Operating Staff Meeting  
May 17, 2017  
10:30 am - 11:30 am  
HUB, Hage Room  

1. Leadership Meeting Topics  
Chris Chiocca provided an update regarding the topics discussed at the most recent Leadership meeting:  
   - **Student Senate Elections** - Had been held and almost all of the positions were filled.  
   - **Graduate Faculty** - will now be represented with Faculty.  
   - **OS Website** - Paula Lee Hobson contacted Chris to ask if the OS still wanted the OS website, as it had not been updated for some time; the OS blog had more activity and was updated more recently. All present were in favor of only using the OS blog, and eliminating the OS website after transferring the OS website information to the OS blog.  
   - **Spring Fling** – No arrests were made on campus this year; everyone involved did a great job.  

2. Transitional Leadership Team  
Chris said that several people had volunteered to serve and a voting process will be coming up for 3 OS representatives to join the TLT. The poll will go out 5/22, with results by 5/26. He added that President Birx is hoping for a team that broadly represents the campus.  
[Lori Armstrong, Jane Bjerklie-Barry and Melissa Furbish were elected as the OS reps for the TLT.]  

3. Other Business  
   - **Budget Report** - OS Treasurer, Debbie Cole, reported that there was $6,679.74 in the OS budget.  
     - All present were in favor of $4,500 going to the OS Scholarship Fund, as long as the Scholarship Committee agreed.  
     - (Matty Leighton volunteered to work with Debbie Cole and the Scholarship Committee to resolve this issue.)  
   - **Indigenous Peoples Day** - Chris said that Indigenous Peoples Day will replace Columbus Day on the PSU holiday schedule. This proposal had been voted upon, via a Qualtrics survey, and the OS passed it, though not unanimously; the Faculty and PATs had already voted and it passed.  
   - **Professional Development** - Debbie Underwood reminded everyone that there is money left for Professional Development for this year. If interested, please apply by June 14th.  

4. Delayed OS Nominations  
Chris explained that the nomination process had been delayed due to the proposed OS Bylaw changes, which could affect the number of OS members needed to serve. He added that President Birx requested that committees on campus be streamlined. Chris said that this was not an attempt to reduce the OS’ voice; the President will make sure that OS members have the ability to serve on committees. Karen Schaffner added that we often have a hard time filling OS positions.  

5. Proposed OS Bylaw Changes  
Chris had emailed all OS members a document detailing the proposed changes to the OS Bylaws, which had been recommended by the OS Executive Council. He stated that if these changes do not work out, modifications could be made in the future. The following motions were made:
Date: 5/16/17

Existing OS Bylaw Article & Section: Article VII, B, 1

Existing OS Bylaw:

1. The Bylaws Committee

Function:

The Bylaws Committee shall review all amendments to the Operating Staff organization’s Constitution and Bylaws as presented at the OS meetings on a regular basis. This will be done by either attendance at each meeting or as necessary by the review of posted minutes and reports. Any and all additions and deletions must be presented and voted on at a posted OS meeting before changes can be made to the bylaws. See appendix for further information.

Composition:

The Bylaws Committee will be made up of two (2) members, elected in alternate years, each serving a two year term.

[Revised and adopted 09/28/11]

Proposed OS Bylaw change:

Composition:

The Bylaws Committee will be made up of two (2) members, elected in alternate years, each serving a two year term.

The Bylaws Committee duties shall be handled by the OS Executive Council (or designee).

Rationale:

The rationale behind this is at the President’s request that all constituencies attempt to streamline the numbers of committees across campus.

MOTION FAILED; on hold.

Date: 05/16/17

Existing OS Bylaw Article & Section: Article VII, B, 6

Existing OS Bylaw:

6. The Technical Committee
Function:
The Technical Committee shall be responsible for maintaining and updating the Operating Staff Blog and Website. The OS blog serves as a resource for all OS members. It needs to be current with OS events, fundraisers, meeting notes, up to date bylaws, committee members and other OS news. This committee will meet once a month throughout the year or more frequently if necessary.

Composition:
This committee will be made up of two (2) members, elected in alternate years, each serving a two (2) year term. [New Committee: Adopted 10/14/09]

Proposed OS Bylaw change:
6. The Technical Committee

Function:
The Technical Committee shall be responsible for maintaining and updating the Operating Staff Blog and Website by getting this information to the appropriate individual or department that maintains the OS Blog. The OS blog serves as a resource for all OS members. It needs to be current with OS events, fundraisers, meeting notes, up to date bylaws, committee members and other OS news. This committee will meet as necessary throughout the year.

Composition:
This committee will be made up of two (2) members, elected in alternate years, each serving a two (2) year term. [New Committee: Adopted 10/14/09] the OS Executive Council (or a volunteer designee).

Rationale:
The rationale behind this is at the President’s request that all constituencies attempt to streamline the numbers of committees across campus.

Karen Schaffner motioned to accept this proposed change as presented, seconded by Heather Scroggins.

MOTION CARRIED; none opposed.

(It was suggested that the OS Speaker notify OS members who to contact regarding technical issues.)

Date: 05/16/17

Existing OS Bylaw Article & Section: Article VII, B, 7.

Existing OS Bylaw:
7. The Welcoming Committee
Function:

a) To update welcome packet yearly, distribute packets to new Operating Staff employees, and encourage new OS members to attend meetings via welcome letter included in the packet.

b) A member of the Welcoming Committee will offer new OS employees an on-campus tour of the relevant buildings, departments, and offices.

c) A member of the Welcoming Committee will offer to take the new OS employee to lunch at Prospect Hall.

d) A member of the Welcoming Committee will announce and welcome new OS employees at the next OS meeting.

Composition:

Three (3) Operating Staff members, one (1) shall be elected from Physical Plant (Grounds, Maintenance, or BSW’s), and the remaining two (2) from any department in the OS membership. Each member serving a two (2) year term.

[Replaces Hospitality/Sunshine Committee] [Revised and adopted 06/08/11, 11/10/10, 10/14/09, 11/13/02]

Proposed OS Bylaw change:

7. The Welcoming Committee

Function:

a) To update welcome packet yearly, distribute packets to new Operating Staff employees, and encourage new OS members to attend meetings via welcome letter included in the packet.

b) A member of the Welcoming Committee OS Executive Council (or a volunteer designee) will offer new OS employees an on-campus tour of the relevant buildings, departments, and offices.

c) A member Members of the OS Executive Council (or a volunteer designee) will offer to take the new OS employee to lunch at Prospect Hall coffee via a coffee token at any of the University eateries.

d) A member of the Welcoming Committee OS Executive Council (or a volunteer designee) will announce and welcome new OS employees at the next OS meeting.

Composition:

Three (3) Operating Staff members, one (1) shall be elected from Physical Plant (Grounds, Maintenance, or BSW’s), and the remaining two (2) from any department in the OS membership. Each member serving a two (2) year term.

The members of the OS Executive Council (or a volunteer designee).

[Replaces Hospitality/Sunshine Committee] [Revised and adopted 06/08/11, 11/10/10, 10/14/09, 11/13/02]

Rationale:

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Chris Chiocca motioned to accept this proposed change as presented, with changes (noted above in blue), seconded by Alex Boudreau.

MOTION CARRIED; none opposed.
Date: 05/16/17

**Existing OS Bylaw Article & Section:** Article VII, C, 5.

**Existing OS Bylaw:**

5. Parking Committee Representative

Function:

To formulate and recommend parking policies to the President of the University.

Composition:

The Parking Committee is a campus-wide committee allowing for representation from each of the campus constituencies as follows: two (2) faculty members, two (2) PAT members, two (2) OS members, two (2) students, PSU Chief of Police, PSU Parking Enforcement Supervisor, Campus Reservationist, PSU Grounds Manager, PSU Director of Physical Plant, Coordinator of P.E. Center, Ice Arena Manager, VP of Student Affairs – Enrollment (ex-officio), AVP of Student Affairs – Residential Life (ex-officio), VP of Financial Affairs (ex-officio). Non-voting members include Physical Plant representative(s), the (Town of) Plymouth Police Chief, and others as invited. The OS member will serve a two (2) year term.

[Revised and adopted 12/19/12]

**Proposed OS Bylaw change:**

5. Parking Committee Representative

Function:

To formulate and recommend parking policies to the President of the University.

Composition:

The Parking Committee is a campus-wide committee allowing for representation from each of the campus constituencies as follows: two (2) faculty members, two (2) PAT members, two (2) OS members, two (2) students, PSU Chief of Police, PSU Parking Enforcement Supervisor, Campus Reservationist, PSU Grounds Manager, PSU Director of Physical Plant, Coordinator of P.E. Center, Ice Arena Manager, VP of Student Affairs – Enrollment (ex-officio), AVP of Student Affairs – Residential Life (ex-officio), VP of Financial Affairs (ex-officio). Non-voting members include Physical Plant representative(s), the (Town of) Plymouth Police Chief, and others as invited. The OS member will serve a two (2) year term. *Handled by University Police Department.*

[Revised and adopted 12/19/12]

**Rationale:**
The rationale behind this is at the President’s request that all constituencies attempt to streamline the numbers of committees across campus.

Heather Scroggins motioned to accept this proposed change as presented, seconded by Alex Boudreau.

MOTION CARRIED; none opposed.

Date: 05/16/17

Existing OS Bylaw Article & Section: Article VII, C, 8.

Existing OS Bylaw:

8. System Personnel Policies Council Representative (SPPC)

Function:

To meet with all System-wide SPPC representatives for the purpose of reviewing all aspects of personnel policies and programs which affect the employment conditions of all employees. The Operating Staff SPPC representatives are voting members of the OS Welfare Committee attending all their scheduled meetings for the purpose of bringing forward from the SPPC system-wide meetings any recommendations for changes to personnel policies and programs which affect the employment conditions of the Operating Staff. In keeping with the university mission to be environmentally sustainable, carpooling to SPPC events is strongly encouraged. Mileage reimbursement is available through the Vice President of Financial Affairs Office.

Composition:

Two (2) OS members from UNH, KSC, PSU, GSC and the USNH central offices. One (1) administrator from each campus who has significant supervisory responsibilities. The Administrative Board shall appoint the Chairperson or request the Council to elect one. The USNH Director of Human Resources shall be the Executive Secretary. The incoming SPPC member may attend SPPC meetings immediately following the election as a non-voting observer through June 30th. This is to allow for a smooth transition between outgoing SPPC member and incoming SPPC member. The current SPPC representative may seek re-election. The OS member will serve a two (2) year term.

[Revised and adopted 06/08/11]

Proposed OS Bylaw change:

8. System Personnel Policies Council Representative (SPPC) Human Resource Council (SHRC)

Function:

To meet with all System-wide SPPC SHRC representatives for the purpose of reviewing all aspects of personnel policies and programs which affect the employment conditions of all employees. The Operating Staff SPPC SHRC representatives are voting members of the OS Welfare Committee attending all their scheduled meetings for the purpose of bringing forward from the SPPC SHRC system-wide meetings any recommendations for changes to personnel policies and programs which affect the employment conditions of the Operating Staff. In keeping with the
university mission to be environmentally sustainable, carpooling to SHRC events is strongly encouraged. Mileage reimbursement is available through the Vice President of Financial Affairs Office.

Composition:

Two (2) OS members from UNH, KSC, PSU, GSC and the USNH central offices. One (1) administrator from each campus who has significant supervisory responsibilities. The Administrative Board shall appoint the Chairperson or request the Council to elect one. The USNH Director of Human Resources shall be the Executive Secretary. The incoming SHRC member may attend SPPC meetings immediately following the election as a non-voting observer through June 30th. This is to allow for a smooth transition between outgoing SPPC member and incoming SHRC member. The current SHRC representative may seek re-election. The OS member will serve a two (2) year term.

[Revised and adopted 06/08/11]

Rationale:

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NO MOTION NECESSARY as this was only a name change; none opposed.

Date: 05/16/17

Existing OS Bylaw Article & Section: Article VII, C, 1.

Existing OS Bylaw:

1. Administrator Selection Task Forces

Function:

The Steering Committee shall call a special election to create a Task Force to search for each of the following positions as needed:

a) Provost & Vice President for Academic Affairs
b) Vice President for Financial Affairs
c) Vice President for Student Affairs
d) Executive Director of University Relations
e) Associate Vice President for Undergraduate Studies
f) Associate Vice President for Graduate Studies
g) Dean of Students h) Senior Associate Director of Admissions
h) Chief Information Officer
i) Academic Deans (such as the Dean of the Frost School, the Dean of Undergraduate Studies, the Dean of the Academic Experience)

Each Task Force shall follow Human Resources guidelines for searches.

For Presidential searches, the USNH Trustees shall consult with the Steering Committee to elect faculty members to the search committee.

Composition:

Elected faculty members should comprise the majority of most Administrator Selection Task Forces. The Steering Committee shall consult with the administration, as well as representatives of the Student Senate, P.A.T. Senate, and O.S. Senate, to determine the appropriate composition for each task force. All faculty members of the Task Force must be elected by the faculty. Faculty members shall be elected to serve for the duration of the Task Force as specified by the Steering Committee.

[Amended 2-4-09 in Faculty Bylaws]

Whenever an administrative selection task force is established for one of these positions, the OS will hold a special election run by the OS Nominating committee to elect the OS representative(s) to serve on that task force for its duration. If there is not enough time to hold an election, the OS Senate will appoint the OS representative(s) after soliciting volunteers. [Updated 10/8/13, 11/07/07]

Proposed OS Bylaw change:

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Function:

The Steering Committee shall call a special election to create a Task Force to search for each of the following positions as needed:

a) Provost & Vice President for Academic Affairs

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d) Executive Director of University Relations

e) Associate Vice President for Undergraduate Studies

f) Associate Vice President for Graduate Studies

g) Dean of Students

h) Senior Associate Director of Admissions

i) Chief Information Officer

j) Academic Deans (such as the Dean of the Frost School, the Dean of Undergraduate Studies, the Dean of the Academic Experience)

Any Cabinet level position within the University.
Each Task Force shall follow Human Resources guidelines for searches.

For Presidential searches, the USNH Trustees shall consult with the Steering Committee to elect faculty members to the search committee.

Composition:

Elected faculty members should comprise the majority of a plurality on most Administrator Selection Task Forces; that is, the number of faculty should exceed the number of any other constituency on the Task Force. In the case of dean or cabinet level positions in Academic Affairs—such as Provost, Vice President for Academic Affairs, academic deans, and similar positions—the faculty should constitute the majority of the Administrator Task Force. The Steering Committee shall consult with the administration, as well as representatives of the Student Senate, P.A.T. Senate, and O.S. Senate, to determine the appropriate composition for each task force. All faculty members of the Task Force must be elected by the faculty. Faculty members shall be elected to serve for the duration of the Task Force as specified by the Steering Committee.

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[Updated 10/8/13, 11/07/07]

Rationale:

The Composition changes are taken directly from the changes just approved to the Faculty bylaws.

Debbie Cole motioned to accept this proposed change as presented, seconded by Debbie Underwood.

MOTION CARRIED; none opposed.

Date: 05/16/17

Existing OS Bylaw Article & Section: Article VII, B, 8.

Existing OS Bylaw:

8. The Welfare Committee

Function:

The purpose of the Welfare Committee is to examine and evaluate the strengths and weaknesses of the present salary enhancement system and benefit package at Plymouth State University. This committee should pay particular attention to evaluation of merit, pay-scale and reallocation. As representatives of the Operating Staff, it is their
responsibility to make recommendations to the Administration to improve the way Operating Staff employees are compensated.

Composition:

Two (2) SPPC representatives and one (1) OS member from each of these groups:

a) PRP - President’s Office, University Relations, Advancement

b) PAA - Academic Affairs

c) PFA - Finance Administration

d) PSA - Student Affairs

The OS member shall be elected by the OS constituency for a two year term.

A chairperson shall be elected from and by the committee members.

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d) PSA – Student Affairs

The OS member shall be elected by the OS constituency for a two year term.

The two (2) SHRC OS representatives and the OS Executive Council.

A chairperson shall be elected from and by the committee members.

Rationale:
Date: 05/16/17

**Existing OS Bylaw Article & Section:** Article VII, C, 6.

**Existing OS Bylaw:**

6. Planning and Budget Leadership Group

*Function:*

Designed predominantly as a working group, the PBLG is empowered to submit budget recommendations to the President after assessing prioritized strategic planning activities and aligning them with Plymouth State University’s financial resources. Using the values and activities contained within the University Strategic Plan, campus constituents, along with administrative representatives, will develop a financial plan for the entire institution. It will be the group’s responsibility to forward recommendations to the President and Cabinet for maximizing the use of available resources to achieve the mission of the University. These recommendations will allow the President and Cabinet to make informed financial decisions.

*Composition:*

We recommend that the group be made up of twenty three (23) members of the campus community representing all constituencies. These include: a) Associate Dean of Institutional Research & Assessment b) Director of Budget & Financial Planning c) Chair of Chairs and four faculty members appointed by faculty steering group d) President’s Cabinet – Ex Officio members, are encouraged to attend any meetings but not required to do so. e) Two (2) PAT representatives appointed by their respective constituent group f) Two (2) OS representatives appointed by their respective constituent group g) Two (2) student representatives elected to two-year staggered terms by the Student Senate h) University Controller i) Budget Coordinator j) Dean of Undergraduate Studies k) Financial Administrator for Academic Affairs l) Community member appointed by President The OS member will serve a two (2) year term.

[Replaces the University Planning Committee]

[Revised and updated 4/11/08]

**Proposed OS Bylaw change:**

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[Replaces the University Planning Committee]

[Revised and updated 4/11/08]

This committee has been eliminated by the current administration with plans to form a different committee with similar function once the Cluster development on campus progresses further.

Rationale:

The rationale behind this is at the President’s request that all constituencies attempt to streamline the numbers of committees across campus.

NO MOTION NECESSARY; PBLG is defunct.

6. 50/50 Raffle
   Bonnie Baker won the raffle.

The meeting was adjourned at 11:55 am.

Next meeting: Wednesday, September 20th
10:30 am - 11:30 am
(Location to be determined)

Respectfully submitted,
Lisa Herder