endowment fund, where OS scholarships are given from the interest in that account.

Committee reports

Professional Development – Deb Underwood mentioned The Professional Development committee will continue to meet on the 3rd Wednesday of each month. The deadline to submit applications will be the 2nd Wednesday of each month. The amount of the awards has been increased this year to $ 550.00 per employee. A special thank you to Michael Cosma for placing the 2016 application on the OS Blog. OS representatives for the current year are: Barbara Adams, Jessica Fabian, Christine Hoch, Liane Sutcliffe and Debbie Underwood. We will be meeting tomorrow. Terri Potter and Ashley Phillips will be joining us to talk about other professional development opportunities. The current balance in the account is $ 11,704.17.

PAT reporter – Kara Barker mentioned members of the PAT has a breakfast was graciously provided by Frank/Sodexo to celebrate PAT’s 40th year. President Birx spoke at their meeting. Rich Grossman presented on URSA and where the university is in the process. Eric Hoffman, Chair of the credit generating review committee and Joanne Guillmett, representative of the non-credit generating review committee answered questions about the review process. Terri Potter, Speaker, gave a brief history of the PAT. Prior to the formation of PAT, there were two groups of employees, OS and Faculty. Many employees were not represented, RD’s had no medical and no retirement. Group was formed in 1975. Denise Normandin spoke about Healthy PSU and upcoming events. The 911 stair climb was announced. Dom Medaglia-Brown, Grady Arno and Ayla Steere spoke about the event.

Welfare – Kathy Melanson stated that a task force is being developed to review paid leave options for USNH operating staff. The Welfare Committee met this week and chose a representative to be part of that task force. Currently there are representatives from Granite State College, UNH and Plymouth State. After the initial meeting of this task force occurs, we will share information with the group.

Faculty Observer – Kit Otto stated that she didn’t get to the September meeting but Ashley Phillips took great notes. The bulk of the discussion was regarding the URSA committee and confidentiality. Marsi Wisniewski is the only OS
member who is an evaluator. As a representative of the non-credit generating review, she spoke about the confidentiality agreement that covers during and after the URSA process. She said it is extremely serious and fair; all discussions will be available to all when the process is completed.

**Fundraising/Scholarship** – Nikki Nunes reported that it is not too early to think about the Festival of Trees which will occur December 3-6, with pick up on December 6th. She said more information will follow.

**Announcements (Shout Outs)** -

Kelsey Donnelly has joined Babs LaJeunesse in the Center for Student Success.
Commission on Diversity will be organizing and planning a meeting in the near future.
Denise Normandin stated that the Wall of Walkers is on the website – 13 newly mapped walking routes and 35,000 steps containing 17.5 miles. Check the website for the 2015 walks completed this past summer by 15 people at [https://www.plymouth.edu/healthy-psu/2015/07/31/coming-soon-healthy-psu-will-have-an-excitng-announcement-stay-tuned/](https://www.plymouth.edu/healthy-psu/2015/07/31/coming-soon-healthy-psu-will-have-an-excitng-announcement-stay-tuned/)

Keeping You, Me and Memories Alive (KYMMA) – Roberta said this event is coming up (Sept. 26th) and she will be dressed in costume again. All money raised is for local families.

50/50 winner: Pat Bahr won and $10 was given to the general fund.

Speaker Kathy Peverly thanked all and the meeting was adjourned at 11:42 a.m. after a motion by Peggy Davidoff, seconded by Kathy Melanson, and all were in favor.

*Respectfully submitted by: Pat Bahr*