

Penn State Berks Senate

Monday, February 4, 2013

1:00-2:30 PM

Multi-Purpose Room, Perkins Student Center

Agenda

- **Call to Order**
- **Additions, Corrections, and Approval of Minutes of the November 26, 2013 meeting**
- **Announcements and Reports by the Chair**
- **Reports of Officers and University Senators**
 - Vice Chair Bowers
 - Secretary and Senator Zambanini
 - Senator and Parliamentarian Aynardi
 - Senator Snyder
 - Student Senator Anthony A. Khoury
 - SGA President Darryl Blake
- **Comments and Announcements by Administrators**
 - Chancellor Hillkirk
 - Associate Dean Esqueda
- **Unfinished Business**
- **Motions from Committees**
 - Legislative Report on Core Council Recommendations, Academic Affairs Committee (**Appendix A**)

- **Informational Reports**

- Informational Report on General Safety Concerns, Physical Facilities and Safety Committee (**Appendix B**)
- Minutes, Physical Facilities and Safety Committee, 12/03/12 (**Appendix C**)
- Strategic Planning and Budget Committee Report to Senate, 12/17/12 (**Appendix D**)
- Intercollegiate Athletic Committee Meeting Minutes, January 23, 2013 (**Appendix E**)

- **Committee Reports**

- Academic Affairs, Committee Chair Bowers
- Faculty Affairs, Committee Chair Gamberg
- Intercollegiate Athletics, Committee Chair Shaffer
- Strategic Planning and Budget, Committee Chair Newnham
- Physical Facilities and Safety, Committee Chair Arnold
- Student Life Committee, Committee Chair Jastrzebski

- **New Legislative Business**

- **Forensic Business**

- **Comments for the Good of the Order**

- **Adjournment**

Penn State Berks Senate
November 26, 2012
1:00-2:30 PM, Multi-Purpose Room

Attendees: Ali Alikhani, Mohamad Ansari, Jennifer Arnold, David Aurentz, Martha Aynardi, Michael Bartolacci, Tara Beecham, David Bender, Bill Bowers, Mike Briggs, Maureen Dunbar, Leonard Gamberg, Katie Garcia, Tom Gavigan, Nathan Greenauer, Bruce Hale, Jui-Chi Huang, Ben Infantolino, Ron Jastrzebski, Erin Johnson, James Karlinsey, Samantha Kavky, Mahsa Kazempour, Abdullah Konak, Sadan Konak Kulturel, Jim Laurie, Dan Litvin, Lauren Jade Martin, Cesar Martinez-Garza, Raymond Mazurek, Deena Morganti, Tami Mysliwicz, Randall Newnham, JoAnne Pumariega, Toby Rider, Jeanne Marie Rose, Brenda Russell, Holly Ryan, Susanne Samson, Dave Sanford, Jessica Schocker, Kirk Shaffer, Alice Shaparenko, Ike Shibley, Stephen Snyder, Terry Speicher, Christian Weisser, Keshia Morant Williams, Bob Zambanini (Faculty); Marie Smith (Staff); Kathy Ashby, Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Walt Fullam, Keith Hillkirk, Janelle Larson, Dennis Mays, Belen Rodriguez-Mourelo, Blaine Steensland, Lisa Weidman (Administration); Darryl Blakey, Devin Heckman, Anthony Khoury, Alexandria Miller, Kunal Sharma, Annalise Sutcliffe, Tiffany Wesner (Students)

1. Call to Order

- 2. Approval of Minutes of the Preceding Meetings- Minutes of October 22, 2012** – The Chair called for additions, corrections to the minutes; hearing none, a motion was called to approve the minutes; *the minutes were approved.*

3. Announcements and Reports by the Chair

- On November 13, the University Faculty Senate Council approved, by a unanimous vote, the amendment to the Standing Rules of the Berks Senate Constitution.
- The Chair introduced the newest voting members to the Berks Senate; they are: Kathy Ashby, Director, Housing and Food Services; Walt Fullam, Director, Continuing Education and Outreach; and Lisa Weidman, Director, University Relations.

4. Reports of Officers and University Senators

- **Vice-Chair Bowers – No Report**
- **Secretary and Senator Zambanini – No Report**
- **Senator and Parliamentarian Aynardi – No Report**
- **Senator Snyder – No Report**
- **Student Senator Anthony Khoury – No Report**
- **SGA President -** The Chair turned the meeting over to Dr. Blaine Steensland, Senior Director of Student Affairs and Enrollment Management. Dr. Steensland reported on the multiple number of SGA officials who recently resigned, including former President Larry Wesner. Dr. Steensland announced and introduced new President Darryl Blakey, who was selected due to his current line and position within the SGA as Governmental Affairs. Additional transitions will be taking place within the next couple of weeks as those current vacancies become filled.

5. Comments and Announcements by Administrators

- **Chancellor Hillkirk**
 - The Chancellor announced that Mr. Glenn Moyer will be the Keynote Speaker for the December 21, 2012 Fall Commencement. Mr. Moyer currently serves on the Campaign Committee for the Future: The Campaign for Penn State Student, and is current Secretary for Banking and Security for the state of Pennsylvania. Mr. Moyer has been a loyal supporter of Penn State Berks for many years.

- The Chancellor congratulated Dr. Paul Esqueda, Dr. Janelle Larson and others for their recent efforts on behalf of Penn State Berks and will afford Dr. Esqueda the opportunity to share this very good news when he makes his report.
- The Chancellor commented on the deep involvement surrounding recruiting efforts for next year. A number of fall visitations dates have been set. The news that Dr. Esqueda will share is something which will be widely disseminated because it will afford an even greater opportunity for outreach when recruiting students. A number of additional recruiting strategies are currently being discussed.
- **Associate Dean Esqueda**
 - Penn State Berks has been authorized to offer the Mechanical Engineering degree. Penn State Berks is the only college within Berks County to offer both the Electrical Engineering Technology and the Mechanical Engineering Technology degrees, which puts Berks in a very attractive position for recruiting students while also reinforcing the mission of the new Gaige Technology and Business Innovation Building. Dr. Esqueda thanked Dr. Larson and all the Engineering Faculty who were instrumental in the process.
 - The next Faculty Meeting is Wednesday, November 28 at 1:00 p.m. in Gaige, 121; the topic will be Enrollment Trends.
 - The Faculty Retreat is on Friday, December 21 at 8:00 a.m. in Gaige, 121. Fall commencement is on Friday, December 21 at 7:30 p.m. in the Beaver Community Center.

6. Unfinished Business – None

7. Motions from Committees

- **Revision to the Standing Rules of the Berks Senate Constitution, Executive Committee (Appendix A)** – The Chair provided rationale on the motion and opened the floor for discussion; hearing none, a vote was called and the *motion was approved*.

8. Informational Reports from Committees

- **Minutes – Faculty Affairs Committee (Appendixes B and C)**
- **Minutes – Intercollegiate Athletics Committee (Appendix D)**
- **Minutes – Physical Facilities and Safety Committee (Appendix E)**
- **Student Life Committee – (Appendix F)**

9. Committee Reports

- **Academic Affairs – Bill Bowers – No Report**
- **Faculty Affairs – Leonard Gamberg** – Chair Gamberg reported that the Committee is on a fact-finding mission regarding the discrepancy involving HR23 and the Faculty Activity Report, as they state the involvement of Undergraduate Research. It appears the discrepancy stems from Faculty Handbook. A meeting to consult with Division Heads is currently being planned. The Committee will consult with Division Heads to update the Faculty Handbook so that the statement on Undergraduate Research is in-line with HR23; an Informational Report will follow.
- **Intercollegiate Athletics – Kirwin Shaffer – No Report**
- **Strategic Planning and Budget – Randall Newnham – No Report**
- **Physical Facilities and Safety – Jennifer Arnold – No Report**
- **Student Life – Ron Jastrzebski – No Report**

10. New Legislative Business – None

11. Forensic Business

- **University Faculty Senate Forensic Report – Senator Snyder (Appendix G)** – This report was initially to be an Advisory Report; however, it lost ground at the Senate Council and has become a Forensic Report. The debate is going to focus on the following questions: (1) Should a threshold

for the ratio of Standing Faculty to Fixed-Term Faculty be established? (2) Should a threshold for the ratio of FTM to FT1 be established? (3) Should thresholds that do not increase reliance of FT2 positions be established? These topics will all become questions instead of statements; initially, they were made as recommendations. Comments and responses are encouraged; our Senators should be contacted regarding how they should to frame the discussion on the floor at the next meeting. A question was raised as to why the report did not include issues surrounding salary. Previously the determination was made that there were salary discrepancies for FT2 Faculty teaching at the University Park Campus vs. those teaching at the Commonwealth Campuses. Senator Snyder stated they had to limit the topic for the report; salary information is difficult to obtain, especially when trying to discuss the differences between FTM and FT1 Faculty. The suggestion was made quite strongly at the University Senate last year that the Annual Salary Report should provide a much clearer breakdown of FTM vs. FT1 Faculty.

- **AAUP Chapter – Raymond Mazurek** – A group of faculty attempting to initiate a Chapter met over the Thanksgiving break and progress is being made; a local Chapter will be implemented sometime next spring semester. The necessary requirements needed from the National Organization to form a local Chapter (i.e., creating Bylaws, establishing Officers, membership requirements, etc.) were discussed and are currently being investigated. The AAUP is for faculty the equivalent of what the American Medical Association is for physicians. It is a broad-based organization for university teachers founded approximately 100 years ago. It is considered a professional organization that focuses on the profession. The AAUP consists of two basic principles: (1) focus on academic freedom; and (2) shared governance. A third area of major concern is the erosion of principles concerning academic freedoms and shared governance nationally by the way in which Tenured Faculty has been replaced with Fixed-Term Faculty. The percentage of Tenured Faculty is on the decline nationwide, which is part of an enormous national trend that many call corporatization. Several reasons are behind this trend including the primary reason, which is financial; however, during this same time-frame administrations among Colleges have grown exponentially. It is these types of issues that create cause for concern among faculty and are the driving force for Penn State to move toward forming a local Chapter. Additional information on their mission, including the dues structure, may be found at their website: www.aaup.org.

12. **Comments for the Good of the Order** – A question was raised as to the reasoning behind the current tripling of coffee prices with the installation of new vending machines in the Luerssen building. Kathy Ashby, Director, Housing and Food Services, commented that the increase was due in fact that these machines are providing a better quality product; coffee is now being made using freshly ground beans vs. instant coffee. She also commented that the price points are contracted directly between the vendor and the University.

13. **Adjournment**

APPENDIX A
Penn State Berks Senate
Report of the Academic Affairs Committee
April 2012 (Revised January 2013)

Introduction:

As charged by the Executive Committee of the Berks Campus Senate, the Academic Affairs Committee has been in the process of reviewing the recommendations of the Core Council as explained in a letter to Penn State Berks Chancellor Keith Hillkirk, dated Friday, 14 October 2011 (https://intranet.bk.psu.edu/sites/default/files/PS_Berks_Signed.pdf). Specifically, the Academic Affairs Committee was charged with reviewing recommendations #3 and 5.

This report is the second of two reports completed by the Academic Affairs Committee to address this charge, looking at the recommendations concerning the First Year Seminar, developmental courses, greater investment in tenure-line and multi-year appointments, and new majors and programs.

On the issue of new majors and programs, Academic Affairs spent time reacting to the initial proposal from the Degree Development Committee chaired by Dr. Paul Esqueda. Given the importance of this issue, the committee recommends that next year's Academic Affairs Committee continue consideration of new majors and programs.

Given time constraints of the semester, the Academic Affairs Committee has not completed a thorough review of the Core Council recommendations regarding collaboration with other campuses and further development of on-line and other technological resources.

This legislation is resubmitted for consideration by paragraph to allow the Berks Senate to act on each of the numbered recommendations individually and independently of each other.

Committee motions and rationales:

1. The Math and English faculty should review the Core Council suggestion to reduce the number of developmental courses offered.

Rationale: When students are admitted to Penn State at the Berks campus, it is the College's responsibility to provide the academic resources and courses needed to encourage their success. In the future, through a combination of marketing, outreach, and recruitment to raise the average evaluation index of incoming students, there might be less need for developmental courses. But at the present time, these courses are essential for the academic success of our students.

2. Separate, one-credit First Year Seminars should not be eliminated at the Berks campus.

Rationale: FYS courses can be important experiences which help ensure student success and retention. Extensive national data indicates a high correlation between well-designed FYS experiences and these two outcomes.

3. The curriculum of FYS should be standardized by the existing FYS Committee, with this same curriculum offered by all instructors of FYS.

Rationale: The FYS Committee has already identified that one of the biggest problems with the existing FYS program is a lack of consistency and full-time faculty to teach the classes. A common

curriculum and a regular rotation of FYS responsibility will address these two problems. Further, a common curriculum will ensure that faculty can easily integrate this responsibility into their teaching loads with no extra preparation work.

4. Penn State Berks should commit itself to fulfilling the Core Council recommendation to increase instruction by faculty in the tenure-line and those with multi-year appointments, and to reduce credit hour instruction by part-time faculty.

Rationale: Berks currently has 42% of student credit hours generated by part-time faculty, quite a high figure among Penn State campuses. Reducing this figure will lead to greater continuity for students, increase of predictable quality in instruction, and more equitable pay for the average instructor.

5. Penn State Berks should strengthen its existing degree and General Education programs by investing the resources needed to make these programs thrive and continue to grow. Any new programs adopted (including the addition of individualized or other options within existing programs, or minors) should have 20 – 25 initial students and not threaten existing programs.

Rationale: Introduction of new programs will necessarily impact on existing programs. A careful assessment of needs for existing programs should be made in order to ensure that these programs do not lose resources to new programs.

6. The goal of “strengthening programs” should be specifically defined for individual programs, be based on the particular goals, characteristics, and needs of a program, and be supported by relevant data. “Strengthening programs” might include but is not limited to hiring necessary tenure-line and multi-year faculty, encouraging matriculation through scholarship support, and providing necessary funds for existing and new courses and extra-curricular experiences related to instruction. Specific recommendations to strengthen particular programs should be referred back to the Academic Affairs Committee for further review.

Rationale: “Strengthening” is a very broad term which can be defined in a variety of equally valid ways. Different programs have different needs, e.g., one program might have over-subscribed courses, while another might lack a variety of courses. The decision to commit resources to strengthen a particular program might financially impact available resources for other programs.

7. New majors should only be adopted by Penn State Berks after thorough market research to gauge potential student interest, a review by discipline faculty about necessary resources for the program, and careful consideration of how the programs would impact existing degrees.

The following motions are in response to the proposed majors and programmatic changes included in the draft report of the Degree Development Committee, the Academic Affairs Committee makes the following recommendations:

8. *Pursue the baccalaureate degree in HRIM.*

The committee is concerned that there is currently only one multi-year faculty member teaching in the two year HRIM program, and no tenure-line faculty. The committee believes that there needs to be clear data to support the demand for this proposed program and its cost effectiveness. The committee recommends that before adopting a four year degree, the college explore the possibility of establishing HRIM as an individualized option within the existing Business degree.

9. Major courses in all four year degree programs at Penn State Berks should be taught predominantly by tenure-line and /or multi-year faculty. The Academic Affairs Committee in 2012-2013 should investigate and make a recommendation about best practices in this regard.

Respectfully submitted,
Academic Affairs Committee 2011-2012
Khaled Abdou
Jennifer Arnold
David Bender
Nancy Dewald
Paul Esqueda
Tom Gavigan
Michelle Mart, chair
Tami Myslewicz
Michele Ramsey
Tiffany Wesner
Robert Zambanini

Resubmitted, Academic Affairs Committee 2012-2013

David Bender
William H. Bowers, chair
Jui-Chi Huang
Paul Esqueda
Lisa Glass
Nathan Greenauer
Benjamin Infantolino
Erin Johnson
Deena Morganti
Tami Mysliwicz
Tiffany Wesner
Robert Zambanini

APPENDIX A1
Excerpts from HRIM P3 Draft

Educational Need – Offering a Baccalaureate Degree in HRIM at Penn State Berks would fulfill a need that currently exists in the geographic area of the college. As stated earlier, the closest university that offers a four year degree in Hotel Management is 60 miles from the Reading area. Appendix A1A shows the number of graduates at the closest universities offering a four year degree in Hotel Administration. There are four community colleges in the surrounding area that offer an Associate Degree in Hotel Administration or Culinary Arts. The community colleges are Reading Area Community College, Montgomery Community College, Harrisburg Area Community College, and Northampton County Community College. Appendix A1B shows the numbers of graduates at these Community Colleges. Location bound students are limited in their options and are forced to choose an Associate Degree in Hotel Management from a community college or the Associate Degree in HRIM at Penn State Berks. In the past five years, there have been 30 graduates of the Berks Associate Degree program, many of whom have expressed interest in a Baccalaureate program. In addition, there are currently five students majoring in the Bachelor of Science in Business with an individualized option in HRIM. Offering a Baccalaureate degree in HRIM would provide students with a degree that would give them a competitive advantage.

Market Demand Within the state of Pennsylvania, the PA Work Statistics reports that employment of both food service and lodging managers is expected to grow. Eating and drinking locations will provide the most jobs for food service managers. However, a growing elderly population increases demand in nursing homes and residential facilities. Increasing tourism and business travel will drive the employment growth of lodging managers, especially within suite hotels. The majority of current job openings in both food service and hospitality management are in the southeastern region of the state where Berks is located. The Pa Work Statistics also reports that a baccalaureate degree in hospitality management provides particularly strong preparation for a career as a food service or lodging manager.

Facilities Penn State Berks has a variety of facilities and resources that would support a Baccalaureate degree in HRIM. The addition of the Gage Technology and Business Innovation Building, in October 2011, provided the program with a production kitchen which will support the lab requirements for the food production courses. The \$280,000 production kitchen has a variety of equipment (totaling nearly \$94,000) that students will encounter in their food service careers. Appendix E shows the list of equipment in the production kitchen. The production kitchen is connected to a retail space operated by Housing and Food Services, called the Cyber Café. This operation shall be used to provide a lab experience to support HRIM 330 Food Production and Service Management. The production kitchen is also adjacent a classroom that is easily converted into a dining room to support HRIM 430 Advanced Food Production and Service Management.

Penn State Berks Campus has also been approached by William Kohl, from the Harrisburg Hotel Corporation, to develop a partnership. Mr. Kohl, an alum of Penn State's School of Hospitality Management, owns a restaurant in Harrisburg called Bricco. Bricco has a partnership with Harrisburg Area Community College that provides students with a functioning restaurant to work

in as a part of their food production classes. Mr. Kohl is in the process of developing a similar restaurant in Wyomissing, PA and has offered the same opportunity for the Penn State Berks HRIM students.

In addition, Penn State Berks has partnered with local hotels to provide a “live” lab experience for HRIM 380, Hotel Management. Students will work 50 hours a semester, rotating through five different departments, at local hotels. This is similar to the partnership the School of Hospitality Management, at University Park, has with the Nittany Lion Inn and the Penn Stater Hotel.

Appendix A1A

Graduates of Universities offering a Bachelor Degree in HRIM 2010-2011

	Hospitality Admin. Graduates	Culinary Graduates
Drexel University	16	10
Cheyney University	3	N/A
East Stroudsburg University	73	N/A
Temple University	22	N/A
Widener University	37	N/A

Appendix A1B

Graduates of Community Colleges offering an Associate Degree in HRIM 2010-2011

	Hospitality Administration Graduates
Reading Area Community College	1
Montgomery County Community College	5
Northampton County Community College	17
Harrisburg Area Community College	9

Current job openings

The table below shows the counties in Pennsylvania with the highest number of job openings advertised online for Food Service Managers on January 23, 2013 (Jobs De-duplication Level [1](#)).

To sort on any column, click a column title.

Rank	Area Name	2011 Estimated Mean Annual Wage	Job Openings for Food Service Managers
1	Allegheny County, Pennsylvania	\$61,980	163
2	Philadelphia County, Pennsylvania	\$64,530	97
3	Montgomery County, Pennsylvania	\$58,880	55
4	Bucks County, Pennsylvania	\$57,020	43
5	Erie County, Pennsylvania	\$49,840	33
6	Lehigh County, Pennsylvania	\$67,300	32
7	Lancaster County, Pennsylvania	\$52,240	31
8	Westmoreland County, Pennsylvania	\$61,000	31
9	York County, Pennsylvania	\$65,960	30
10	Dauphin County, Pennsylvania	\$54,510	28
13	Berks County, Pennsylvania	\$51,520	25

Wage Data Source: PA Dept of Labor and Industry
Job Data Source: Online advertised jobs data

The table below shows the counties in Pennsylvania with the highest number of job openings advertised online for Lodging Managers on January 23, 2013 (Jobs De-duplication Level [1](#)).

To sort on any column, click a column title.

Rank	Area Name	2011 Estimated Mean Annual Wage	Job Openings for Lodging Managers
1	Allegheny County, Pennsylvania	\$76,110	11
2	Philadelphia County, Pennsylvania	\$67,260	10
3	Delaware County, Pennsylvania	\$41,130	3
4	Montgomery County, Pennsylvania	\$56,480	1

Rank	Area Name	2011 Estimated Mean Annual Wage	Job Openings for Lodging Managers
5	Northampton County, Pennsylvania	\$38,880	1
6	Beaver County, Pennsylvania	Confidential	1
7	Butler County, Pennsylvania	\$54,950 state level wages	1
8	Chester County, Pennsylvania	\$85,000	1

Wage Data Source: PA Dept of Labor and Industry
Job Data Source: Online advertised jobs data

APPENDIX B

Informational Report on General Safety Concerns Submitted by the Physical Facilities and Safety Committee January 27th, 2013

Introduction

This informational report outlines initiatives at the Berks Campus regarding general safety and highlights present and historical concerns. It is presented in five sections with the goal of providing an overview of services available on campus, progress made towards concerns raised in the 2011/2012 committee, and issues raised by the 2012/2013 committee. We begin with the discussion of the Integrated Safety Program which provides a centralized campus wide approach to addressing general safety concerns and has representation for the Senate Physical Facilities and Safety Committee.

I. Integrated Safety Plan/Program (ISP)

The Integrated Safety Plan or “ISP” is an incentive based approach which promotes broader employee involvement in workplace safety and health. The basis of this plan is to create a partnership between Environmental Health and Safety (EHS) and participating units at the departmental level.

The ISP creates a “structure” for managing safety and health within the department with the goal of developing an enhanced safety culture, reducing risk of injury, and improving regulatory compliance. EHS also offers financial incentives in the form of regulatory indemnification and cost sharing to those who effectively implement the ISP. Berks has achieved this indemnification by developing a campus specific ISP which is implemented through the Safety Committee. The structure of the ISP is designed to encourage two way communication between EHS and the College as well as from the central Safety Committee to departments and individual faculty and employees (Figure 1).

The committee is comprised of representatives from: Athletics, Biology Labs, Chemistry Labs, Electrical Engineering Labs, EHS, Health Services, Housing and Food Services, IT, Library, Kinesiology Lab, Maintenance and Operations, Mechanical Labs, Physics Labs, Police Services, Residence Life, Student Affairs, Theatre, University Relations, SGA, and the Senate Physical Facilities & Safety Committee. These individuals are responsible for identifying general safety concerns, receiving concerns from their constituents, and liaising with their respective divisions/departments. Many of these areas have additional committees or groups that also work on safety related issues and initiatives.

Penn State Berks Safety Committee

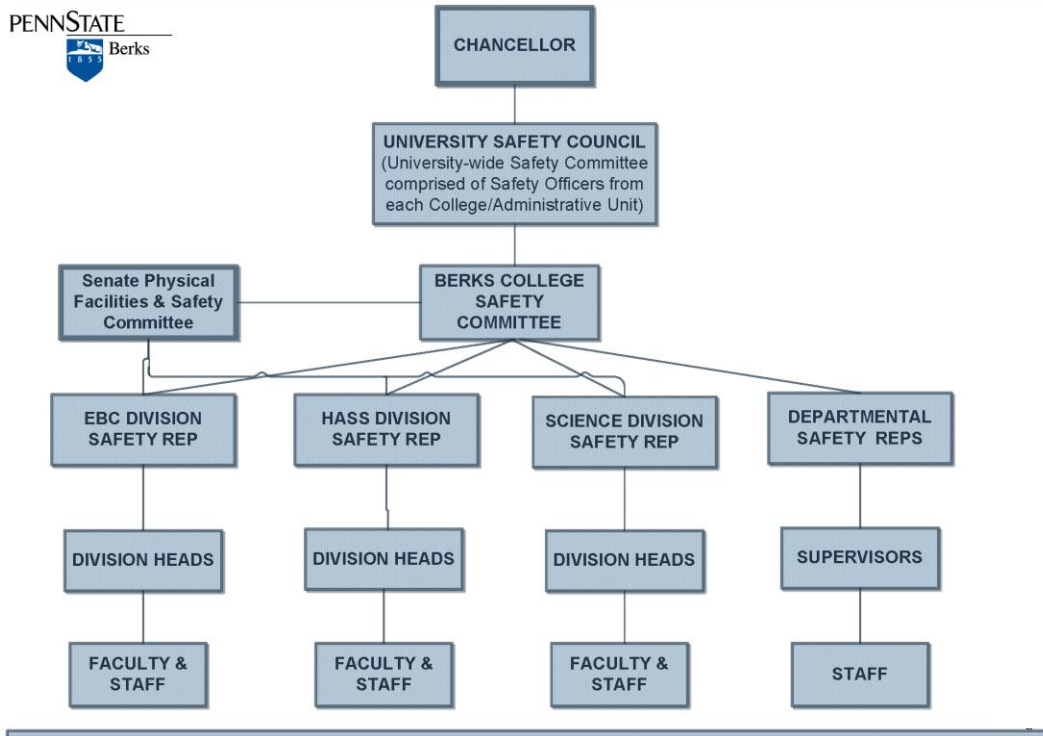


Figure 1. Structure for the Penn State Berks Safety Committee

II. Safety Assistance Available on Campus

A wide range of safety assistance is available on campus, here we outline those that are most likely to be utilized by the general campus community. For programs specific to your division or department, please contact your ISP representative.

Escort Services: an escort service has been provided since 2008 for all students, faculty, and staff who wish to utilize it while walking on campus after dark. There are nine escorts, about half male and half female. Escorts are screened students who are trained by the police to walk around the campus to act as eyes and ears for the campus and to report any suspicious activities, such as drugs and alcohol, to the police via radio. To utilize escort services, individuals can call the Residence Life Desk between 7:00 pm to 12:00 am. Please note that, escorts are not bodyguards and are not required to undergo any defensive training. Escorts are also involved in assisting in parking during special events.

Escort service is promoted on campus TV, flyer, and e-mails. In Spring 2012, 154 escort services were provided. In Fall 2012, as of 11/15, 107 escort services were provided.

Safety Phones: The campus maintains 14 "blue" phones at strategic points on walkways as well as emergency phones at residence hall entry points. Campus emergency phone locations are as follows:

1. Greenbriar Hall (Behind)
2. Sage Hall (Behind)
3. Village Walkway
4. Sweetwood Hall (Behind)
5. Alumni Pavillion
6. Luerssen Parking Lot
7. Center of Campus
8. Commuter Lot (Section 1)
9. Commuter Lot (Section 3)
10. Stoudt Road/End of Walkway
11. Walkway (Middle)
12. Janssen End of Walkway
13. Franco-F&S Lot
14. Rear of Gaige

Costs prohibit the installation of emergency phones in sports field. Therefore, all sport events are staffed with someone carrying a cell phone.

Phones are also installed in each of our classrooms and labs, with emergency procedure instructions posted nearby (See "Emergency Procedures Signage and Cards" below). People should call 911, instead of our local police office (ext. 6111) in case of emergency so that services can be deployed efficiently. In a true emergency, any of these phones will connect the caller with the county communications center (911), which is in direct (radio) contact with campus police and can also dispatch fire and/or ambulance services.

Emergency Procedures Signage and Cards: Several years ago the College created an emergency procedures document that is posted near the phone in each classroom and was distributed to all faculty and staff. The single sheet version is attached to the end of this report (Appendix B1).

Emergency Notification: The Pennsylvania State University provides emergency notification alerts via PSUTXT, campus messaging system, email, voice mail, radio and television stations – depending on the situation.

Exterior Lighting: All the walkways, parking lots, and the exteriors of all residence halls are illuminated. Campus exterior lighting is assessed each semester by a team from Police Services and M&O. Interim inspections are undertaken if there is a report of problems or concerns, such as the Janssen parking lots behind Gaige. The lights have been replaced with brighter LED fixtures after concerns raised by faculty and staff were evaluated. Normal maintenance is identified by Police Services, M&O as well as faculty, staff or student reports of lights that are out.

III. Campus Reporting Protocols

In a true emergency, call 911. For non-emergency urgent problems, contact the appropriate department (e.g. M&O, Residence Life, Housing & Food Services).

There are numerous ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. One can use the following protocols:

Voluntary, Confidential Reporting: If one is a victim of a crime or one with knowledge of a crime that they would like to report, but does not want to pursue action within the University or criminal justice system, they may consider filling a voluntary confidential report.

Reporting to Police Services: Directly contact Penn State Berks Police Services to report all crimes and other emergencies in a timely manner by calling 610-396-6111, dialing their pager number 610-856-4822 (Before/After office hours) or 911 in case of extreme emergencies.

Anonymous Tips: One can use University Police's Silent Witness program that can be accessed through the department's website: <http://www.police.psu.edu/witness/>.

Reporting to Other Campus Security Authorities:

By the virtue of the Clery Act, Penn State Berks recognizes certain University officials and offices as "Campus Security Authorities (CSA)." The Clery Act defines these individuals as "officials of an institution who have significant responsibility for student and campus activities. According to the Clery Act, pastoral and professional counselors are not considered Campus Security Authorities. In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, Police Services issues a "Timely Warning." Berks has 194 individuals trained in as CSAs.

For more details on these reporting protocols, please see the 2012, Penn State Berks, Annual Security and Fire Safety Report (Policy, Safety & U) available at <http://www.police.psu.edu/cleryact/documents/BerksPolicySafetyU2012.pdf>.

IV. Safety Concerns Raised in 2011-2012

Signage on Doors in Luerksen: Concern was expressed over the danger posed by doors opening directly into the hallways for Luerksen. Self-adhesive signs were designed, printed and installed on all Luerksen doors that open into the hallways to caution people exiting about the danger of striking someone in the hall. This was done after several incidents in previous years that resulted in injuries. So far, there are no additional reports of such accidents.

Smoking: Faculty and students expressed concerns about smokers who congregate at

entrances to buildings. As a result, new benches and smoking poles were placed further away from buildings. Additionally, signs saying "No smoking beyond this point" were posted; however, the signs keep disappearing. New ones have been ordered. Linger concerns over smoking related issues have prompted a recent report and survey by the Student Government Association Environmental Affairs Committee.

Walkways: New, wider concrete sidewalks were installed throughout campus, which improves safety and reduces concerns related to uneven surfaces and poor drainage.

Walk-off Areas: New construction and renovation projects include "walk off" wells at building entrances designed to catch water, snow and debris at building doors. In older facilities, larger walk off mats have been purchased to reduce the incidence of slipping accidents.

V. Safety Concerns Raised by the 2012-2013 Physical Facilities and Safety Committee

Lighting for the Luerksen Walkway to the Janssen Parking Lot: Concerns were raised that light levels were too low on the walkway from Luerksen to the G5 commuter parking lot and students felt unsafe. Maintenance and Operations (M&O) staff measured actual light levels. The University design standard for this type of walkway is 0.5 – 2.0 foot-candles. The actual light levels are 0.4 – 2.6 foot-candles, which is an acceptable range for actual field conditions. M&O is looking into this issue further with the consideration that environmental concerns may be leading the sense insecurity of students using this part of campus after dark.


Police Phone Poles Near the Sports Fields: A questions was raised about the lack of "blue" phones near the sports fields. According to M&O, costs prohibit the installation of such emergency phones in this area. All sport events are staffed with someone carrying a cell phone (see "Safety Phones" above).

Lactation Rooms for Nursing Mothers: Concerns were expressed over students apparently nursing in undesignated areas. The campus has identified a room for mothers needing a private space to pump breast milk. Mothers who wish to use this facility should contact Human Resources at ext. 6039.

2012-2013 Committee Members: Jennifer Arnold, Terry Baker, Kim Berry, Maureen Dunbar, Sudip Ghosh, Ada Leung, Brenda Russell, Kunal Sharma, Jennifer Wakeman.

Penn State Berks Safety/Police Services	
EMERGENCY PROCEDURES	
QUICK REFERENCE • PHONE NUMBERS	
Safety/Police Services: 610-396-6111 Police Services, located in the Luerssen Building, Rm. 114 provides 24-hour assistance and protection, seven days a week, year round.	Emergency: 911 Police Non-Emergency: 610-396-6111 Police Pager: 610-856-4822 Maintenance & Operations: 610-396-6260
WHAT TO DO	
Fires <ul style="list-style-type: none">• CALL 911.• If an emergency exists, activate the building alarm.• Building evacuation will occur when an alarm sounds or an emergency exists.• When outside, move to a clear area at least 500 ft. from building. DO NOT RE-ENTER.	Active Shooters <p>An active shooter is a person whose activity is immediately causing death and serious injury and the threat is not contained.</p> <p>If possible, exit the building and immediately:</p> <ul style="list-style-type: none">• Notify anyone you may encounter to exit the building.• Evacuate to a safe area.• CALL 911.• Individuals not immediately impacted by the situation are to take protective cover. <p>If you are directly involved and exiting the building is not possible, the following actions are recommended:</p> <ul style="list-style-type: none">• Go to the nearest room or office.• Close and lock the door.• Turn off the lights.• Seek protective cover.• Keep quiet and act as if no one is in room.• Do not answer the door.• CALL 911 if it is safe to do so.• Wait for police to assist you out of the building. <p>911 will need: Your name, incident location, number of shooters, identification or descriptions of shooter(s), number of persons involved, your exact location, and injuries to anyone.</p>
Bomb Threats <ul style="list-style-type: none">• Remain calm.• If you observe a suspicious object or potential bomb on campus DO NOT HANDLE OBJECT!• Clear the area and CALL 911.• If you receive a phone call bomb threat, attempt to ask the caller:<ol style="list-style-type: none">1. When is the bomb going to explode?2. Where is the bomb located?3. What kind of bomb is it?4. What does it look like?5. Why did you place the bomb?• Talk to the caller as long as possible and document the following:<ol style="list-style-type: none">1. Time of call.2. Age and sex of caller.3. Speech pattern, accent.4. Emotional state of caller.5. Background noise.• Police Services Officers will conduct a cursory bomb search. Employees are requested to make a visual inspection of their area for suspicious objects and report the location to Police Services. DO NOT HANDLE SUSPICIOUS OBJECTS!• If an emergency exists, activate the building alarm.<ol style="list-style-type: none">1. When alarm is sounded, walk quickly to the nearest marked exit.2. When outside, move to a clear area at least 500 ft. from building. DO NOT RE-ENTER.	Violent or Criminal Behavior <ul style="list-style-type: none">• If you are a victim or a witness to any on-campus offense or observe a criminal act or suspicious person on campus, CALL 911.• Supply the officers with any additional information.• Everyone can help make the campus a safe place by promptly reporting suspicious situations.

PENNSTATE



www.berks.psu.edu

Penn State Berks Safety/Police Services

EMERGENCY PROCEDURES

QUICK REFERENCE • PHONE NUMBERS

Hazardous Materials

Any spillage of hazardous material must be reported immediately to Police Services.

- Report material involved and exact location.
- The key person on-site should vacate the affected area and seal it off to prevent further contamination until Police Services arrives.
- Anyone contaminated by the spill should avoid contact with others, remain in the vicinity, and give their names to Police Services.
- If an emergency exists, activate the building alarm.
- When alarm is sounded, walk quickly to the nearest marked exit.
- When outside, move to a clear area at least 500 ft. from building.
DO NOT RE-ENTER.

Medical Emergencies

- If serious injury or illness occurs on campus, **CALL 911.**
- For a minor injury or illness, trained personnel should provide basic first aid care. Contact **Police Services Office: 610-396-6111 or Pager: 610-856-4822**

Earthquake

- If indoors, seek refuge in doorway or under desk. Stay away from glass windows and heavy equipment.
- If outdoors, quickly move away from buildings, utility poles, and other structures.
- **CALL 911.**
- To report damaged facilities, call **Maintenance & Operations: 610-396-6260 and Police Services Office: 610-396-6111 or Pager: 610-856-4822.**

Utility Failure

If a major utility failure occurs during regular business hours, immediately contact Maintenance & Operations. After hours, contact Police Services.

- If an emergency exists **CALL 911.** Activate building alarm if needed.
- Building evacuation will occur when an alarm sounds or when an emergency exists.
- When outside, move to a clear area at least 500 ft. from building.
DO NOT RE-ENTER.

Weather Emergencies

- Weather Information Hotline: 610-396-6375
- For procedures, refer to berks.psu.edu.
- Throughout the event, continue to check the college Web site and monitor local television and radio stations for announcements.
- Register for emergency cell phone text messaging at <http://newswires.psu.edu/>

Psychological Crisis

A psychological crisis may exist when a person is threatening harm to themselves or others, or appears to be out of touch with reality.

If a psychological crisis occurs:

- Never try to handle on your own a situation you feel is dangerous.
- Notify **Police Services: 610-396-6111 or Pager: 610-856-4822.**
- In extreme emergencies **CALL 911.**
- Other offices that could assist:
Counseling Services: 610-396-6082
Support Services: 610-396-6072
Student Affairs: 610-396-6065

Explosion, Aircraft (Crash) on Campus

- Take cover under tables, desks, or other objects that will protect you from falling glass/debris.
- **CALL 911.**
- If necessary, activate the building alarm.
- When alarm is sounded, walk quickly to the nearest marked exit.
- When outside, move to a clear area at least 500 ft. from building.
DO NOT RE-ENTER.

Auxiliary Services Escort Program

- If you must walk from one location to another on campus after dark, the Escort Program is designed to make you feel more comfortable and provide a greater sense of personal security.
- The Escort Program is provided free to all students, faculty, and staff, during the fall and spring semesters.
- Hours of Operation: 7:00 p.m.–12:00 a.m., Monday–Thursday
- Phone: 610-396-6406

Media Inquiries

Do not attempt to answer media questions about campus emergencies, either in person or by phone. Refer news media to the **Department of University Relations: 610-396-6054.**

Penn State Berks

Safety/Police Services: 610-396-6111

September 2008

THIS PUBLICATION IS AVAILABLE IN ALTERNATIVE MEDIA ON REQUEST.
Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce. U.Ed. BKO 09-15



APPENDIX C

Physical Facilities and Safety Committee

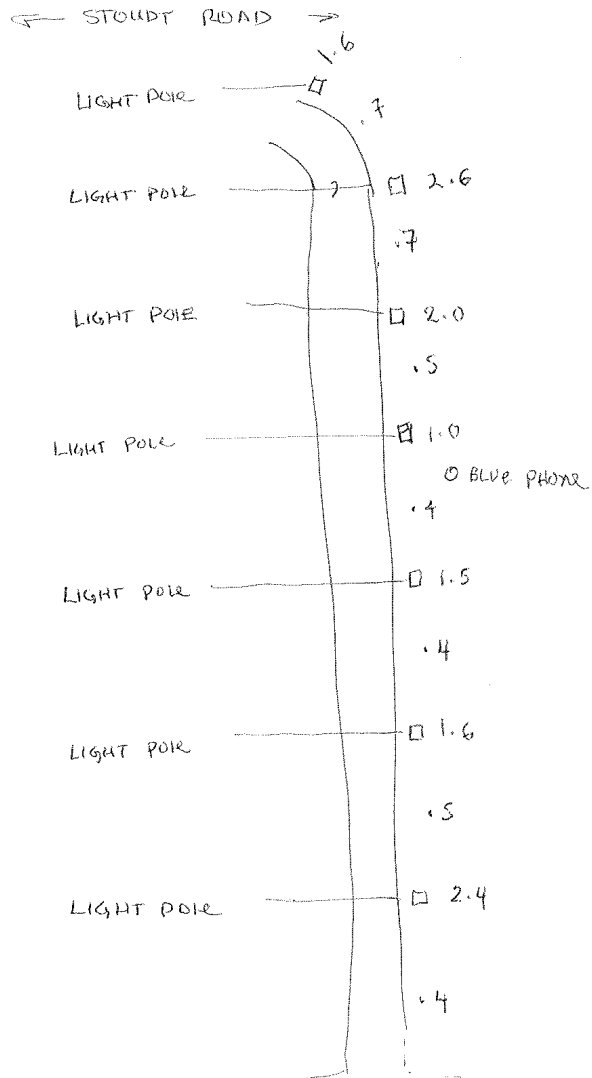
Meeting Date: 12/3/12, 1:00 PM

In Attendance: Jennifer Arnold, Kim Berry, Mark Dawson, Maureen Dunbar, Ada Leung

- Kim provided a summary of an informal study of light levels for the path between Luerssen and the commuter lot: Measurements at and between lights ranged from 0.4 to 2.6 (See attached sketch, Appendix C1). Although the standard is 0.5 and above, measurements were taken below the required height thus the path appears to be within code. Kim suggested that it might be more of an environmental concern than a lighting issue (See Kim Berry for more details).
- Charge: “Draft an Informational Report on the General Safety Concerns”
The remainder of the meeting was spent reviewed the draft report, discussing revisions and additions, and assigning related tasks.
- Spring Semester meetings to be scheduled in the new year.

Meeting was adjourned at 1:45 PM.

Appendix C1



PARKING LIGHT

11-29-12

APPENDIX D

Senate Strategic Planning and Budget Committee

Report to the Berks Senate

Strategic Planning Council Meeting, 12/17/12

Issues for Faculty

This meeting focused on ways to support recruitment and retention of students, the critical issue for the college at present due to anticipated low enrollments in fall 2013.

Many ideas were discussed in which administration and staff would lead actions. However, the following initiatives, all involving faculty in helping with recruitment and retention, are particularly important for the College Senate:

Recruiting

1. **Faculty Phone Calls to prospective students.** Targeted: students who have accepted PSU offer but not yet committed to attend. Program coordinators can call prospective Berks majors, faculty advisors can call students in their majors. Staff needs to prepare detailed guides for calls, so faculty know where to refer questions (financial aid, etc.). This could start in January.
2. **Faculty speaking at local High Schools.** Amy Marsch is leading an effort to assemble a faculty team to speak on their subject areas at local high schools. These talks would not explicitly be recruiting pitches, but would expose local students to our work and facilitate recruiting.
3. **BCTV program.** The Chancellor indicated that Berks plans to start a regular BCTV program to increase visibility. This could be another venue for faculty to appear.
4. **Recruiting at other PSU campuses.** We are negotiating with other campuses to allow us to recruit for our majors (when they do not conflict with theirs). This could involve faculty visiting those campuses.

Retention

5. **Faculty need to check if advisees are registering for the next semester.** This can easily be done on elion (Paul sent us directions for this by email on 12/18/12). Advisors can then follow up to make sure students are continuing, answer questions, etc.
6. **Advisors need to refer students with problems to appropriate staff.** It was suggested that advisors need a simple 'cheat sheet' to list relevant contacts (Intervention Cmte., Academic Support, Advising, Counseling, Financial Aid...). Paula will work on this.
7. **All Faculty should complete Early Progress Reports.** Most currently do so, but this needs to be enforced, for example by being noted in AFAR.

APPENDIX E

Intercollegiate Athletic Committee Meeting Minutes (January 23, 2013)

Submitted January 23, 2013 by Chair Kirk Shaffer

- A. Approved spring 2013 sports schedules without objection
- B. Discussion concerning a University proposal to revise Policy 67-00 Monitoring student-athlete time absent from class
 - a. The proposal would change allowable absences from 75 hours per semester to 8 days per semester.
 - b. Bruce Hale was discouraged that the committee designing the change lacked representation from D III schools, especially since there are more student-athletes at the colleges and campuses than at UP. However, both Bruce and Athletic Director Lisa Deibler believe that this will have negligible, if any, impact on student-athletes at Berks, who currently only miss between 5 and 22 hours for the spring semester.
- C. Continuation of discussion on whether or not the IAC has oversight of scheduling and absences of Berks club sports or just NCAA varsity sports
 - a. Discussion continued along the lines of whether bringing such sports under committee oversight would open up a Pandora's box of (1) who would oversee these, (2) added burdens placed on the AD of checking on schedules/absences/etc. for all club sports (9 now and more likely in the future), and (3) if club sports get the same excused absences from classes as varsity sports, then what about other clubs.
 - b. The issue was raised whether this committee could (1) hold different sets of expectations for club versus varsity sports, (2) whether or not this committee could just limit itself to overseeing schedules and absences without needing to consider these other issues of excused absences, etc. that non-athletic clubs may wish to pursue, and (3) whether we could limit our concern right now with ice hockey because it seems to be the most impacted by scheduling in the future since its league will be moving to mostly Friday games.
 - c. In short, the committee reached no consensus on any of these concerns and issues. Most agree that bringing club sports under IAC oversight would likely be okay at the present, but that other clubs would eventually here about issues like excused absences and press the case for their interests.
 - d. A fundamental problem is this: the faculty handbook says that the IAC has oversight of "all teams and individuals representing the University with significant off-University activity." Are club sports "university" intercollegiate sports? Or, are they not "university" sports because their funding derives not from the University but from student-group funds? If these are student-group sponsored (not University sponsored), then can absences be granted.
 - e. After no consensus was reached (this being the third meeting in which this has been discussed), Chair Kirk Shaffer ended discussion and noted that he would contact other PSU colleges to see if there is any precedent for this issue.

- D. Discussion on the impact of Junior and Senior student athletes upon four-year degree enrollment and college student retention at Berks
- a. In the first Senate meeting of the 2012-13 year, Chancellor Hillkirk noted that the college is interested in expanding varsity sports offerings at Berks. One important rationale is that more offerings will mean more students staying at Berks for four years and thus bolstering Berks' four-year degree programs.
 - b. AD Lisa Deibler generated numbers from the 2010-11, 2011-12, and 2012-13 academic years that show upper-division student-athletes with declared Berks majors by sport and the total number of student-athletes in that sport.
 - c. The committee will examine these numbers to determine whether past upper-level majors in varsity sports supports the rationale for expanding varsity offerings as a way to encourage more students to stay at Berks for our majors
 - d. Lisa raised an important point though: more student-athletes would likely stay at Berks if the college had more majors. It works both ways, but frequently Berks teams lose upper-division players to other schools in the PSU system who offered that sport PLUS the major that they want, e.g., Behrend, Altoona, and Harrisburg.
 - e. A final note about the relationship between athletics and student recruitment and retention: Bill Sutherland reminded the committee that coaches play key roles in this process. Over 20 head and assistant coaches recruit students to come to Berks. More athletic programs mean more coaches and thus more recruiters. In addition, unlike Admissions, which can only recruit students in the Berks service area, varsity coaches can recruit students outside that service area, and often spend more time recruiting potential student-athletes than they spend coaching during a season.