Penn State Berks Senate  
Monday, October 9, 2017  
12:15-1:15 PM  
Multi-Purpose Room (MPR), Perkins Building  
Agenda

- Call to Order
- Additions, Corrections, and Approval of the Minutes of the September 18, 2017 meeting
- Announcements and Reports by the Chair
- Motions from Committees
  - Revisions to the Penn State Berks Senate Constitution and Bylaws, Executive Committee (Appendix A)
- Informational Reports
  - Priorities/Actions for Academic Integrity Policies, Academic Affairs Committee
  - Recommendations for SRTE Use, Faculty Affairs Committee
  - Final Report to the Penn State Berks Senate, 2017, Physical Facilities and Safety Committee (Appendix B)
- Reports of Officers and University Senators
  - Vice Chair Infantolino
  - Secretary and University Senator Zambanini
  - Senator Ansari
  - Senator Bartolacci
  - Senator Mauer
  - Senator Snyder
  - SGA President Ryan Morris
  - Student Senator
- Comments/Announcements by Administrators
  - Chancellor Hillkirk
  - Associate Dean Esqueda
- Unfinished Business
- New Legislative Business
- Forensic Business
  - Discussion of “engaged scholarship” and “engaged teaching,” and evaluation of these categories, Faculty Affairs Committee.
- Comments for the Good of the Order
- Adjournment
Penn State Berks Senate
September 18, 2017
12:15-1:15 PM, Multi-Purpose Room, Perkins Student Center

Attendees: Ali Alikhani, Jennifer Arnold, Mohamad Ansari, Mike Bartolacci, Tara Beecham, Jill Burk, Catherine Catanach, Donna Chambers, Alex Chisholm, Valerie Cholet, Justin DiAngelo, Colleen English, Azar Eslam Panah, Maria Fellie, Mike Fidanza, Hassan Gourama, Nathan Greenauer, Ryan Hassler, Kathy Hauser, Jinyoung Im, Ben Infantolino, Selvi Jagurama, Erin Johnson, Samantha Kavky, Mahsa Kazempour, Shahid Khan, Jim Laurie, Joseph Mahoney, Lauren Martin, Cesar Martinez-Garza, Jennifer McDougal, Catherine Mello, Pauline Milwood, Chrystine Mitchell, Jennifer Murphy, Tami Mysliwiec, Randall Newnham, Shannon Nowotarski, Meghan Owenz, Lolita Paff, Alexey Prokudin, John Shank (Administration); Katherine Cinesi, Charles Miller, Ryan Morris, Tom Rigg (Students).

1. Call to Order

2. Additions, Corrections, and Approval of Minutes of the April 10, 2017 – The Chair called for additions, corrections to the minutes; hearing none, a motion was called to approve the minutes, second; the minutes were approved unanimously.

3. Announcements and Reports by the Chair – The Chair opened the meeting by welcoming all and thanking them for coming to the first meeting of the academic year. The Chair, any members of the Executive Committee, or any of the committee chairs should be contacted if suggestions arise during the year. It is the hope of the Chair that, as the year progresses, all will feel that this is your Senate and that your voice can be heard. The Chair also explained the reason for the reordering of the agenda from the standard template as prescribed in Article VII of the Penn State Berks Constitution, viz., in order to ensure that the important Fixed-Term Promotion Statement in Appendix C be addressed at today’s meeting.

4. Motions from Committees
   - Approval of Senate Meeting Dates, Executive Committee (Appendix A) – The Chair called for any comments. Hearing none, the motion was called to a vote, and the motion was approved.
   - Approval of the Chairs of the Standing Committees of the Penn State Berks Senate (Appendix B) – The Chair thanked all those who will be serving as Chair for each of the standing committees, noting that most of the real work of the Senate happens within these committees. The Chair called for any comments. Hearing none, the motion was called to a vote, and the motion was approved.
   - Penn State Berks College Fixed-Term Promotion Statement (Appendix C) – The Chair provided background information noting this statement was drafted due in large part to work done last year by the Faculty Affairs Committee. The report was not complete and additional work took place over the summer, with the final version of this report’s being the result of a collaborative effort on the part of the Faculty Affairs Committee and the Executive Committees. The Chair then turned the floor over to Senator Snyder, who provided additional
commentary. Senator Snyder recognized Erin Johnson for her hard work in preparing the document. He reiterated the policy to promote fixed-term faculty is now in effect and has been approved by President Barron. Senator Snyder opened the floor for discussion noting that the current focus is to be on this statement and NOT the policy. Discussion followed. A question was raised with regard to the association between name change and salary. The Chair clarified that this statement merely reflects University Park policy, which states that there will be a change in salary, but the change will be made locally (i.e., within Units). After much discussion, the Chair indicated that the issue that will be taken back to University Park from today’s discussion is the issue of whether years of service must be consecutive to count towards time in rank and how that determination will be made. The motion was called to a vote; the motion was approved with one abstention.

5. Informational Reports

- **Committee Roster of the Penn State Berks Senate, Executive Committee (Appendix D)** – Rosters are incomplete and will be updated and posted to the website when complete.
- **Committee Charges, Penn State Berks Senate, Executive Committee (Appendix E)** – The Chair commented that all standing charges are in regular font and the new charges are in italics, noting that each new charge for this year has a target date. New charges are based on three criteria: (1) email communication received from faculty over the summer; (2) discussions that took place within the Executive Committee; (3) unfinished business from last year. New charges for each of the committees were reviewed.

6. Reports of Officers and University Senators

- **Vice Chair Infantolino** – All committee chairs are reminded to please provide a brief statement as to what transpired at your meetings so that this information may be included in the Senate binder throughout the academic year.
- **Secretary and University Senator Zambanini** – The Secretary expressed positive sentiments as he returns to serving the Senate in the position of Secretary. He then commented that the Senate web page has been updated, adding that while links to the current constitution and committee rosters aren’t currently working, they are in the process of being fixed. Dr. Zambanini then continued his report as University Senator, explaining that he is now on the University Planning Committee. The main topic that the Committee will be studying is a report on the schedule maker Optimizer.
- **Senator Ansari (unlabeled Appendix F and Appendix G)** – Last Tuesday, President Barron addressed the Senate on four topics:
  - (1) State Appropriation – Penn State submitted 11% increase over last year’s budget ($350 million). The flat budget was passed by the Senate in Harrisburg but the revenue package has not been passed by the House.
  - (2) Greek Life – Sanctioned by the Board of Trustees, Penn State is initiating fifteen new initiatives to ensure safety of our students with the Greek letter organizations.
  - (3) DACA – President Barron stated that we accept qualified students that meet our performance standards and we do not look at any other criteria such as history or origin.
  - (4) The request from Richard Spencer, white supremacist, to speak at Penn State University was rejected by President Barron due to the large cost that was presented to the President by University police in consultation with State Police that they could not guarantee the safety of students, faculty and staff at those meetings. President Barron also issued a statement with regard to this topic that states, “I disagree profoundly with content that has been presented publicly about this speaker’s views which are abhorrent and contradictory to our
University’s values. There is no place for hatred, bigotry or racism in our society and on our campuses.”

- **Senator Bartolacci** – No report.
- **Senator Mauer** – Not present.
- **Senator Snyder** – We are revisiting the charge (which was originally charged through the IRC) with regard to the status of fixed-term contracts (how offered and reoffered). Efforts have not been successful in getting a report through Senate Council. Another attempt will be made this year through the Faculty Affairs Committee.

**SGA President Ryan Morris** – So far involvement has been very positive this year. Many first-year students are getting involved. This past week, nine freshmen were running for their first-year class representative on SGA. Meetings are well attended. We have 22 staff members this year – the largest staff Penn State Berks has ever had. Four new chairs have been added as well 2 diversity chairs (a first) who will be working directly with Sharon Pitterson-Ogaldez, Coordinator of Diversity & International Programs. The idea behind that is to have continual events. Unity Day will take place this week with the goal of having additional events planned for the remainder of the year. A campus moral chair was added; this person will be working directly with the athletics department trying to increase public relations with regard to games. A campus activity chair has also been added with the idea of promoting collaboration among the clubs as well as collaboration across the campus for affiliated organizations. The idea behind this is it all starts out with budgeting. We have an upfront budget process; on the eleventh week, all organizations will submit a budget for the following semester. We are working closely with each club so that they can budget to collaborate with other clubs. In theory, this should cut the cost by half for each club which in turn will promote other events. Club training took place recently with every club represented. We have a new YouTube channel starting and the idea behind this is to increase our mass market appeal. We feel it will also be a great tool to be used when communicating with students. A disclaimer for this has been provided on behalf of the Strategic Communications office. If anyone is interested in posting a video with respect to their area, please feel free to contact me directly. A suggestion was made for the SGA to pay more attention to rules and regulation with regard to funding. An example of an issue that previously transpired was provided. It appears the interpretation of these rules seem to change depending on who in charge that year. Better definition is needed. The SGA President provided a definition of how the process currently works including all the steps involved and will address the issue with SGA.

- **Student Senator** – Introductions made for each of the student Senators; they are Charles Miller who will serve on the athletic committee; Tom Rigg who will serve as moral chair; and Katherine Cinesi who will serve on the academic affairs committee.

7. **Comments/Announcements by Administrators**

   - **Chancellor Hillkirk**
     - The chancellor recommended that the SGA President meet with Teri Sabatelli, Director of Student Affairs, with regard to the suggestion made concerning student clubs/funding.
     - The state budget impasse in Pennsylvania is problematic; it creates uncertainty for the University as well as Penn State Berks. Part of what is happening not only has to do with disagreements within party lines but also regions of the state. Here in Southeastern Pennsylvania, our Senators and Representatives are more inclined to be willing to consider recent revenue for the state budget via a severance tax on gas; other parts of the state where drilling is taking place are strongly opposed.
     - The Chancellor stressed that, as regards DACA, the University and we at Penn State Berks are going to do everything we possibly can to support our students. We all have our own
right to exercise our political freedom to express our support for congress take action in this regard.

- The Chancellor commended the student government on two issues. First, he mentioned that the comments made by Ryan Morris are reflected in a variety of things have been heard about where students are reaching out and trying to engage new roles and committees. Second, he thanked our student government for voting to adopt a section of the Schuylkill river trail. Many have worked hard on this project and it sends a very positive message to the community. The next step will be for group from Penn State Berks to meet with the city to formalize what hopefully will be an ongoing agreement.

- In terms of enrollment, there are some very positive things but also some challenges. We have more international students here at Penn State Berks than ever before, well over 100. We also continue to grow more visibly diverse each year. In addition, Penn State Abington and Brandywine have housing for the first time have housing, thus creating a challenge. No data has been provided yet but the fact that we have some empty beds here at Penn State Berks is another indication that we are in a different competitive market here in southeastern Pennsylvania. Our Enrollment Management Council will provide an analysis at the end of the month were we will take a closer look and discuss next steps.

- Very positive things are happening with regard to the Penn State campaign, *A Greater Penn State for 21st Century Excellence*. Just recently a $250,000 gift was made, which was matched by the University for an Endowment which will support students who come to Penn State Berks from Reading Area Community College. Other positive things are coming about, which cannot become public at this time. Nevertheless, our work with our students and visibly within the community are recognized.

- This weekend is homecoming. We have nearly 1,000 people registered to attend on Saturday. If you have not come to a homecoming at Penn State Berks, it is highly suggested that you come. This event will include alumni, faculty, staff and student as well as parents of students. Registration is available through Wednesday of this week.

- Dr. Scott Gartner, Director of the School of International Affairs, will be coming to Penn State Berks on September 29 at the invitation of our Global Programs degree and faculty. Dr. Gartner will be giving a talk over the common hour. The Chancellor met with Dr. Gartner a few months ago and noted that Dr. Gartner is interested in developing a more formalized relationship with us so that our students who are interested in earning a graduate degree in International Affairs will be able to do so at University Park.

- **Senior Associate Dean Esqueda**
  - Dean Esqueda took the opportunity to congratulate Ryan Morris, SGA President, who was selected to be in the President’s box for the September 30 PSU vs. Indiana game to present his new venture, which is part of the Invent Penn State project. Ryan was selected in competition with all the other commonwealth campuses and University Park.
  - The Penn State Laureate will be at Penn State Berks on Wednesday and his talk will take place at 1:00 p.m. in the auditorium. A special show, FaceAge video installation, will run continuously from Wednesday through Friday of this week in the lobby of the Perkins Student Center.
  - Planning is underway for the faculty retreat, which will take place on Friday, December 15. This is the same day as fall commencement, which will take place 7:30 p.m.

8. **Unfinished Business – None**

9. **New Legislative Business – None**
10. Forensic Business – None

11. Comments for the Good of the Order - None

12. Adjournment
SECTION 1 – DEFINITION
The Senate of the Penn State Berks Campus shall have the following functions:

(a) Legislative Function
To serve as the sole legislative body representing the Berks Faculty as a whole. The authority vested in this constitution has been delegated by the University Faculty Senate. The Penn State Berks Senate's actions shall be authoritative on all matters that pertain to the academic interests of the campus and on all educational matters that concern the faculties of more than one division of the campus, subject to revision and all orders of the University Faculty Senate as provided in Article VII (Delegation of Authority) of the Bylaws of the Penn State University Faculty Senate. Among the matters within the legislative jurisdiction of the Senate are:

1. Educational philosophy and policy;
2. Instructional programs;
3. Courses and programs of study;
4. Academic admission standards;
5. Graduation requirements;
6. Scholarships and honors;
7. Academic standards for intercollegiate athletic participation;
8. Access to library and information systems for academic purposes.

(b) Advisory and Consultative Function
To act as an advisory and consultative body, both through its corporate whole and any of its constituent parts, to the Chancellor of the campus and to the University on any matter that may affect the attainment of the educational objectives of the campus. Consultation with Senate officers or committees does not constitute formal action or approval by the Senate.

(c) Forensic Function
To serve as a forum for the exchange of ideas among the members of the campus community (see Standing Rules Article I, Section 2c and Article II, Section 4a4).
SECTION 2 – INTERPRETATION OF LEGISLATION
The Penn State Berks Senate shall interpret its legislation.

SECTION 3 – QUESTIONS OF LEGISLATIVE JURISDICTION
In questions of legislative jurisdiction, the power of decision shall rest with the University Faculty Senate.

SECTION 4 – REDELEGATION OF RESPONSIBILITY
The Penn State Berks Senate shall have the authority to re-delegate responsibility in the areas listed in SECTION 1 according to such procedures as the Senate may establish.

Article II
SENATE ORGANIZATION

As the legislative body representing the Berks Campus Faculty, the Penn State Berks Senate shall speak for the campus faculty on matters affecting the faculty of the campus. The Senate will establish an Executive Committee and any committees deemed necessary by the Senate to carry out the functions listed in Article I. On matters of unusual importance to the entire faculty or to a division faculty, a meeting of that faculty unit, referred to as the Campus Faculty Assembly or Division Faculty Assembly, respectively, may be called to address the matter.

SECTION 1 – DUTIES
All actions of the Penn State Berks Senate shall be subject to review by a duly called Faculty Assembly and such University authorities as established in the constitution. The Senate shall have legislative authority as follows. It shall:
(a) Act on such legislative matters as has been delegated to it;
(b) Review and approve the charges put forward by the Executive Committee for the standing committees during the upcoming year;
(c) Receive reports from committees and any other relevant source within the University as provided by the Executive Committee;
(d) Have an advisory and consultative role to the administration of the campus;
(e) Be empowered to set the agenda and call meetings of a Campus Faculty Assembly or Division Faculty Assembly;
(f) Elect committee chairs;
(g) Disseminate information that the Senate receives to the members of the faculty.

SECTION 2 – MEMBERS
The Penn State Berks Senate shall include the following voting members:
(a) All full-time faculty including librarians; All full-time faculty including instructors and all professorial ranks and equivalent ranks as defined in Policy HR-21.
(b) The following members of the Administrative Staff:
   (1) Chancellor (ex officio, non-voting);
   (2) Associate Dean for Academic Affairs (ex officio, non-voting);
   (3) Division Heads of EBC, HASS, and Science (ex officio);
(c) Other members of the Administrative Staff as appointed by the Chancellor (non-voting);
(d) One (1) senator elected by the professional assistants from among their ranks; (The total number of Administrative Staff shall not exceed ten percent (10%) of the full-time faculty.)
(e) Student Government Association (SGA) president and elected student senators, not to exceed ten percent (10%) of the full time faculty.

SECTION 3 NON-MEMBER PARTICIPATION
(a) Any members of the campus community are welcome as guests at Senate meetings. Speaking privileges may be granted to any member of the campus community if prior approval has been granted by the Senate Executive Committee at its regularly scheduled meeting or via secure electronic ballot.
(b) The Penn State Berks Senate will address and discuss the concerns of any staff or student groups within the campus community. Any group may contact the Executive Committee and request to have an issue placed on the Senate agenda.

SECTION 4 MEETINGS
(a) Regular meetings of the Penn State Berks Senate shall be held at least three (3) times each semester at times and locations to be selected by the Executive Committee and approved by the senate.
(b) Special Meetings:
   (1) Upon request of the Chancellor of the campus and the concurrence of an appropriately convened Executive Committee, the Chair shall convene a special Senate meeting.
   (2) The Executive Committee may convene a special meeting of the Penn State Berks Senate and may close the meeting to nonmembers.
   (3) The Chair shall convene a special meeting of the Penn State Berks Senate in response to a written or electronic petition of at least twenty-five percent (25%) of the Senate members to consider proposals of the petitioners stated in writing. The Chair may close the meeting to nonmembers.

SECTION 5 PUBLICATION OF PROCEEDINGS
Any actions, approvals, or recommendations of the Penn State Berks Senate shall be published and distributed, on paper or electronically, to all members of the Senate and to all members of the faculty.

SECTION 6 QUORUM
A quorum for the transaction of business by the Penn State Berks Senate shall consist of twenty-five per cent (25%) of the total number of Senate members provided a two thirds (2/3) majority of the quorum are full-time faculty.

Article III
OFFICERS

SECTION 1 ELECTIONS AND TERM OF OFFICE
(a) The Penn State Berks Senate shall elect every year, or when a vacancy exists, a Chair, a Vice-Chair and a Secretary from among its full-time faculty members.
(b) The term of office for the Chair, Vice Chair, and Secretary shall be for one (1) year beginning 1 June, with maximum being two (2) successive terms.
(c) If any officer cannot complete his or her term, an election shall be held as soon as possible, and the elected individual shall complete the term of the out-going officer.
SECTION 2 CHAIR
(a) The Chair shall be the presiding officer of the Penn State Berks Senate and represent the faculty at campus functions. The Chair or his/her designee, who shall be a member of the unit assembled, shall preside at all meetings of Faculty Assemblies and the Executive Committee.
(b) The Chair shall have the authority, upon consultation with the Vice-Chair and the Secretary, to convene the Executive Committee.
(c) The Chair shall appoint a Parliamentarian from the faculty to serve during the chair's time in office.
(d) The Chair shall communicate all Penn State Berks Senate actions to appropriate faculty, administration, and other members of the campus community, and report to the Penn State Berks Senate all actions taken as a result of such communications.

SECTION 3 VICE-CHAIR
(a) The Vice-Chair shall assume the duties of the Chair when the Chair is absent and shall perform the other duties appropriate to the office.
(b) The Vice-Chair shall coordinate the work of the committees, monitor their progress in accomplishing their charge, and receive regular reports from the committee chairs.
(c) The Vice-Chair shall be appointed to Chair either the Faculty Affairs Committee or the Academic Affairs Committee of the Penn State Berks Senate.

SECTION 4 SECRETARY
The Secretary shall keep the official roll; prepare and publish notices, agenda, and minutes of Penn State Berks Senate meetings; and perform other duties appropriate to the office.

Article IV
EXECUTIVE COMMITTEE

SECTION 1 DUTIES
(a) Consult with standing committee chairs to develop and prioritize agenda items;
(b) Charge each standing committee for the upcoming year (and revise that charge as necessary);
(c) Call Senate meetings;
(d) Set agenda for Penn State Berks Senate meetings;
(e) Call meetings of a Campus Faculty Assembly;
(f) Act for the Senate in all matters, except changes to the Constitution, and Standing Rules,
   (1) when a Penn State Berks Senate meeting has been appropriately called and a quorum has not been obtained;
   (2) in the case of a special concern or an extraordinary emergency circumstance.
(g) Appoint standing committee members based upon expressed interests of faculty, and a diversity of disciplines and functions in the campus.
(h) In consultation with the Senate Chair, the Executive Committee shall appoint the leadership (Chair and Vice-Chair) of all Standing Committees of the Berks Senate.
(i) Nominate faculty to administrative committees and joint Senate/administrative committees on which faculty are asked to serve.
(j) Serve as nominations and elections committee for elections of officers, University Senators, ombudsman, advisory board members, and any other campus or campus wide offices under the auspices of the Senate.

(k) Serve as liaison between the Penn State Berks Senate and Administration.

SECTION 2 MEMBERS
The Executive Committee shall include:
(a) Chair of the Penn State Berks Senate presiding;
(b) Vice-Chair of the Penn State Berks Senate;
(c) Secretary of the Penn State Berks Senate;
(d) Immediate past chair of the Penn State Berks Senate;
(e) The University Faculty Senators representing the Berks campus;
(f) The Parliamentarian (non-voting).

SECTION 3 MEETINGS
(a) Regular meetings of the Executive Committee shall be held at least three (3) times each semester at times and locations to be selected by the Chair in consultation with the Vice-Chair and Secretary.
(b) With the consultation of the Vice-Chair, the Chair may call special meetings of the Executive Committee. The Chair may call a meeting closed to nonmembers.
(c) Resource persons may be invited to any meetings by the Chair, unless restricted by a majority vote of the members present.
(d) All meetings shall be open to observers who are students or employees of the campus. A majority vote of the members present may restrict attendance and/or speaking privileges.
(e) The Senate officers may, when warranted, caucus prior to an Executive Committee meeting.

SECTION 4 REPORTING OF PROCEEDINGS
Any actions, approvals, or recommendations of the Executive Committee shall be published and distributed to all members of the Penn State Berks Senate.

SECTION 5 QUORUM
At least fifty-one percent (51%) of the membership constitutes a quorum for the Executive Committee, provided that a majority of those present are faculty members. The Executive Committee shall be chaired by either the Chair or Vice Chair.

SECTION 6 AUTHORITY
(a) All actions of the Executive Committee are subject to the review and approval of the Penn State Berks Senate.
(b) Direct consultation between the Executive Committee and members of the administration and faculty of the University is encouraged. However, such consultation shall not constitute formal action or approval by the Penn State Berks Senate.
Article V
COMMITTEES

SECTION 1 STRUCTURE AND COMPOSITION
The Penn State Berks Senate shall determine its committee structure and composition with only the following stipulations:
(a) Any campus personnel or any student of the campus in good standing as defined by the Student Government Association may be appointed to a committee;
(b) At least one-half (1/2) of the membership of a standing committee shall be full-time faculty as defined in Article II, Section 2 of the Constitution.

SECTION 2 SPEAKING AND VOTING PRIVILEGES
(a) All members of committees of the Penn State Berks Senate shall have speaking privileges within their appointed committees.
(b) All members of committees shall have voting privileges within their appointed committees, except when excluded by the Constitution or Standing Rules.

SECTION 3 CONSULTATION FUNCTION
Direct consultation between Penn State Berks Senate committees and members of the administration and/or faculty of the University is encouraged. However, such consultation shall not constitute formal action or approval of the Senate.

SECTION 4 AUTHORITY
(a) All new agenda items (or charges) to standing committees must be communicated through the Executive Committee. No committee will change their charge without approval of the Executive Committee.
(b) With the exception of curricular authority as stated in the Standing Rules, actions taken and recommendations made by committees shall be approved by the Penn State Berks Senate. If they are not approved by the Senate (or a campus Faculty Assembly), they are not binding or representative of the Senate.

SECTION 5 CHAIRS AND TERMS OF OFFICE
(a) The term of office of the chair and committee members shall be for two (2) years beginning 1 June, with the maximum being two (2) successive terms; half of the members of each committee will be appointed by the Penn State Berks Senate Executive Committee each year.
(b) The term of office of the Committee Chair shall be for one (1) year beginning 1 June, with the maximum being two (2) successive terms.

SECTION 6 MEETINGS
(a) All standing committees of the Penn State Berks Senate shall meet at least three (3) times each year. Ad-hoc committees shall meet on an as-needed basis.
(b) All committees or committee chairs may invite resource members to their meetings with the agreement of the majority of committee members prior to the meeting.
(c) All meetings shall be open to observers who are students or employees of the campus. A majority vote of the members present may restrict attendance and/or speaking privileges.
SECTION 7 REPORTING OF PROCEEDINGS
All standing and ad-hoc committees of the Penn State Berks Senate shall keep minutes of their meetings and provide a copy to the Secretary for the official records.

SECTION 8 QUORUM
At least fifty-one percent (51%) of the membership constitutes a quorum for standing committee and ad-hoc committees, provided that a majority of those present are faculty members. Proxy voting is disallowed but the Executive Committee shall establish policies for secure absentee balloting consistent with the Standing Rules.

Article VI
FACULTY ASSEMBLIES

SECTION 1 CAMPUS FACULTY ASSEMBLY
(a) The Chair or his or her designee shall convene a meeting of a Campus Faculty Assembly in response to a written or electronic petition of at least ten percent (10%) of the full-time campus faculty to consider proposals of the petitioners stated in writing or electronic communication.
   (1) The Executive Committee may convene a special meeting of the Campus Faculty Assembly in the case of a special concern, extraordinary circumstance, or emergency situation.
(b) The membership of the Campus Faculty Assembly shall be comprised of all full-time faculty including instructors and all professorial ranks and equivalent ranks as defined in Policy HR-21. all faculty holding full time and fixed term appointments in professorial and librarian ranks and all full time instructors, and lecturers. Part-time faculty members may be present as non-voting participants. The Chancellor, Associate Dean for Academic Affairs, and Division heads shall not be members of the Campus Faculty Assembly.
(c) All members of the Campus Faculty Assembly shall have full speaking and voting privileges.
(d) The Campus Faculty Assembly officially convened may pass resolutions by majority vote which shall be sent to the Senate for review and action.

SECTION 2 DIVISION FACULTY ASSEMBLY
(a) The Chair or his or her designee who is a member of that Division shall convene a meeting of a Division Faculty Assembly in response to:
   (1) a vote of the Penn State Berks Senate - or in an emergency situation the Executive Committee, or
   (2) a written or electronic petition of twenty percent (20%) of the full-time faculty members in the division.
(b) The membership of the Division Faculty Assembly shall be comprised of all full-time faculty including instructors and all professorial ranks and equivalent ranks as defined in Policy HR-21 all faculty holding full time appointments in the assembled Berks division as voting members. Part-time faculty members may be present as non-voting participants. The Chancellor, Associate Dean of Academic Affairs, and Division heads shall not be members of the Division Faculty Assembly.
(c) All members of the Division Faculty Assembly shall have full speaking and voting privileges.
(d) The Division Faculty Assembly officially convened may pass resolutions by majority vote, which will be sent to the Penn State Berks Senate for review and action.
(e) The Division Faculty Assembly officially convened may send in the name of the faculty of a given division a letter or petition to any party with the approval of three-quarters (3/4) of the division faculty.

SECTION 3 NON-MEMBER PARTICIPATION
Attendance in the meetings of both the Campus Faculty Assembly and Division Faculty Assembly shall be restricted to members of the unit unless a nonmember is specifically invited by the convening officer. This invitation may be reversed by a majority vote of the members attending the Assembly.

SECTION 4 PUBLICATION OF PROCEEDINGS
Minutes from Faculty Assemblies will include only a report of the number of people attending and any resolutions passed by the Assembly.

SECTION 5 QUORUM
A quorum for the transaction of business by a faculty assembly shall consist of thirty-three percent (33%) of the total membership as defined in the Constitution. Proxy voting is disallowed, but the Executive Committee shall establish policies for secure absentee balloting consistent with the Standing Rules.

Article VII
RULES OF PROCEDURE
The Penn State Berks Senate shall establish its rules of procedure.

Article VIII
VOTING
(a) Proxy voting is disallowed, but the Executive Committee shall establish policies for secure absentee balloting consistent with the Standing Rules. Otherwise all voting shall be in person at an appropriately scheduled meeting unless a member chooses to vote on committee business, in an election, or in a referendum by electronic means.

(b) The presiding officer at a meeting may decide to call for a secure secret ballot on a particular issue unless overruled by a majority of the members present.

Article IX
AMENDMENTS
Amendments to the Constitution may be adopted at any meeting of the Penn State Berks Senate by a two-thirds (2/3) vote of those present, provided that the amendment shall have been distributed in writing by the Executive Committee to members of the Senate thirty (30) calendar days prior to a meeting of the Faculty Senate. Successful amendments shall be communicated to the Executive Director of the University Faculty Senate. An amendment shall take effect upon approval by the University Faculty Senate. The University Faculty Senate shall be informed immediately of each constitutional amendment which shall, however, be in full effect until and unless it is disallowed by the University Faculty Senate or the President of the University.
PENN STATE BERKS SENATE
STANDING RULES

Article I
RULES OF PROCEDURE FOR THE FACULTY SENATE

SECTION 1 REFERENCE FOR RULES
Except as otherwise specified in these Standing Rules, the rules of procedure shall be those

SECTION 2 ORDER OF BUSINESS
(a) The order of business shall be:
   (1) Call to Order
   (2) Approval of Minutes from Previous Meeting
   (3) Announcements by the Chair
   (4) Reports of Officers and University Senators
   (5) Comments and announcements by Administrators
   (6) Unfinished Business
   (7) Forensic Business
   (8) Motions from Committees
   (9) Informational Reports from Committees
   (10) Other New Legislative Business
   (11) Adjournment
(b) The order of business may be changed by the Executive Committee prior to any meeting or
by the majority of Senate members present.
(c) Any or all items in this section may be suspended at any Senate meeting by a two thirds (2/3)
vote of members present.
(d) Forensic Business shall be governed by the rules of the University Faculty Senate as
summarized in Article II, Section 4a4.

SECTION 3 AGENDA
The agenda for each meeting shall be distributed to all Penn State Berks Senate members no later
than four (4) business days (96 hours) before the meeting date.

SECTION 4 SUBMISSION OF BUSINESS
(a) Committee chairpersons shall submit their motions electronically to the Secretary for
submission to the Executive Committee at least four (4) business days (96 hours) prior to the
Executive Committee meeting.
(b) Documents being submitted for approval by the Senate shall be distributed to all members
of the Senate at least four (4) business days (96 hours) prior to the scheduled meeting.

SECTION 5 MINUTES AND MOTIONS
(a) Minutes of all meetings shall be distributed to the Penn State Berks Senate membership and
shall be posted on the Penn State Berks Senate web page. A file of the minutes and all reports
submitted to the Penn State Berks Senate shall be made available electronically to a library
archive.
(b) Members of the Penn State Berks Senate making motions during a meeting shall submit their motions in writing to the Secretary upon request by the Secretary.

SECTION 6 ABSENTEE BALLOTTING AND SUBSTITUTES
(a) Absentee balloting shall be permitted in matters publicly announced at least three (3) business days prior to a Senate meeting, provided that:
   (1) The matter which is publicly announced is not amended at the meeting; and
   (2) The written or secure electronic ballot shall be delivered to the Chair, Vice-chair, or Secretary prior to the meeting.

SECTION 7 MEETINGS
(a) Regular meetings of the Penn State Berks Senate shall be determined for the semester by a majority vote of the members present at the first Senate meeting of the semester. The Senate shall meet at least six times per academic year.
(b) The Executive Committee shall be empowered to determine the date and time of the first meeting of the semester.

Article II
RULES OF PROCEDURE FOR COMMITTEES

SECTION 1 REFERENCE FOR RULES
Except as otherwise specified in these Standing Rules, the rules of procedure for committees shall be those specified in Robert's Rules of Order, most recent edition.

SECTION 2 STANDING COMMITTEES
The Standing Committees of the Penn State Berks Campus Senate shall include the following:
(a) Executive Committee;
(b) Academic Affairs;
(c) Faculty Affairs Committee;
(d) Intercollegiate Athletics;
(e) Physical Facilities and Safety Committee;
(f) Strategic Planning and Budget Committee;
(g) Student Life Committee.

SECTION 3 STANDING COMMITTEES' MEETINGS
The Standing Committees of the Penn State Berks Senate shall hold six (6) meetings annually that shall be scheduled one (1) week prior to the Berks Senate Executive meetings. This meeting schedule should be set at the beginning of the academic year. Committee Chairs will submit the reports or minutes of their meetings to the Senate Officers within two (2) weeks of the meetings.

SECTION 4 RECOMMENDATIONS
Recommendations from all Senate committees shall be acted upon by the Senate in accordance with Article I, Section 4 of the Standing Rules.

SECTION 5 REPORTING PROCEDURES
(a) All reports to the Penn State Berks Senate shall be presented and clearly identified as one of the following:
(1) Informational. A report on (1) the advice or consultations given to administrators or staff as part of the duly constituted duties of the committee as provided for in the Standing Rules, (2) information gathered by the committee of interest to the Senate, (3) issues discussed by the committee, or (4) future business to be conducted by the committee. No Senate vote is required for this type of report.

(2) Advisory and Consultative. A report which a committee brings to the Senate for approval that involves advice or a recommendation to the administration. A Senate vote is required for this type of report.

(3) Legislative. A proposal that the committee wishes the Senate to implement (e.g., changes in the structure or function of any part of the Senate, or any curriculum or policy matter over which the Senate has legislative authority). A Senate vote is required for this type of report.

(4) Forensic. Any member of the Penn State Berks Senate may bring an item of concern to the campus or the University to the attention of the membership for discussion. Such a request must follow all the rules of the Senate for placing an item on the agenda. Forensic items may not contain a motion. If a motion is made during the discussion, the item will be automatically tabled to the next Senate meeting at which time it will be considered under Other New Legislative Business.

(b) All committee chairs shall make a report to the Executive Committee each spring on the attendance and level of participation of all committee members.

(c) All committee chairs shall prepare their reports in accordance with the following format:

**LEGISLATIVE REPORTS**

1. **Introduction:** Define the issues that require the legislative action and provide the historical context, if appropriate.
2. **Discussion and Rationale:** Identify the issues over which the Senate has authority, discuss the reasons for the proposal, and identify its consequences. Where applicable, costs of implementation should be included.
3. **Recommendations:** Move the specific action that the Senate can implement. This section should be brief and specific, so that it is very clear what the Senate is voting on.
4. **Effective Date:** Recommend the date of implementation.
5. **Ending:** List the committee members proposing legislation.

**ADVISORY AND CONSULTATIVE REPORTS**

1. **Introduction:** Define the issues germane to the faculty's interest.
2. **Discussion:** Discuss why the proposed action needs to be taken. Where applicable, costs of implementation should be included.
3. **Advisory Proposal:** Specify the actions the Senate would like to implement. This section should be brief and specific, so that it is very clear what the Senate is voting on.
4. **Ending:** List the committee members preparing the report.

**INFORMATIONAL REPORTS INCLUDING COMMITTEE MINUTES (MANDATED AND NON-MANDATED)**

1. **Introduction:** Define the issues germane to the faculty's interest, and state the reason why the report is necessary.
2. **Information:** Present the data or other information as needed.
3. **Discussion and Conclusion:** State the implications for the faculty.
Article III  
RULES OF PROCEDURE FOR THE FACULTY ASSEMBLIES:  
CAMPUS AND DIVISION

SECTION 1 REFERENCE FOR RULES  
Except as otherwise specified in these Standing Rules, the rules of procedure shall be those  

SECTION 2 ORDER OF BUSINESS  
(a) The order of business shall be:  
   (1) Call to Order;  
   (2) Attendance (count only);  
   (3) Primary Business of the Meeting;  
   (4) New Business;  
   (5) Adjournment.  
(b) The order of business may be changed by the presiding chair at any Faculty Assembly  
   meeting with the agreement of the majority of members present.  
(c) Any or all items on the agenda may be suspended at any meeting by a two-thirds (2/3) vote  
   of members present.

SECTION 3 AGENDA  
(a) The agenda for each meeting of a Faculty Assembly shall be distributed to all members of  
   the Faculty Assembly no later than four (4) business days (96 hours) before the meeting date.  
(b) Documents being submitted for approval by members of a Faculty Assembly shall be  
   distributed to all members of the Faculty Assembly not less than four (4) business days (96  
   hours) prior to the scheduled Faculty Assembly meeting. **No documents may be presented  
   for approval at a Faculty Assembly if they are not distributed in advance as described  
   above.**

SECTION 4 MOTIONS  
Members of a Faculty Assembly making a motion to a Faculty Assembly shall submit the motion  
in writing to the Chair of the assembly upon request.

SECTION 5 ABSENTEE BALLOTTING  
Absentee balloting is permitted in matters publicly announced at least three (4) days (96 hours)  
before a Faculty Assembly meeting provided that:  
(a) The matter that is publicly announced is not amended at the meeting;  
(b) The written or electronic ballot shall be delivered in person to the Chair of the assembly prior  
to the meeting.
Article IV
AMENDMENTS

SECTION 1 SENATE ACTION
Amendments to the Standing Rules for the Senate may be voted on by the Senate only after they have been presented in writing to the Senate four (4) business days (96 hours) before a regular meeting of the Senate and passed by a two-thirds (2/3) vote of the members present. This section may be suspended by a three fourths (3/4) vote of the Senate members present. Following approval, the amended Constitution and its Bylaws and Standing Rules will be submitted by the Chair to the University Faculty Senate for ratification.

Article V
ELECTIONS

SECTION 1 NOMINATION AND ELECTION OF OFFICERS OF THE FACULTY SENATE
The Executive Committee shall nominate candidates and oversee the election of officers of the Faculty Senate.
(a) The committee shall report the names of the nominees at the next to the last regular meeting of the Senate in the spring semester. Additional nominations may be made from the floor.
(b) If only one (1) nomination is made for an office, the Chair may direct the Secretary to cast a unanimous ballot for that nominee if there is no objection from members.
(c) In the case of more than one (1) nominee for an office, the Executive Committee shall conduct an election by secure secret ballot.
(d) In the case of a tie vote, a run-off election will be conducted.

SECTION 2 ELECTION OF UNIVERSITY FACULTY SENATORS
The Executive Committee will conduct the elections for University Faculty Senate in accordance with the rules of the University Faculty Senate.

SECTION 3 TERM OF OFFICE
The term of office of the officers of the Penn State Berks Senate shall begin June 1st.

Article VI
MEMBERS AND DUTIES OF STANDING COMMITTEES

SECTION 2 ACADEMIC AFFAIRS COMMITTEE (See Constitution, Article IV.)

(a) Membership:
1. Two (2) faculty from each division;
2. One (1) representative from the Library faculty;
3. University Faculty Senator sitting on the University Curricular Affairs Committee;
4. Associate Dean for Academic Affairs, ex officio, non-voting;
5. Registrar, ex officio non-voting;
6. Chief Information Officer, ex officio, non-voting;
7. One (1) student, appointed by SGA officers.
(b) **Duties:**
1. Approve or disapprove new courses, programs, and other curricular proposals in accordance with University and campus curricular procedures.
2. Publicize and invite comment on all new course, program and other curricular proposals at least two (2) weeks prior to the committee's final action on such matters.
3. Approve or disapprove all other curricular matters.
4. Review and evaluate academic planning, including enrollment projections and faculty requirements.
5. Approve or disapprove academic admissions standards.
6. Communicate and serve as liaison with other Senate committees where duties overlap.
7. Advise academic support activities, including Learning Center(s) and Writing Centers(s).
8. Review, evaluate, and make recommendations on technology matters when relevant to course delivery and other curricular matters.
9. Review, evaluate, and make recommendations on issues relating to enrollment and retention programs and policies.
10. Review, evaluate, and make recommendations on academic matters, including but not limited to credit and non-credit instruction through continuing and distance education, instruction through computer networks, media, technical assistance programs, and Cooperative Extension activities.

(c) **Rules of Procedure:**
The Academic Affairs Committee shall excuse all non-voting members of the committee prior to further discussion and voting.

**SECTION 3 FACULTY AFFAIRS COMMITTEE**

(a) **Membership:**
1. Two (2) full time faculty from each division;
2. University Faculty Senator sitting on the University Senate Faculty Affairs Committee;
3. Associate Dean for Academic Affairs, ex officio, non-voting.

(b) **Duties:**
1. Advise and consult with the Chancellor and Associate Dean for Academic Affairs regarding policies concerning faculty. Make recommendations to Senate on policies concerning faculty.
2. Review, evaluate, and make recommendations relating to professional, cultural, social, and material welfare of faculty.
3. Review, evaluate, and make recommendations on policies relating to faculty workload; faculty development; promotion and tenure policies and procedures; evaluation of faculty performance; methods of instruction evaluation; faculty leaves, including sabbatical leaves; faculty rights, including academic freedom; and affirmative action and equal opportunity.
4. Review, evaluate, and make recommendations on procedures for faculty searches.
5. Review, evaluate, and make recommendations on policies pertaining to faculty awards.
6. Review, evaluate, and make recommendations on policies pertaining to faculty research, including internal faculty grants and travel money.
7. Review, evaluate, and make recommendations on technology matters pertaining to faculty research.
8. Review, evaluate, and make recommendations on policies pertaining to faculty service.
(c) Rules of Procedure:

The Faculty Affairs Committee shall excuse all non-voting members of the committee prior to further discussion and voting.

SECTION 4 INTERCOLLEGIATE ATHLETICS COMMITTEE

(a) Membership:

1. Two (2) faculty members from each Division shall be appointed by the Berks Executive Committee for a period of two years (with one faculty member serving as the Committee Chair);
2. One (1) undergraduate student senator from the Berks SGA;
3. Faculty Athletic Representative to the National Collegiate Athletic Association;
4. Director of Intercollegiate Athletics at Berks, non-voting;
5. Senior Woman Administrator for Intercollegiate Athletics (if the AD is not female), non-voting;
6. Two (2) student-athletes (one (1) male and one (1) female) on Berks varsity athletics teams (who are also members of the Student-Athlete Academic Committee);
7. Coach of one (1) of the Berks varsity athletic teams, non-voting.

(b) Duties:

1. Responsible to the Berks Senate for all intercollegiate athletic programs at the Berks Campus as they relate to the University's academic and educational objectives.
2. Shall include all teams and individuals representing the Berks Campus with significant off-University activity.
3. Shall consider policies on eligibility of students for intercollegiate athletics; approve intercollegiate athletic schedules as they affect academic standards and distribute this approval to the University-wide Intercollegiate Athletics Committee; and help promote a sound academic climate for the intercollegiate athletic programs at Berks campus.
4. Shall meet with responsible administrators and others concerning the intercollegiate athletic programs at Penn State Berks that offer intercollegiate competition. It shall make a particular effort to seek the views of students participating in these intercollegiate athletic programs.
5. Shall serve also as an advisory committee to the Chancellor of the Berks campus on the operation of the intercollegiate programs.
6. Subject to the general authority of the Chancellor of Berks, it shall initiate new policies, or review existing policies, which govern these intercollegiate athletic programs. While these policies shall guide the Department of Intercollegiate Athletics and administrators at Berks, the Committee shall not act in an administrative or executive capacity.
7. Shall develop recommendations to the Chancellor of the Berks campus on matters affecting the North Eastern Athletic Conference (NEAC), the other Penn State Division 3 campus athletic programs, the University-wide Intercollegiate Athletic Committee, the NCAA, and other national athletic governance bodies in which the University holds membership and shall work closely with the faculty representatives in establishing the University's formal vote to these organizations.
8. At the request of the Chancellor of the Berks campus the committee may consider other issues affecting the various athletic programs under the Chancellor's jurisdiction.
9. Shall report on its activities to the Berks Senate at least annually.

(c) Rules of Procedure:
The Intercollegiate Athletics Committee shall excuse all non-voting members of the committee prior to further discussion and voting.

SECTION 5 PHYSICAL FACILITIES AND SAFETY COMMITTEE
(a) Membership:
   1. Two (2) faculty from each division;
   2. One (1) at large faculty (this position will be considered only after (1) is fulfilled and as needed);
   3. Campus Chief Operating Officer or representative, ex officio, non-voting;
   4. One (1) student, appointed by SGA officers.
(b) Duties:
   1. Review plans and make recommendations regarding construction, renovation, and physical development of the campus.
   2. Assess and make recommendations regarding space use and assignments.
   3. Assess and make recommendations regarding safety and security.
   4. Assess and make recommendations regarding parking policies.
   5. Review cost savings, efficacy, and compliance of the Energy Savings and Recycling Programs annually and make recommendations for improving faculty, staff, and student environmental stewardship at the Berks Campus by submitting an annual informational report to the Berks Senate.
(c) Rules of Procedure:
   The Physical Facilities and Safety Committee shall excuse all non-voting members of the committee prior to further discussion and voting.

SECTION 6 STRATEGIC PLANNING AND BUDGET COMMITTEE
(a) Membership:
   1. Two (2) faculty from each division;
   2. One (1) at large faculty (this position will be considered only after (1) is fulfilled and as needed);
   3. Campus Chief Financial Officer or representative, ex officio, non-voting;
   4. One (1) student, appointed by SGA officers.
(b) Duties:
   1. Regularly provide the Senate with current information on the campus operating budget and the use and development of campus financial resources.
   2. Present to the Senate the annual proposed Campus operating budget.
   3. Monitor and regularly report to the Senate specific budget information related to the academic budget of the campus, including but not limited to new positions, travel, departmental/divisional allotments, faculty development, etc.
   4. Regularly report to the Senate progress on the development and execution of the Campus Strategic Plan.
   5. Represent the Faculty Senate in the campus strategic planning process.
   6. Review the annual University Faculty Senate Informational Report on Faculty Salaries as it relates to the Berks Campus and submit an informational report to the Berks Senate.
   7. The Committee Chair shall serve on the Strategic Planning Council.
(c) Rules of Procedure:
   The Strategic Planning and Budget Committee shall excuse all non-voting members of the committee prior to further discussion and voting.
SECTION 7 STUDENT LIFE COMMITTEE

(a) Membership:
1. Two (2) faculty from each division;
2. One (1) at large faculty (this position will be considered only after (1) is fulfilled and as needed);
3. Director of Student Affairs or representative, ex officio, non-voting;
4. One (1) student, appointed by SGA officers.

(b) Duties:
1. Review and make recommendations regarding policies on all aspects of student life in the Campus not specifically covered by other committees, including but not limited to:
   a. Career development and placement;
   b. Housing policies;
   c. Student conduct;
   d. Student organizations and clubs;
   e. Co-curricular activities;
   f. Athletics;
   g. Multicultural issues.
2. Make recommendations regarding the quality of student life and the functions of the office of Student Affairs.
3. Work with the SGA when requested.
4. Serve in a consultative and advisory capacity to the Director of Student Affairs;
5. The chair of the Student Life Committee shall also co-chair the Student Facility Fee Committee.

(c) Rules of Procedure:
The Student Life Committee shall excuse all non-voting members of the committee prior to further discussion and voting.
APPENDIX B

Physical Facilities and Safety Committee

Final Report to the Penn State Berks Senate, 2017

Charge 1:

Review plans and make recommendations regarding construction, renovation, and physical development of the campus.

The Beaver Community Center is slated for the next set of construction/renovations. This will be addressed in a 3 part plan. A feasibility study has been completed which includes proposals for plans for BCC expansion and a general cost estimate. The study was sent to University Park for review and Berks will begin accepting bids from architects for the initial blueprint designs. If the time-line progresses accordingly, we could be breaking ground in about 2 years.

The plans, based upon the needs identified in the feasibility study, equate to 40,000 square feet of new space and renovation of the existing building. It includes a connection from the Perkins Student Center to the BCC which will include office space for the Kinesiology faculty as well as the Athletic staff. Two new lab spaces for kinesiology will also be included in that wing. Further projections include fitness facility updates as well as a building expansion on the side of the gym which faces the access road leading to resident parking. New spaces also include meeting rooms, expanded fitness space, and exercise studio, a training room, auxiliary gym, and convenience store.

Construction will require closing the Beaver Community Center for at least one year, if done in one phase. The study recommends three phases, each costing approximately 12 million dollars. The phases may be constructed independently, but must be done sequentially so that infrastructure is in place for the new and renovated spaces.

Charge 2:

Assess and make recommendations regarding space use and assignments.

A continuing problem on campus is that of limited office space for faculty members, particularly as the administration continues to hire additional faculty without having specific plans in place for where to place those faculty. The addition of new office space from the Beaver renovation will be helpful, but those offices have already been allocated to existing and newly hired faculty. Because offices in Franco are larger than those in many other campus buildings, more faculty members in Franco (primarily in the HASS division) have been asked to share offices compared to those in Gaige and Leurrsen.

Despite these concerns, nothing is in the master plan to increase faculty office space within the next decade, and according to upper level administration, no changes to the master plan are in the making. At this time, the committee encourages members of the administration to follow the office use guidelines developed and approved previously by the faculty senate at their February 14, 2011 meeting.
The committee also implores members of the administration to make changes to the master plan that would allow the campus to accommodate larger numbers of faculty members in terms of both office space and research labs.

**Charge 3:**

**Assess and make recommendations regarding safety and security.**

Discussion with campus Police Chief and Chief Operating Officer Kim Berry revealed a series of new, improved or enhanced safety systems on campus. For example, police services have initiated a new lockdown system that allows emergency lockdown for all buildings with card access at the flip of a switch. There is an ongoing initiative to provide card access to additional buildings (for example, card access/CCTV was increased in Perkins last summer and Thun is slated to be the next building with card access and video capabilities). Along with card access, security is also enhanced with additional camera systems and updates of existing camera systems. However, more cameras are needed, particularly in the parking lots and other hidden campus areas.

This past summer code blue emergency phones have been upgraded to bring them to higher standards and now has a protocol that allows remote testing of those safety systems. Additionally, police services has recently sent staff to “ALICE” (active shooter response training: Alert, Lockdown, Inform, Counter, Evacuate) and obtained 3 ballistic shields. Our campus is also one the first commonwealth campuses to have Narcan available which can be used in suspected overdoses.

Recent additional safety features around campus have included greater signage and lighting for two busy pedestrian crossings (Harper Rd to Broadcasting Square and road to residence halls). In order to be compliant with OSHA standards fall protection systems were provided in Luerrsen and Gaige and handrails were provided in the walkways in the commuter parking lot that were steep.

Police services are in the process of being centralized through University Park, initiating a change in the command structure. Our campus police will be part of a consortium overseen with Brandywine, Abington, and Great Valley.

**Charge 4:**

**Assess and make recommendations regarding parking policies.**

According to Kim Berry, we have more than enough parking spaces on campus lots for all student, faculty, and staff vehicles. The new “ID/swipe” gates for the faculty/staff lots have been successful. No faculty have reported any students parking inappropriately in them since their inception. Student escorts also have been working with police services to monitor cars in the parking lots for violations. In terms of official policies, no students, faculty, or staff have to pay a fee to park in the Berks college lots. A request for more faculty/staff parking spaces was offered by the committee, but no immediate plans are in place for this increase via the college’s master plan.
Charge 5:

Review cost savings, efficacy, and compliance of the Energy Savings and Recycling Programs

Many different departments and groups are involved in promoting Energy Efficiency and Sustainability on campus, including the Operations Department, the Sustainability Team, and Student Life. A number of projects and initiatives to reduce the overall energy usage on campus and to support sustainability have been undertaken in the past year:

The Energy Management System for the campus was replaced with a system that will allow more efficient control and management of energy use on campus.

The HVAC system in Franco was replaced with a more efficient system, and a number of halogen lights were replaced with LEDs. In all, the Franco renovation eliminated 10 electric heat pumps. With these changes, the heating and cooling equipment that was originally installed to service only the addition to the building will be able to handle the entire heating and cooling load for the entire building. Nine window mounted air conditioning units in the Peiffer Farmhouse were replaced with a high efficiency heat pump system.

Over the summer, parking lot and road lights were replaced with LED lighting.

A solar thermal disc was installed behind the greenhouse on the Peiffer Farm that will provide heat for the greenhouse. A number of adjustments to the original installation were made this summer, and the system will be back online for the upcoming heating season. Additionally, a three disc electric array is under development behind the Implement Building. The system is a demonstration site for the start-up technology firm CEWA, which is based in Wyomissing. The project and CEWA seed money has been provided by Ben Franklin Technology Partners of Northeastern PA. When operational, the array should provide around 30 kW of electricity to the Peiffer Farm and “overflow” onto the public electric grid.

The Zimride rideshare service is available to Penn State Berks students. With this service, riders can either post or search for a ride to share, either as a rider or driver, to other Penn State campuses and any other location.

Committee Members:
Khaled Abdou
Valerie Cholet
Tricia Clark
Helen Hartman
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Azar Eslam Panah
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Michael Serago, Student Representative