OS Speaker Kathy Peverly welcomed everybody and introduced the guest speakers.

Guest Speakers- Mark Fischler, Dean of the First Year Experience, and Patrick Cate, Dean of the Center for Student Success, provided an update on the great things happening in the Center for Student Success (CSS) in Mary Lyon Hall – Garden Level.

Patrick spoke first about what services are in the CSS. It includes Undergraduate Academic Advising, University Studies (for undeclared students), Career Services, Internships, Continuing Ed, Testing, Global Engagement, and the First Year Experience. It is an ever-evolving, interactive center to help students create a successful experience in their first year and throughout their entire college experience through:

- Student Success Collaborative – a computer software that tracks students from admission through graduation.
- Junior/Senior degree reviews - done each semester by Deb Tobine and Beth Wichland in an effort to keep students on track to graduate on time.
- Access to internship opportunities
- Career Peer Advisors
- Improving the Withdrawal process – to help students through the process and beyond.
- International Student Engagement/Summer Programs

Mark spoke about what are the hallmarks for a successful first year experience:

- An outstanding orientation program – Adding “Panther Days” the three days before school starts in the fall to orient students to PSU. There will be a dinner that Friday night, August 26, for all new students, staff, and faculty to meet. There will be a sign-up sent out for staff. We want to accomplish three things during these days: (1) To make sure the students get the right information; (2) To build a community atmosphere, and (3) To define campus culture.
- An excellent first year seminar class.
- Block classes – when students develop cohorts with other students.
- Residential programs with themes.
- Peer mentors.
- Having an on-line presence – a student success guide for students and families.
- Outstanding advising
- Non-cognitive factors: life skills that students need to make it in life.

Mark mentioned that since the University Studies program has an 87 percent successful retention rate for their undeclared students based on professional advisors working closely with each one
to choose a major, and, of the students who are in a major, 45 percent of them change to another major, our goal is to have professional advisors not connected to a major for every incoming student.

Denise Normandin then talked about the new On-the-Move Challenge and showed a video explaining the benefits of it. The program is based on our own personal move challenge and encourages Plymouth State employees to move more, sit less, and thrive!

President Birx has approved for every employee to take 10 minutes per day to get away from our desk to move. On-the-Move is based on the program from WELCOA – Wellness Council of America – more information can be found at onthemove.welcoa.org. Denise encouraged people to sign up, and there will be a drawing for a Fitbit for those who do.

The 12-week challenge officially begins on Monday, April 4th at the Kick-off Event at the ALLWell Track from 11:30 – 1:00 PM (where there will be walking instruction, prizes, refreshments, and more) and runs through June 27th. Participants must be registered by April 10. Registration is now open to all faculty and staff. When you register you will automatically be entered into a prize drawing for the “all-new” Fitbit Alta.

Plymouth State University is investing in your well-being by helping our workplace get On the Move. We have committed as an organization to get on the move together! This 12-week physical activity challenge is sponsored by Healthy PSU for all faculty and staff, so there is no cost for employees to participate.

This exciting nationwide employee physical activity challenge was designed by WELCOA, the nation’s premier resource for workplace wellness, to be the first of its kind to get people moving, having fun, and feeling their best. The recognition we will receive for participation will go a long way to setting us apart as one of the healthiest and most attractive employers in New Hampshire.

In Pat Bahr’s absence, Babs LaJeunesse asked for a motion to approve the minutes from the February meeting. Kit Otto made the motion, Chris Chiocca seconded. All approved.

Treasurers Report: Treasurer Debbie Cole announced that as of today there is $9,049.36 in the OS budget.

Committee/Representative Reports – see below

Speaker Peverly mentioned our next OS meeting on April 20 will include a committee workshop to look at each of the committees in an attempt to determine if they are following the by-laws or if the by-laws need to be changed. All committee members are asked to attend. Everybody else are welcome to participate and/or learn about what the committees do.
The May meeting is moved up a week to May 11 because we will be doing the DOSA ceremony. The presentation needed to be done so that the winner can attend the awards dinner the following week.

Stephanie Oleson asked if we could have meeting e-vites for all the OS meetings. Kathy said she could look into that and maybe Chris Chiocca would be able to do that next year when he takes over in June.

The 50/50 winner was Laurie Reed.

Refreshments were provided by Laurie Reed and Kara Barker—thank you!

COMMITTEE REPORTS:

Executive Council - Kathy Peverly, Babs LaJeunesse, Chris Chiocca, Debbie Cole, Erich Heron, Mark Greene
- Reminder to reporters to send reports or “no report” to Pat.
- Committee Workshop for April OS Senate meeting.
- Calendar Invite- Kathy/Stephanie Mackay-Oleson.

Bylaws - Sharon Zec, Linda O'Donnell
- Frank Cocchiarella from the PAT Governance Committee requested to have someone from the OS join them for their February 25th meeting. Chris Chiocca (from the OS Exec. Council) and Linda O’Donnell attended.

Below is the portion of the Governance Committee Minutes regarding that discussion:

Members Pat Plante, Dave Gyger, and FLC represented the PAT’s. Faculty members were invited, but no one was able to attend.

We discussed a few topics that we thought might be mutually beneficial, but first we read the information that was shared at the beginning of the year with the PAT senate about our history. This lead to some discussion on how the OS may want to review their history as well. We discussed how our bylaws do not match up with PAT’s and how we might go about finding a commonality among the groups. This lead to the discussion on how do we know what bylaws best represent the campus. This lead to the overall discussion of what is the governance structure for the campus. We did agree that the group should get together again and that the PAT senate would discuss this further at our next meeting. Frank said he would also share this with the PAT Exec.in their meeting following day.

Fundraising/Scholarship - Christine Hoch, Karla Chierichetti, Kelsey Donnelly, Melissa Furbish, Randy Szabadics, Stephanie Mackay-Oleson, Nikki Ann Nunes
- Nikki asked for a motion to move $5,000 into the Scholarship Payout account and $2,000 to the Endowment account, leaving $2,032. Roberta made the motion, Debbie Cole seconded. All approved.
The committee is accepting applications for the student scholarship. The deadline is March 31, it is for instate students only, and the application goes to Christine Hoch.

The spring fundraiser for a students to buy a $5 ticket to win a parking pass for next year needs more participation. There are four permits total, and Stephanie Oleson mentioned it will be an even greater bargain when the parking permit cost goes up.

Stephanie said stay tuned for more information coming out on the pie throwing contest.

Nominating Committee – Karen Schaffner, Karen Weldon, Fran Bean
Karen said the nominating ballots will be open on April 18 and will close on April 27.

Professional Development - Jessica Fabian, Christine Hoch, Liane Sutcliffe, Barbara Adams, Debbie Underwood
Deb Underwood said they currently have a balance of $2,158.11 and will be meeting on Wednesday, 3/16/16. They have nine applications to review at this meeting and funds for the spring semester will probably be depleted at this meeting.

The Identity Theft brown bag with Polly Saltmarsh from the New Hampshire Federal Credit Union was held on 2/18/16 and had 11 attendees. It was a worthwhile session for those who attended, and she is willing to do more sessions for us.

Our last brown bag of the year will be a chair yoga session with Katie Comeau. This event will be held on 3/21/16 at noontime in HUB 109 and is open to all faculty, staff, and students.

The committee will be reviewing our guidelines for next year's application process at our monthly meeting in June.

Technical Committee - Amy Rice, Michael Cosma
Mike added on the OS blog about TIAA coming and also posted a photo of the Sara Jayne Steen Service Award winner Chris Chiocca.

Welcoming Committee - Amy Magdich, Joan Andresen, Babs LaJeunesse
Babs announced the new hires for December are:
    Hunter Jarvis – Information Support Tech, Lamson Help Desk
    Marlana Solebello – Program Support Assistant, Welcome Center/Ice Arena
There were no new hires in January.
The new hires in February are:
    Amber Conkey – BSW
    Colby Stiles – Academic/Student Services Assistant, Registrar’s Office

Welfare Committee - Lu Ann Humphries, Kathryn Melanson, Mary Hill, Jessie Debow, and Michelle Wright
Committee Report from March 14, 2016 meeting:
The USNH Leave Policy Task Force met on March 2nd in Concord, and Lu Ann Humphries attended in person as the PSU Welfare Task Force representative. The proposal is in the process of final revisions. The focus is on paid leave options available to OS and how they can be enhanced within the current structure without the loss of any leave benefits. Usage of earned time days before access to sick pool is being looked at across bereavement, medical conditions, and Family Leave. The Task Force is looking for examples of bereavement leave and medical leave situations that have impacted OS staff under the current leave structure, whether positive or negative. Please send those examples to a member of the Welfare Committee.

REPRESENTATIVES

Faculty Observer – Kit Otto

Faculty Meeting Minutes
February 3, 2016
Excerpt from Notes provided by Ashley Phillips, PAT Faculty Observer. Thanks, Ashley!

President Birx spent about an hour answering questions about the clusters and his monthly report as faculty expressed their concerns. President Birx reiterated that clusters are a developing process in which he welcomes input and feedback. While there is a push to market ourselves well externally, the internal workings of what clusters will look like will take some time and collaboration. President Birx also spoke about the potential for summer program development with the addition of the new residence hall.

Provost Julie Bernier spoke briefly about her report and the next steps in the URSA process.

Vice President Jim Hundrieser approached the faculty about deciding if they wish to follow their bylaws for the AVP of Enrollment search or allow a condensed search. After much discussion a motion was made and passed that the faculty would be asked to participate first. If the seven faculty members needed per the bylaws do not volunteer, then an abridged process with fewer faculty members can be used. The committee chair should be a faculty member.

Robin DeRosa presented on the Academic Technology and Online Education Committee’s progress with the Phishing Policy. The policy has been redrafted by Rich Grossman and approved by the committee. It is still awaiting cabinet approval. The new policy is focused on education, and letters will not go into the personnel files. All previous warning letters will be removed from personnel files, and supervisors will be notified to destroy any copies they might have.

Faculty Meeting Minutes
March 2, 2016
Kit Otto, Faculty Observer

At the March meeting, Linda Levy noted that she was happy to read of some positive signs in PSU’s financial situation as described in the President’s monthly report. She asked President
Birx if that meant our jobs were now safe? His reply was “No.” We have brought the shortfall down from $5 Million to $3 Million.” He said he would know more by the next faculty meeting.

The rest of the meeting was taken up with a lengthy discussion of a motion from Interdisciplinary Studies “to add a pre-designed ‘track’ in Interdisciplinary Studies called ‘Dance Entrepreneurship.’” Some comments from opponents of the motion: “Track” has not been used in PSU’s curricular vocabulary; the cluster development process—just getting under way—may have an impact on the new “track.” If the dance entrepreneurship program proves attractive, we’ll eventually need additional resources to run the program (in a time of tight budget constraints), and even now the dance floor needs significant repairs.

Robin DeRosa (and others) defended the motion: “Track” is a word that looks better in print than “boiler plate” (the synonym for “track” used years ago). The dance entrepreneurship track requires “no new resources” (at present); having the track in outline—and in “Degree Works”—will help advisors to be more efficient; almost two years of work has been done on this program which now has the approval of CoBA and the Dance department.

Gary McCool spoke in favor of the motion, noting the “extraordinary amount of detail” in the documentation, and that they had garnered the support of all the relevant people they could. Gary then added the noteworthy witticism: “Are we really going to vote something down because there might be an interest in it? I thought we were trying to get more bodies in the door. And if some of them can dance….”

A motion to table the original motion was made and eventually voted down. Shouts of approval followed the motion to “call the question.” The original motion to approve an interdisciplinary track in dance entrepreneurship was finally approved, though not without a few good nays.

Honorary Degrees & Awards – Laurie Reed

As of March 9, University Advancement has confirmed the acceptance of one honorary degree and one Granite State Award to be given at Commencement. They will also act as the speakers at the ceremony. The names of those award recipients have not yet been made public. I anticipate this being available for announcement at your April meeting.

Parking Committee - Karla Chierichetti, Roberta Thompson

Notes of February 24, 2016/March 09, 2016 meetings by Roberta Thompson:
Overview of Residential Student Parking: There are more Residential Students on campus than there are residential parking spaces. Not every student can be assured a place to park on campus.
Annually approximately 50% of Residential Students buy permits.

New Residence Hall Construction - Resulting loss of Faculty Staff Parking spaces (61)
We are still in discussion on these spots.

Permit Sales Format Change – Instituted in the Fall of 2015
• Gave first opportunity to upper class members.
• Gave greater options to new students.
• Will remain the format in the future.
• This process worked well, and UPD plans to continue with it.

Eliminating Designated Parking spots- Making those spots available
• Spots Designated for VP’s
• Spots designated for Sodexo
• Spots designated for IT or Physical Plant (other than at their facilities)
• Physical Plant is studying the current usage of parking lots affected by the lot closures.

Raising Permits Prices
• To be closer to what the other Universities are charging.
• To address supply and demand issues - we have a very limited supply and great demand.
• No decision was made on raising parking fees.

PAT Observer – Kara Barker
Kara was unable to attend. Minutes are posted on the PAT blog.

University Environment Committee - Mark Casale
No report.

Planning and Budget Leadership Group - Cheryl Fifield, Lu Ann Humphries
Submitted by Cheryl Fifield
The PBLG Group has not had committee meetings recently, however, many campus-wide and smaller meetings have been held regarding the “Strategic Allocation” portion of URSA. For history of the Strategic Clusters initiative, the latest information, and access to the “Pioneering PSU” blog, go to www.plymouth.edu/clusters/and log-in. The Pioneering PSU blog offers faculty and staff a way to stay informed and comment on topics related to our future. I highly recommend exploring these web pages.

A PBLG sub-committee has been working on an evaluation survey for the University Review portion of URSA. The evaluation will be emailed as soon as possible and will provide an opportunity for comments.

SPPC - Jessie DeBow, Michelle Wright
No report

President's Commission on Diversity – Laurie Reed
No report

Safety Committee - Amanda Hutchins, Mark Casale, Colleen Kenny, Chris Chiocca
Two inspections have occurred on campus by regulatory agencies.
1. Department of Health and Human Services (DHHS) conducted an inspection on transmission electron microscopes (TEMs) in Boyd.
   a. Boyd has a total of 3 (TEMs)
   b. All of out of service but in storage so the regulation still applies.
   c. Katie is working with Boyd Faculty and DHHS on decommissioning the units as “inoperable” since they are not “in use.”
2. NH Dept. of Environmental Services (NHDES) was on site and inspected above ground storage tanks (ASTs) at the Co-Gen Facility.
   a. Katie is now working on closing out the details of this inspection.
3. Annual EHS Report was submitted to USNH.
   a. Each year, PSU completes a comprehensive EHS report. This report includes compliance information as well as activities surrounding applicable compliance requirements and best management practices.
   b. This report is then put as part of a larger report for all of our sister institutions.
   c. This is reported typically during the April timeframe to the Chancellor and Board of Trustees.
4. TIER II Report was completed on time, March 1st deadline.
   Reference information on what TEIR II is:
   a. The Emergency Planning and Community Right to Know Act (EPCRA), which is also called SARA Title III, was enacted in October of 1986. It allows states and local emergency planning committees to remain informed in the case of an emergency with regard to hazardous substances. If there were ever any kind of spill or other emergency situation at facilities that retain hazardous substances, local responders would know how to handle the situation. This information is made public so that citizens can remain informed in matters that may affect them, hence the term Community Right to Know.
   b. Tier II reports contain all of the above information plus information on specific location and storage. TIER II reports are submitted by your Local Emergency Planning Committee (LEPC) or State Emergency Reporting Commission (SERC).
   What is in a TEIR II Report.
   Facility Information – includes, name, address, county and North American Industry Classification System (NAICS) number (the Standard Industrial Classification (SIC) Code used to be required, but recent changes to the regulations now call for the NAICS number instead).
   The calendar year for the reporting period.
   The Owner/Operator name, mailing address, and phone number.
   Emergency contact and phone number of at least one local individual or office that can act as a referral if emergency responders need assistance in responding to a chemical accident at the facility. Also an emergency phone number where such emergency information will be available 24 hours a day.
   A list of all chemicals and hazardous substances required according to the threshold quantities, including: Common name and Chemical Abstract Services (CAS) number.

Minutes respectfully submitted by Babs LaJeunesse.