OS Meeting Minutes

September 20, 2017

1. Meeting was called by Speaker Lisa Herder at 10:30am.
2. Lisa introduced members of the OS Executive Council: Nina Domina and Sharon Zec.
3. Lisa thanked previous Speaker, Chris Chiocca for his service.
4. Lisa introduced new Governance members: PAT Rep to OS Patti May (present), Faculty Speaker, Pat Cantor, PAT Speaker, Janette Wiggett, and Student Body President Janet Currier.
5. Lisa thanked Karen Schaffner for keeping us on track with the OS nominations. Karen spoke and reminded the group that 9/27/17 is the deadline for responses from people who have been nominated.
6. Lisa informed the group that the PAT and Faculty Observer positions have been eliminated as a result of changes to the OS bylaws last May. A link to the PAT blog has been provided to keep OS members informed.
7. Lisa asked for a motion to accept last year’s OS Meeting Minutes. Chris Chiocca motioned and Bonnie seconded. Minutes were accepted from 6/8/16, 9/21/16, 10/19/16, 11/16/16, 12/21/16, 3/15/17 and 5/17/17.
8. Past OS Treasurer, Debbie Cole, was not present but a report was given to Lisa. A fund transfer of $4,500 took place 9/22/17: $1,000 into the OS Scholarship Fund Pay-Out Account (balance is $3,448.23), $3,500 into the Endowment account (balance is $50,763.73) and the balance in the OS Operating Budget is $2,173.77.
9. Lisa called for reports from any committees that may have met. Debbie Underwood reported that the Professional Development committee has met once. They raised the award to $650, which is up from the previous amount of $550. She reminded everyone that people can apply to use funds towards the cost of books and supplies also.
10. Debbie Underwood then spoke about a call for canned/non-perishable goods for the Student Support Foundation. She will be present at the OS meetings with a box to deposit goods. Chris Chiocca asked for a list of preferred items to donate.
11. Lisa invited the Transitional Leadership Team (TLT) to speak about their activities. They introduced themselves: Ann McClellan, Annette Holba, Janette Wiggett, Joyce Larson, Lori Armstrong and Melissa Furbish. (Other TLT members Jane Bjerklie-Barry, John Krueckeberg, and Jason Moran were not present).
   a. They discussed creation of model task force to move forward with the transition to clusters.
   b. They purposefully formed the TLT group across all constituencies and started meeting in June, reporting to President Birx.
   c. They stressed the importance of being ready for the first class in the cluster model that is already present.
   d. They are working on improving communication to all constituency groups. They are trying to figure out the best ways to communicate and how much to communicate and when.
   e. They are talking to all groups, as well as engaging with students.
   f. They formed a communication subcommittee tasked with receiving and giving communication and developing a balance on information that is sent out.
g. They are attempting to understand and identify needs and support among constituency groups on campus.

h. Lisa asked the TLT group what they would like to see from the OS to help them. TLT responded to email them our thoughts, concerns and questions. Email is transition-leadership-team@plymouth.edu.

i. A question was posed to TLT to clarify what they mean by communication; are they referring to Cluster Connect? TLT answered no, they are talking about sharing information, focus groups, ideas, etc. The Cluster Connect website is to be a gathering place but it is not rolled out yet.

j. TLT went on to discuss that each cluster is now trying to figure out a leadership structure. The TLT’s role is to figure out what is going on, stop rumors by getting accurate, clear information sent out. They are also responsible for documenting what is going on and setting up processes to help disseminate information.

k. A question was posed to TLT about how long the group is supposed to serve. TLT responded that they were each elected for a 2-year term and the TLT is to last 5 years.

l. A question was posed about the time commitment TLT members face. They mentioned that it is time heavy. They spend approximately 4 hours per week in meeting time alone, not including other duties or responding to emails.

m. TLT discussed the cluster timeline and the need to operationalize that timeline.

n. TLT discussed the need to discuss what leadership within the clusters will ultimately look like.

12. Lisa Herder paused the OS meeting for a break while waiting for next guest speaker Denise Normandin to arrive. (Denise was otherwise engaged.)

13. 50/50 Raffle - The winner was Kellie Braconier.

14. Chris Chiocca discussed the common key project and Merrill Place being finished. There are still a few buildings left to change over to a common key. A question was posed to Chris about key requests for Silver. Chris responded to keep putting in key requests.
   a. Keys can be returned when this project is done.
   b. Admins are being informed as their areas are being finished.

15. Heather Scroggins spoke up to inform the group that the October 5th Health Summit is the opening/beginning to the new University campus-only “On the Move” challenge. There will be an email forthcoming about this new challenge.

16. The meeting was then adjourned after Lisa was thanked for taking on the role of our new Speaker.

Submitted by: Sharon Zec