

PAT SENATE - MINUTES

Date: February 11, 2011
Called to order: 8:16 am
Attendance: Approximately 52 people

I. **Approval of Minutes:** January 2011

- One change requested
 - Mary Campbell seeks to change last month's Athletic Council minutes:
 - i. Change to – “On behalf of the council, Mary Campbell had a few words regarding the proposal to change the current Satisfactory Progress Guidelines for student athletes.
 - 1. The proposal draws from current policies of Academic Warning, Probation, and Severance; Leave of Absence; Financial Aid Satisfactory Academic Progress.
 - 2. The revised policy will help student athletes with time to degree.

Changes have been approved by the Athletic Council and reviewed by the Academic Affairs Committee. The proposal is being submitted to the Faculty for approval.

II. **Guest Speakers:** None

- None

III. **New PATs:** Heather Huckins

- Nathan Porter - Web Application Developer, ITS
- Laura Hinman - Executive Assistant, President's office
- Amy Barnes - Manager of Marketing Communications, College of Graduate Studies

IV. **Speaker's Report:** Diane Jeffrey

- Meeting this afternoon in Hage Room at 12:30 to discuss USNH system benefits
 - Representative from the system (Mr. John Small) will be here to discuss
- Blog is up and running at “psu-pat.blogs.plymouth.edu” or “go.plymouth.edu/pat”
 - Check the blog for minutes, agendas, and other information

V. **Committee Reports:**

- 1) Planning & Budget Leadership Group (PBLG): Frank Cocchiarella, Stephen Campbell
 - SPAWs (Strategic Planning Activity Worksheets) have been compiled and will be sent out to administration soon
 - Will be available to everyone soon

- 2) Observer to Operating Staff: Joan Andresen
 - Please see **Appendix A**

- 3) Observer to Student Senate: Phil Atkinson, Ashley Phillips, Terri Potter, Jenn White
 - This semester will be focused on recruiting more voting members

- 4) Parking Committee: Kerry Keating, Laurie Wilcox
 - Lot maintenance was a big issue last semester
 - Trying to place messages out in numerous places (Portal, Physical Plant, etc.)
 - This semester will be focusing on the appeals process
 - Lots of student concerns regarding the process
 - Trying to set up more communication between all parties

- 5) Representative to the Faculty: Mary Campbell
 - Last meeting was cancelled due to the snow day

- 6) System Policy and Personnel Council (SPPC): Phil Atkinson, Carol Kuzdeba
 - Come to today's USNH meeting this afternoon (Feb 11 at 12:30 pm in Hage Room)
 - Representative (Mr. John Small) from USNH will be discussing the proposed changes to the benefits package
 - Phil discussed some of the potential changes to the package
 - Retirement, HRA, etc.
 - Recommendations will be discussed further this afternoon by Mr. John Small
 - Link to the scanned PDF recommendations can be found on the faculty website: [\(http://www.plymouth.edu/committee/faculty/\)](http://www.plymouth.edu/committee/faculty/)

- 7) Honorary Degrees & Awards: Heidi Pettigrew
 - Will be meeting soon

- 8) Athletic Council: Gene Fahey, Angel Ekstrom
 - Academic standards policy is in development
 - Will be going to faculty in March

- 9) Scholarship: Crystal Finefrock (chair), June Schlabach, Gail Carr, Tom Weeks, Amy Morrill
 - Meeting next week

- 10) Welfare: Jeff Furlone (chair), Frank Cocchiarella, Sue Keefe, Pat Plante, Patti May, Rodney Ekstrom
 - Frank encourages folks to join welfare committee to tackle these issues (Total Rewards) in the future
 - Great feedback from recent survey
 - Pretty evenly split on pay increase
 - 17 people talked about % increase
 - 16 talked about flat dollar increase
 - Biggest things to take out of the survey: performance and merit pay

- Will be posting survey results on PAT blog

11) Nominating & Balloting: Joan Andresen (co-chair), Heidi Pettigrew (co-chair), Linda Dauer, Zach Tirrell, Phil Atkinson

- Meeting next week, will begin the planning process for the next PAT election

12) Professional Development: Gail Carr, Patti May, Crystal Finefrock, Sarah Veazey, Tom Weeks (co-chair)

- Note from Tom – “The committee met January 19th and awarded 6 PATs and 2 OS a total of \$3221.73. This leaves us with a balance of \$17,297 for the remainder of the fiscal year.

The deadline for February applications was February 9th.

The committee is sponsoring a brown bag seminar on February 15th in HUB 109 at Noon. Terri Dautcher will be presenting ‘The Quest...In Search of the Perfect Workplace.’”

13) Governance: Phil Atkinson, Jo-Ann Guilmett, Scott Mantie, Heidi Pettigrew, Zach Tirrell

- No January meeting

14) Safety: Bob Bruemmer, Mary-Ellen Godville

- See **Appendix B**

15) Fundraising & Benevolence: Angela Adams, Gail Carr, Joyce Larson, Karen Urciuoli

- No report

16) Administrator Selection: Kerry Keating

- No report

17) Media Advisory Board: Dave Carpentiere

- No report

VI. Old Business:

- None

VII. New Business:

- Zach Tirrell suggested moving the PAT senate meeting to a larger room
 - Diane agreed to discuss this at a later meeting

VIII. Announcements:

- Terri Potter – Support alternative spring break by visiting Biedermans tonight from 6-9
- Justin L’Italien – Bowling League is back for the Spring term! Contact Chris Lee (c_lee@plymouth.edu) for more information.
- Jeff Furlone – CA (community advisors) applications are up online

- Tim Keefe – Support Black History Month by checking out some of the events throughout February
- Angie Ricciardi – Native American event tomorrow at the Fieldhouse (dancing, storytelling, etc.)
- Terri Potter – Looking for more Orientation Leaders
- Angie Ricciardi – Not enough tutor positions available for students looking for jobs
- Zach Tirrell – Nursing program is quickly picking up steam, perhaps a topic for a future meeting?
 - Gene – Program has been accepted and will begin to process applications for Fall 2011
 - i. Expected to see numerous applications
 - Joyce – Will be accepting current students who are looking to apply to the program
 - i. Nursing website will be up online soon (early next week)
- Creig – Any incident regarding sexual assaults on campus must be reported to Campus Police

IX. General Comments:

- None

Meeting adjourned at 9:21 a.m

Respectfully submitted,
Justin L'Italien, Reporter

Appendix A

PSU Operating Staff last met on Wednesday, February 9.

As always it was a great meeting and a very informative talk was given by Special Investigator Jennifer Frank on “10 Safety Tips” to help keep us safe in our offices and around campus:

- 1) “Code Word” –departments come up with a code word known only to those in the department (including student workers, faculty, etc.) to use in the event of a crises (a person comes into office and is threatening...)
- 2) “Keep a light on”- in your office area AND in another office or at the other end of a hallway when you are alone at night/weekends. It makes it appear someone else is nearby in the building. Additionally, log on to a radio station or iTunes U (plays on-line lectures so it sounds like there are others nearby)

OR place a piece of tape over your door- place “Scotch” tape over the doorway (inconspicuous location) when you leave to use the restroom, etc. If the tape has been disturbed you know someone has entered.

- 3) “Say hello”- Say hi to everyone you meet in the hallway and on campus. Make eye contact. Eye contact and verbal acknowledgement will let a person know that they have been noticed (and you could identify or give a description of them).
- 4) “Cell phone” -use the camera or video on your cell phone to take a picture of someone that may be acting suspicious.
- 5) “Items of protection”- think about what is available to use and will it be effective (the stapler on your desk may not make a good weapon).
- 6) “Give Specific jobs”- in the event of an accident or crises, give someone specific instructions to call 911 (don’t assume that someone has already called)
- 7) “Log off your computer” – don’t let others use your computer under your name.
- 8) “Emergency meeting place” –we did it when we were in elementary school... designate a specific place to meet in the event of an emergency (next to Robert Frost statue) so you know that your department is out of the building and emergency workers are not going into the building looking for you.
- 9) “GPS” –tags and cell phone location.... You can turn them off. Having the GPS on can make it possible for anyone to know where you are at any given time.
- 10) “Call. Call. Call” – if something or someone looks suspicious, never feel that it is “stupid” to call the police.

*Report from OS Representative on PA Evaluation Task Force: currently working on a survey to be implemented in approximately two weeks. The survey will ask OS to evaluate three PAs: Provost Julie Bernier, VP for Finance & Administration Steve Taksar, and Executive Director of University Relations, Steve Barba.

*Bylaws Committee- currently working to have all committee bylaws updated so the information is available for upcoming nominating and balloting.

The *OS Senate* has asked to have their official name changed to *The OS Executive Council*.

The Executive Council has asked all committees/members to meet in the Hage Room on Wednesday, March 2nd to work on updating the committee bylaws (A brainstorming session).

*Fundraising/Scholarship Committee- The next fundraiser will be held on April 21st and it will be a “themed” basket raffle (move night, dinner out, etc.)

If you would like to donate a themed basket please drop it off by April 11th (contact Tanya Jollie or Nikki Nunes). Tickets are \$1 each or 6 for \$5.

There will also be a Silent Auction for an OS dedicated parking space as well as the annual **"In your shoes"** event (not a fundraiser).

A PA will work with you for an hour and be in your shoes... get an idea of what it is you do. A luncheon will follow with the PAs and the raffle winners.

Scholarship Committee asked that three \$750 scholarships be given this year and was unanimously approved.

*Speaker Diane Tiffany announced that Trustee Small will be on campus Friday, February 11 from 12:30-1:30 in the Hage Room to answer questions from the OS and PATs regarding benefits changes. Diane strongly urged all to attend if possible as it was an opportunity to ask questions and have input. A member asked Diane if the OS could meet as a group (just the OS) to discuss the Trustee Small meeting. This will be taken under consideration.

*Minutes and the Committee Reports are posted on the OS Blog site <http://psu-os.blogs.plymouth.edu>

*Next meeting will be held on Wednesday, March 9th in the Hage Room.

Respectfully submitted,

PAT Observer to the OS
Joan Andresen

Appendix B

**Plymouth State University
Campus Safety Committee
Meeting Minutes
December 2, 2010**

Attendees:

Tammy Hill, Rachel Roy, Sherry Osgood, Mary Ellen Godville, Bob Bruemmer, Chris Johnson, Kim Bownes, Anil Waghe, Kelsea Raymond.

Approval of Previous Meeting Minutes:

S. Osgood moved to accept the minutes of the 10/7/10 meeting. K. Bownes seconded the motion. Motion was passed voice vote.

Loss Data Review:

Faculty & Staff:

S. Osgood stated there have been only 6 incidents with only 1 medical. It's an open case with lost time and in the process of being closed. Overall numbers were good. There were no questions.

Students & Visitors:

T. Hill stated there was just 1 student injury reported in November. The student was rinsing out a beaker and it broke, causing a laceration.

T. Hill also stated that she has been receiving regular reports from the Ice Arena. Only 1 was of concern and it is currently being investigated.

Old Business:

- **Night Walk/Blue-Light Phones**
T. Hill lead a discussion about conducting night walks to evaluate emergency phone coverage on campus (the Blue light phones). ITS is in the process of a full evaluation of emergency Phone services on the campus. T. Hill is a member of that group and will report back to the committee with updates.
- **Flu Shots**
T. Hill stated there had been 2 successful clinics with 210 people attending. T. Hill thanked S. Osgood for her help and assistance during the clinics.
- **Flood Concerns**
T. Hill discussed the October food emergency and also discussed more recent predictions of flooding that were not acted on. Weather and resulting predictions of floods have been far off of the actual numbers. As a result of requests from PSU and the Town of Plymouth, the National Weather Service and the NH Department of Homeland Security have agreed to review the flood prediction process across the region. The first evaluation will be on the Pemi and will be held at PSU on December 14th.
- **Any Other Old Business**
None

New Business

- **Boyd Roof Concern**
A. Waghe stated that there are no railings out on the Boyd roof. Another faculty member approached A. Waghe with the concern over sloped roofs and icy conditions. According to T. Hill, only certain people have keys and there are several access points to the roof. T.Hill asked that A. Waghe have the faculty member that raised the concern contact her directly so she can address it.
- **Boyd Gas Line Issue**
T. Hill stated that there was a gas leak and 2 small fires in Boyd due to faulty gas hoses to a lab's Bunsen burners. No injuries resulted and the only damage was to the tubing. Heavy duty tubing has since been purchased. This issue resulted in fire marshal involvement. As a result, other schools in the region were notified to inspect their gas tubes/hoses.
- **Town of Plymouth Emergency Plan**
T. Hill stated that the town of Plymouth and PSU are trying to match-up plans when it comes to emergencies. The Town is updating their emergency plan. Several people from PSU are on the plan committee.
- **Siren Test**
On February 16th there will be a siren test at noon. Other methods of emergency communication, including the text message system, will also be tested.
- **Bunk Bed/Loft Safety**
T. Hill stated that they University System Safety Council is looking into bunk bed/loft railings after an injury at another college. A summer camp participant rolled off of a bunk bed as suffered a fractured skull. PSU has camps throughout the year where younger people are staying overnight. Residential Life is evaluating their procedures regarding bunk and loft bed railings for both camps and full time student residents.
- **Vehicle Insurance**
T. Hill stated that there have been some concerns over the process for renting vans and ensuring safety and accident protocol. An updated plan is being worked on and hopefully will be brought forward in time for the fall 2011 session.
- **Fire Extinguishers**
T. Hill stated that all fire extinguishers across campus have been entered into a new computerized inspection and maintenance program. Program includes barcodes for each extinguisher and cabinet or bracket. System is up and running and should help to monitor the extinguishers on the campus.
- **NH DOL Safety Summary Form**
T. Hill handed out a draft NH Department of Labor Safety Summary Form to all members present. This form, required by NH DOL every two years, asks for the names of every safety committee member. T. Hill wanted members to be made aware of the information that is on the form since it contains committee member names. If there are any concerns or questions regarding the data, T. Hill needs to be informed no later than December 10th as the form must go to USNH offices before final submittal to the state by December 31.
- **Committee Membership**
T. Hill stated that they are still asking for a student representative for future meetings. Nothing has been heard back from the Senate.
- **Any Other New Business**
None

Next Meeting:

Tentative Date: Thursday, March 3, 2010 @ 2:00 P.M.

A motion was made to end the meeting. Moved by C. Johnson and K. Bownes seconded the motion.

Meeting Adjourned @ 3:04 P.M.