

PAT Senate Meeting Minutes
March 4th, 2016
8:15am Newfound Room

I. Guest Speaker: Pat Cate and Mark Fischler

- **Center for Student Success Areas**
 - o Academic Advising Center
 - o University Studies
 - o Career Services
 - o Internships
 - o Continuing Education and Testing
 - o Global Engagement Center
 - o First Year Experience
- Pat explained that the center would always continue to change. “If we are stagnant, we fail. If it isn’t working, stop doing it.”
- Sample Initiatives
 - o Student Success Collaborative
 - o Junior/Senior Degree Reviews
 - o Assess Internship opportunities
 - o Career Peer Advisors
 - o Improved Withdrawal process
 - o International Student Engagement/Summer Program
- Always working towards improvement

- **First Year Experience Initiatives**
- Focusing on life skills and relationship building
 - o Orientation and Panther Days
 - Start first year seminar during orientation in August
 - Banquet dinner hosted during orientation- to share humanity together
 - o First Year Seminar
 - More interdisciplinary program- students will start looking at real world problems
 - o First Year Advising
- Putting together a survey to collect information on why students stay at PSU
- Developing the Student Success Guide- centralized information for students about important ways to navigate campus. This is also helpful for parents.

Questions:

- Diane Tiffany asked if the information from the survey would be shared. Mark explained that the information would be put together to share.
- Rodney Ekstrom asked if we have a way to look at the commonalities of the students who stay at PSU- academic life, campus life, etc. Pat explained that the Student Success software was designed to look at the information on students who did well, however, it is academically focused. It doesn’t look at student life aspects.
- Rodney asked if there is a way to think about managing a portfolio of students. Pat explained that this kind of case management is set up in pockets- first year advising, etc. What Pat is excited about in regards to the URSA process is this a good time to be working on these things. He feels we are moving in the right direction.
- Mark explained that it would be great to bring all faculty/staff together to discuss interactions with students.

- Jeff Furlone asked if Pat could speak to what the RD's are doing. Pat explained that they are using the Student Success Collaborative a bit differently. RD's use this to gain information about academic background when meeting with students in the residence hall. This conversation might not have come up if the RD didn't have access to this information. The goal is to have more conversations that matter. Pat spoke about how our students are not familiar with using a map, and rely on GPS. They are not use to mapping out an experience. We have to provide information at the exact right time for students.
- Noelle Ferris asked if there would be any instances where we would refer students to the center. Mark explained that faculty/staff should send students to the Center, especially in an emergency situation.
- Pat and Mark thanked everyone for their cooperation and collaboration.
- Catherine Todd suggested that resources include how campus employment be tied into career development. Mark and Pat explained that they are working on this.

II. Acceptance of Minutes: February 5th, 2016 meeting

- Moved to consent- no objections, minutes approved.

III. No New P.A.T.s: John Scheinman did ask PATs to nominate colleagues for the Distinguished PAT Award. The nomination deadline is two weeks from today.

IV. Speaker's Report: Terri Potter

- Thank you to Nominating and Balloting Committee for their speedy turn around of the Administrator Selection process. Laure Morris is our PAT representative on the AVP EMSA search.
- ULT report - only Kathy and I in attendance. Asked questions about University Wide vs. Faculty-Initiated committees – where to go when we have concerns? His answer was that it should go to the cabinet. We also shared some of the concerns brought forward from the Welfare Committee, but I will defer to Dave for any further information.
- Replaced Lindsey Stepp with Ted on Nominating and Balloting committee. Lindsey will be leaving us on March 11th to return to governor appointed position for the state of NH. Lindsey – we will miss you and thank you for your contributions to PBLG and the Nominating and Balloting Committee.

V. Treasurer's Report: Kim Gammons

- **6ZT915 – PAT Cookie Jar – \$3,075.98 (after December raffle funds are moved \$996.98)**
General spending for PAT activities and socials.
December raffle funds of \$ 2,079 were deposited to this account. The scholarship committee will notify Advancement/Major Gifts (Kit Otto/Barbara Adams) of the amount they would like moved to either the Endowment Payout or Principal Fund. This notification ensures the funds are considered a gift from the PATs.
- **6DTPAT – PAT Meeting Support Fund – \$282.90**
Used for refreshments at meetings excluding the Pat Storer Award and Distinguished PAT Award ceremonies. Those latter two are funded through the VP for Financial Affairs Office (6U0000 PFPATS).
- **6GCE1T – PSU PAT Scholarship Endowment Payout Fund – \$8,699.14**
There are currently 42 PATs that contribute through payroll deductions approx. \$240 each pay period Interest added (in quarterly payments) for FY16 to date \$994.02
Scholarships totaling \$6,000 were awarded for the 1516 academic year.

Balance at year end (June) needs to cover amount of scholarships that have been awarded for the next year.

- **6TC112 – PSU PAT Scholarship Endowment Principal Fund - \$38,498.82**
(Previously reported \$40,848.75 - since then a loss was reported 12/31/2015 of \$2,349.93)

Submitted by Kim Gammons (3/4/16)

VI. Committee Reports:

1. Athletic Council: Denise Normandin, Morgan Stepp
 - Meeting next week.
2. Fundraising: Diane Tiffany (co-chair), Leslie Castonia (co-chair), Dave Gyger, Lauren Lavigne, Sara Noyes, Kayla Gaudette
 - Leslie explained that we raised \$125 at last meeting. The committee met two weeks ago. They had a discussion with Paula Lee Hobson, who asked the committee how to creatively get more staff to make payroll deductions.
 - The committee is partnering with Taste of NH event on March 16th. The Chamber of Commerce is going through a transition, which is one reason for the partnership. The committee is hoping that a portion of proceeds from raffle will go to scholarship.
 - Looking to work with the 40th Anniversary of PAT celebration.
 - The committee is scheduling a meeting over the next couple of weeks to discuss a spring fundraiser.
3. Governance: Frank Cocchiarella (chair), Phil Atkinson, Dave Gyger, Courtney O’Clair, Pat Plante
 - March 4, 2016
PAT Senate
Governance Report
Governance committee met on: Thursday, Feb. 25th at 2:30pm
Members (Pat Plante, Dave Gyger, and FLC) were present, in addition, Linda O’Donnell and Chris Chiocca from the OS senate joined us. (faculty members were invited but were unable 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 and how we might go about getting them to better match up. 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 discuss that the group should get together again. And that the PAT senate would discuss this further at our next meeting. Frank also shared that he would share this with the PAT exec. In the meeting that was taking place the next day (Friday, February 26th)

The OS staff left and then we discussed the following topics:

1. **Benevolence task force Proposal**

We had been communicating with the Task force and asked them to send a proposal in language that would fit into our current bylaws. They had done that and shared it with us. Pat Plante shared the USNH system wording on gifts. Dave Gyger made a friendly amendment to add the \$25 dollar limit language in the proposal which was accepted. The official proposal will be submitted by the task force.

2. Discussion on term limits and maximum committee participation

Following is the recommendation for discussion and vote and location to place in bylaws if passed.

Under Article V

Representative and Observers

The term of office for all representative positions is one year, unless otherwise noted in the bylaws. **The constituency that determines the composition of each committee listed is noted in parenthesis.** Note: We should review and discuss the piece highlighted in yellow.

Sometime, before the year is over.

Proposal to add to this section of the bylaws

Term limits and conditions: Any PAT can have a maximum of two official Representative or Observer positions at any one time. If elected to more than two positions in any given year they will have to determine which two they choose to be an official representative for.

(We are not making any recommendations on term limits at this time)

- Official Motion made by committee
- Brendon Hoch seconded.
- Rodney Ekstrom encouraged people to vote against this, because we could make those decisions.
- Phil Atkinson asked when this would take place. Frank said it would take place next nomination cycle.
- Brendon asked if people could run for more than two. Frank explained that people could run for more than two, but accept only two.
- Brendon asked if this is parallel to what OS does. Terri explained that OS can only serve on two at one time.
- 29 in favor
- 4 opposed
- 4 abstained
- Motion passed

3. We also discussed the information in regards to the parking committee. We did not vote on any action, but we did suggest that the committee should either follow the bylaws or make changes to the bylaws as needed. (which again raised the question to which bylaws should the action be made to, and who oversees and determines which committees are University Wide committees and which are not)

The three governance committees will continue to try to get together to discuss overall goals of governance.

We wrapped up the meeting with confirming that Frank would share this with the Exec. Committee on Friday and then the full PAT senate on March 4th.

Submitted by Frank Cocchiarella (2/28/16)

4. Honorary Degrees and Awards: Rodney Ekstrom

- Peter King of Sports Illustrated magazine is an award-winning journalist and broadcaster. King will provide the Commencement address and receive an honorary Doctor of Letters.
- Nick Vailas '76, a successful alumnus, healthcare businessman and consultant, will receive the

Granite State Award. He is also a generous philanthropist who has assisted many deserving New Hampshire organizations.

5. Media Advisory Board: Angie Ricciardi

- No Report.

6. Nominating and Balloting: Phil Atkinson (chair), Pat Plante, Lindsey Stepp, Morgan Stepp, Tom Weeks

- Meeting March 10th.

7. Observer to Operating Staff (OS): Patti May

- No Report.

8. Observer to Student Senate: Brian Dye, Erica Burke, Heather Huckins, Lauren Lavigne

- I attended the meeting on 2/28 with following report:
- Michael Miller, Student Affairs Consultant, was a guest speaker and worked with the students on appropriate communication stressing the importance of that for them as leaders of the student body
- President Birx represented the Administration and noted the new residence hall has been approved by the Board of Trustees and now goes to Governor and Council for final approval and he's not expecting any issues.
- Rich Grossman and Chris Drever from ITS were invited and addressed questions about wireless coverage in certain areas, and the functionality of our wireless infrastructure specifically in regards to online game usage. ITS is working with the students on issues.
- They approved additional funds for the opener for Spring Fling
- There was additional discussion about the Electrical Power Upgrade to Mary Lyon to support events on the ML lawn. Terri Potter stated they still have a little time before final decision is required but should be soon or they will lose the window of lower costs while the renovation is still on going.
- It was noted that Ski Day was a great success this year even running out of T-Shirts! Numbers were at ~850 students/faculty/staff

Submitted by Heather Huckins (3/3/16)

9. Parking Committee: Al Baker, Ted Wisniewski

- No Report.

10. Planning and Budget Leadership Group (PBLG)/URSA: Rich Grossman, Lindsey Stepp

- No Report.

11. Professional Development: Sarah Robertson (chair), Al Baker, Lauren Lavigne, Patti May, Deb Tobine

- March application deadline is 3/9/16 (applications go to co-chair Deb Underwood).
- We have a small amount of money left to award (approx. 2K); applications will be reviewed in the order they were received.

- Chair yoga coming up on Monday, 3/21- more details will be sent out as it gets closer!

Submitted by Sarah Robertson (3/1/16)

12. Representative to the Faculty: Ashley Phillips

- Faculty met on Wednesday March 2, 2016
- President Donald Birx was present to discuss his report. Linda Levy asked that since his report indicated that the budget was good were jobs safe? President Birx stated no, it shows that our financial situation is not getting worse and we are on track to improving but we still have a \$3 million gap, more will be known about our financial situation by the next faculty meeting.
- Provost Julie Bernier was present to discuss her report. John Kruckenberg asked for clarification on the request for feedback about introducing 3 new advisors for first year students. The positions were clarified in a previous report and the request for feedback is only specifically about whether or not there should be 3 new advisors for first year students.
- There were no questions for Hilary Swank, Chair of Curriculum Committee or Michelle Fistek, Chair of Faculty Welfare Committee, both of whom who had submitted documents for review prior to the meeting.
- No old business
- New Business, a robust discussion was had about a motion from Interdisciplinary Studies (IS) brought forward by Robin DeRosa, to have a predesigned track in IS called Dance Entrepreneurship. The motion was made by Robin DeRosa and seconded by Amanda Whitworth. Discussion was then had about whether or not now is the right time to introduce this idea, the definition of track and purpose of tracks, the implications based on URSA and Clusters, concerns about lack of resources and request for resources. A motion was made to table to discussion and after debate Christian Roberson called to question which stopped discussion. The motion to table was voted down. Another call to question was raised by Christian Roberson which ended discussion on the first motion and the motion to have a track called Dance Entrepreneurship was passed.
- Announcements:
Kelly Legacy was introduced by Sean Collins as Clinical Director of DPT.
Ashley Phillips won the basket raffle.

Submitted by Ashley Phillips (3/3/16)

13. Safety: Bob Bruemmer, Steve Temperino

PAT & OS Meeting Update: Campus Safety Committee

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

Chemical Abstract Services (CAS) number

Physical state

Physical and/or Health Hazards – these are divided into five categories. Physical hazards are Fire, Sudden Release of Pressure and Reactivity. Health hazards are Immediate (Acute) or Delayed (Chronic).

Inventory Information – this includes the maximum daily amount, the average daily amount and the number of days on site.

Storage Information – this includes container type, pressure, temperature, specific information on storage amounts and locations.

Certification – The owner or operator or the officially designed representative of the owner or operator must certify that all information included in the Tier II submission is true, accurate and complete.

14. Scholarship: Patti May (chair), Jess Morel, Angie Ricciardi, Tom Weeks

- No Report.

15. System Human Resource Committee (SHRC): Phil Atkinson, Kim Gammons

- Meeting scheduled for March 17th.

16. **Welfare:** Dave Carpentiere (chair), Phil Atkinson, Crystal Gaff, Lauren Lavigne, Rodney Ekstrom, Morgan Stepp

- Welfare passes along a list of items to campus leadership via Terri Potter. These were based on outcomes from the Welfare Survey. We will see what comes of this after a period of time.
- We identified that the Faculty Welfare Committee references there was a need for the campus to “find a better work/life balance and deal with some perceived inequities in workload”....so we will reach out to them to perhaps discuss some of the commonalities.
- As always....pass any concerns or issues to the committee and we will be happy to follow up or investigate.

Submitted by Dave Carpentiere

VII. Old Business:

- Terri Potter read the Benevolence Task Force report.

Submitted By Angie Ricciardi

- Motion made by committee to establish the Outreach and Benevolence Committee.
- Dom Medgalia-Brown seconded the motion.

Discussion:

- This fund is not subject to the IRS guidelines b/c it is an agency fund, which is a custodial account – with the funds generated from PAT donations and not university allocated dollars.
- 27 yes votes
- 1 no vote
- 4 abstentions (and Phil Atkinson was not one of the abstentions!).
- Motion passed.

VIII. New Business:

IX. Announcements:

- John Schienman won the raffled stool.

X. Motion to adjourn: 9:30am

If you are a committee chair and will not be present to make the report, please ask someone else to do so, or send your report via e-mail to Jessica Dutille at jadutille@plymouth.edu in advance of the meeting.