

AGENDA

Penn State Berks Senate

Monday, March 28, 2016

1:00-2:30 PM

121 Gaige

- **Call to Order**

- **Additions, Corrections, and Approval of Minutes of February 15, 2015 meeting**

- **Announcements and Reports by the Berks Faculty Senate Chair**

- **Reports of Officers, University Senators, SGA President, and Student Senator**
 - Vice Chair Nasereddin
 - Secretary Greenauer
 - Senator Aynardi
 - Senator Snyder
 - SGA President
 - Student Senator

- **Comments and Announcements by Administrators**
 - Chancellor Hillkirk
 - Senior Associate Dean Esqueda

- **Unfinished Business**

- **Motions from Committees**
 - Motion to revise the Associate Degree in Business (Appendix A)
- **Informational Reports**
 - Informational Report on General Safety Concerns, Physical Facilities Review, and Sustainability Review (Appendix B)
 - Student Facility Fees Committee Minutes (Appendix C)
 - Intercollegiate Athletics Committee Minutes (Appendix D)
 - Strategic Planning and Budget Committee, Berks College Senate meeting of March 1, 2016 (Appendix E)
- **New Legislative Business**
- **Forensic Business**
- **Comments for the Good of the Order**
- **Adjournment**

Penn State Berks Senate
February 15, 2016
1:00-2:30 PM, Room 121, Gaige Building

Attendees: Mohamad Ansari, Martha Aynardi, Amir Barakati, Mike Briggs, Catherine Catanach, Donna Chambers, Tricia Clark, Ruth Daly, Nancy Dewald, Colleen English, Azar Eslam-Panah, Katie Garcia, Sudip Ghosh, Nathan Greenauer, Jui-Chi Huang, Samantha Kavky, Sadan Kulturel, Dan Litvin, Joe Mahoney, Cesar Martinez-Garza, Ray Mazurek, Catherine Mello, Chrystine Mitchell, Mahdi Nasereddin, Rungun Nathan, Randall Newnham, Dawn Reitz, Matthew Rhudy, Alice Shaparenko, Allison Singles, Steve Snyder, Terry Speicher, Brett Spencer, Hartono Tjoe, Rosario Torres, Praveen Veerabhadrapa, Donghwan Yoon (Faculty); James McCarty, Marie Smith (Staff); Pradip Bandyopadhyay, Mike Bartolacci, David Bender, Kim Berry, Paul Esqueda, Walt Fullam, Lisa Glass, Keith Hillkirk, Michelle Mart, Dennis Mays, Teri Sabatelli, John Shank (Administration); Joseph Chletses, Chris Dent, Emilio Figeroa, Jr., Jessica Hoag (Students)

1. Call to Order

2. Additions, Corrections, and Approval of Minutes of the November 30, 2015 –The Chair called for corrections, additions to the minutes; hearing none, a vote was called to approve the minutes; *the minutes were approved unanimously.*

- **Announcements and Reports by the Chair** – The Chair announced Dr. Mohamad Ansari, Chair of the University Faculty Senate is visiting with us today and will speak on behalf of the University Senate. Lisa Glass was added to the agenda late and will provide us with a brief update on tracking printing. Dr. Randall Newnham has been selected to represent the Senate for the Strategic Planning Council.

Chair Ansari acknowledged members of the Executive Council and noted the committee's they serve commenting, all have made and continue to make significant contributions to the University Faculty Senate. He provided information with regard to the overall function of the Senate noting there are 15 standing committees and it is within these committees that the lion share of the work of the Senate is done. He shared an overall view on how the Senate operates. He referenced several topics under discussion for the February 23 meeting. He referenced challenges with regard to the state budget not yet being approved noting the University budget report has been approved by the University Planning Committee; however, Provost Jones indicated he will not present the report to the Senate until we receive appropriation from the Commonwealth. He noted the Senate meets six times annually and shared an example of the March 15 agenda. He highlighted information with regard to some of the reports on the agenda. He reviewed the different types of reports noting advisory reports are submitted directly to the President. He shared 62% of 6,300 faculty members are fixed-term and he feels this group has been neglected. He referenced a charge put forth this year with the Faculty Affairs Committee, which will afford more equity for fixed term faculty. In September, the policy on emeritus status (HR-25) was revised and approved to also include fixed-term faculty emeritus status. Two important recommendations that will affect fixed-term faculty were mentioned: (1) policy HR-21, definition of academic ranks, mandates that every unit establish a promotion review committee; and (2) establish a second level of promotion for fixed-term faculty. He referenced proposed changes to the policy on promotion and tenure (HR-23) with regard to stopping the tenure clock. The recommendation is to change the allowed number of times to stop the tenure clock from one to two. He suggested to President Barron including faculty representation on the Healthcare Advisory Committee; the President agreed to add the

Senate Chair to this committee. He referenced another recommendation was made to establish a joint diversity task force in order to foster diversity throughout the Penn State system. Information with regard to several other special committees, as appointed by the Chair, were mentioned.

3. Reports of Officers and University Senators

- **Vice Chair Nasereddin – No report**
- **Secretary Greenauer – No report**
- **Senator Aynardi** – Legislation is currently underway in ARISA. This has to do with changing titles for students who excel with regard to honors. This is being done in order to keep in alignment with what other colleges and universities are doing throughout the country.
- **Senator Snyder** – All the work that has been done this past year in the University Senate by Chair Ansari is to be commended; this especially applies to his work as it relates to fixed-term faculty.
- **SGA President** – The SGA is looking at the possibility of bringing a Legislature to campus and a voter registration table due to the upcoming Presidential election. Plans are underway to establish sex week or a day that the SGA will work with student clubs and services to highlight information pertaining to sexual assault, healthy relationships, sexual diseases, etc. SGA Community Service Day is set for April 10; all Penn State commonwealth campuses will be participating.
- **Student Senator – No report**

4. Comments and Announcements by Administrators

- **Chancellor Hillkirk** – I would like to share in my appreciation of Dr. Ansari's work with the University Senate during this challenging time for the University; specifically referencing work with regard to the area of Gen Ed noting this has been a very challenging area for both the Senate and the University. Dr. Ansari's leadership and his representation of the University Senate and Penn State Berks, has been outstanding.
- Due to the snow and freezing rain that is forecasted for later today, classes will be cancelled beginning this evening at 4:30 p.m. A number of emails and comments with regard to the big snow storm, which occurred late January, were received and I encourage anyone who has a concern to continue sharing those with me. These are complex decisions and rarely are they easy. It's important that we always remember that we have 800 students that live on campus and we have a group of people who are responsible for making sure these students are taken care of during situations such as these. He shared the process with how these decisions are made. While many factors come into play in making these decisions, I would never ask anyone to put themselves at risk. Many people travel from different areas and everyone needs to make this determination for themselves. I want to ensure students, in the event we are open and you are unable to come to class, you will not be penalized.
- The current budget impasse is a problem for the University and all related state universities within the Commonwealth. The University is trying to communicate as effectively as possible some of the implications if we continue without a budget. This year's appropriation is earmarked at \$350,000, so the implications will be significant unless and until this budget situation is resolved. Pennsylvania is one of two states in the country operating without a budget, the other is the state of Illinois.
- The University has some technology issues currently at hand with regard to the changes underway. Any time you make changes such as these, you can anticipate glitches. These changes also present challenges for Penn State Berks, specifically with regards to the

recruitment process. Lisa Glass, Teri Sabatelli and others are to be commended for their hard work in working through these changes.

- I would like to acknowledge and thank the trainers involved with the recent bystander training. This is a very important program at the University and at Penn State Berks. Additional training events will be held in the future. All are encouraged to participate.
- The Strategic Planning Council will be meeting this Wednesday and then again on April 13. The Council has been reviewing the feedback received and will continue to do so as well as work on action items and metrics related to each of the six goals. Now that the Council has had the opportunity and is continuing to review feedback, the feedback will be shared with faculty and staff. Please share any comments or feedback you may have with either Jim Laurie or Jayne Park-Martinez. The University's plan has not been finalized; this provides us with an opportunity to continue work with our plan. We will do our best to make sure our plan is relevant to the present and the future we seek as much as possible. Several events have already taken place with regard to goal VI (ethics and sustainability); the next workshop will be held in May following commencement. The focus of this workshop will be hands-on, enabling those attending the workshop to leave with a sense of something concrete, something that they will then be able to implement. This workshop will be open to 20 people. Should the interest exceed the number of participants allowed, other workshops will be added. More details to follow. The first and third goals of our strategic plan relate to engaged scholarship. This references comments previously shared concerning the many opportunities that exist at Penn State Berks for engaged learning. The opportunities at Penn State Berks out-way that of any other Penn State location. Not only do we need to continue and get better at this, but we also need to make the wisest use of those strengths in terms of recruiting students, communicating, and marketing Penn State Berks. This includes undergraduate research experiences student have all across our disciplines, internships, etc. Lisa Glass and others are currently looking at ways in which to create an on-going database of all the engaged scholarship opportunities that are available at Penn State Berks. More details to follow.
- Several important visits will be taking place at the end of February, March and April. Whatever roll you play in terms of those visits are appreciated as we have to make sure we have a robust entering class next fall.
- **Senior Associate Dean Esqueda** –I echo the Chancellor's comments with regard to Dr. Ansari's work in the Senate. Dr. Ansari has done an outstanding job as Chair and I especially would like to recognize his hard work with regard to fixed-term faculty. I thank Dr. Ansari for his presentation today; this is the first time we had a first-hand look into the workings of the University Senate.
- We currently have 86 faculty signed up for LionPATH training and so far it is working well. David Bender shared LionPATH went live today and provided a brief presentation with regard to navigating the Web site.
- The other new management system, CANVAS, has 20 faculty who have adopted to use this under the pilot program. The feedback has been very positive. The goal for Penn State Berks is to have all courses in CANVAS by spring, 2017. The Center for Learning & Teaching is providing the training for faculty and students.
- Faculty advisors are reminded to follow-up with their students in order to provide them with course options as it relates to majors.
- The Celebrating Teaching Colloquium will be held on May 6. The focus of this year's program will be faculty innovation.
- Spring Commencement will be held on May 7. Two ceremonies will be held outdoors, weather permitting with the EBC division commencing at the 10 AM ceremony and the

HASS and SCI divisions commencing at the 2 PM ceremony. All are welcome to attend both ceremonies.

5. Unfinished Business – None

7. Motions from Committees –

- **Motion to Revise the Associate Degree in Business (Appendix A)** – The Chair called for a motion to approve the revision; a motion was called and was second; *the motion was approved.*

8. Informational Reports –

- **Student Life Committee Minutes (Appendix B)**

9. New Legislative Business – None

10. Forensic Business – None

11. Comments for the Good of the Order – Lisa Glass shared statistics with regards to tracking printing at Penn State Berks during this past fall semester. During fall semester, students were placed on the print allocation system. This reduced their printing allocation to 250 sheets. If additional requests were made, they were allotted in increments of 100 sheets. Most locations within the University have been on this allocation system for some time. At most locations the allocation amount is 110 sheets per semester. During fall semester, 75% of students complied with the allocation set or less; 41% less student printing occurred as compared to fall, 2014; during that same time frame, faculty and staff printed 4% less and faculty and staff used photocopying 4% less. Students are leading the way. The hope is for faculty and staff to follow their example. A challenge was given to increase these percentages even further going forward and for each of us to look for ways in which we may reduce our paper usage. A lot more information will be shared with regard to this topic during this semester through workshops as well as promotional items. All of this is being done in part to bring this subject to light and as part of the environmental push, which is one of the areas that has been specifically identified through the Sustainability Committee at Penn State Berks.

12. Adjournment

Appendix A

Motion from the Academic Affairs Committee

The Academic Affairs Committee unanimously supports the P2 prospectus regarding revisions to the Associate Degree in Business delivered by Abington, Altoona, Berks, Harrisburg, and University College.

The committee brings the motion to approve the revisions to the Associate Degree in Business as detailed in the P2 document (see below). This motion does not require a secondary motion since it is brought forth by the committee chair for a vote from the senate.

P-2: Curricular Changes in Undergraduate Programs/Majors, Options, IUGs, and Minors

ACUE Curricular Program Prospectus

Submission Authority

Each prospectus must be submitted by the college's Associate Dean a minimum of one week prior to the ACUE meeting at which it will be considered. Electronic submission from the Associate Dean creates verification that the document has the college's preliminary support. Prospectuses that do not originate with the Associate Dean cannot be accepted for consideration. An Associate Dean may identify to the Office of Undergraduate Education a staff member who is authorized to submit electronic prospectus forms on her or his behalf.

P-2: Curricular Changes in Undergraduate Programs/Majors, Options, IUGs, and Minors
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- Associate Dean Submitting This Prospectus: David Christensen, University College; Norah Shultz, Abington; Barbara A. Wiens-Tuers, Altoona; Omid Ansary, Harrisburg; Paul Esqueda, Berks
- Associate Dean Email – djc21

- Staff Assistant Email – baj118
- College and Campus
Abington College, Altoona College, Berks College, Capital College and University College for Brandywine, DuBois, Fayette, Hazleton, Lehigh Valley, Mont Alto, New Kensington, Schuylkill, Shenango, Wilkes-Barre, Worthington Scranton and York.
- Department with Responsibility for the Program
Abington, Altoona, Berks, Capital and University Colleges
- What type of program action is under consideration?
Curricular Change in Major - P-2: Curricular Changes in Undergraduate Degrees/Majors, Options, IUGs, and Minors
- Name of program: Associate in Business Administration (2BAAB, 2BAAL, 2BABL, 2BACA, 2BACC)
- Brief description of program

The associate degree program in Business Administration provides a foundation in business that, through two options, prepares graduates for either entrance to the Bachelor of Science in Business (BSB) programs in business or for direct entry into the work place. The primary objective of this major is to provide a business-oriented program with sufficient communicative and mathematical skills, socially relevant course work, and specific business specialties to develop a well-rounded and knowledgeable graduate.

The General Business Option provides an introductory foundation to core aspects of the business environment while also preparing students for future transfer into the Bachelor of Science in Business (BSB).

The Professional Studies Option provides a technically oriented program that prepares students for direct entry into the work force. Because some of the course work in this option is not accepted in baccalaureate business programs, students are encouraged to work closely with faculty and staff advisers.

The program is also offered via the World Campus through University College.

- Briefly provide the rationale for changing this program.

The business faculty will propose two revisions to the program.

The first revision will propose dropping the 2BA professional studies option and since only one option will remain, the degree will be revised with no options. Historically, the professional studies option has not attracted the audience anticipated. Approximately 3% of 2BA students graduate with the professional option. Maintaining the option has resulted in multiple course substitutions because various 100-level courses are not offered. The recommendation to delete the professional studies option will eliminate 100-level courses from campus schedules and the resulting degree audit substitutions.

The second change is to expand the additional supporting course list in the 2BA to ensure that students completing the degree can matriculate to both the BSB and to the business programs at Harrisburg.

- Describe briefly how this action supports-or requires an exception to-the University's commitment to curricular integrity and to disciplinary unity. Please also indicate if program accreditation is involved.

The proposed modification promotes the University's commitment to curricular integrity and disciplinary unity by eliminating an option which resulted in under-enrolled classes and course substitutions.

- Resources
No new resources required
- How will the changing of this program affect other programs or other Penn State campuses and colleges?

An expanded list of additional courses will create a better pathway for 2BACC graduates to transition to other baccalaureate business programs delivered on the Commonwealth campuses.

No impact on other programs is anticipated. The program is shared by five campus colleges and is delivered via World Campus. The only other associate in business degree, General Business is delivered by Behrend College.

Appendix B

Informational Report on General Safety Concerns, Physical Facilities Review, and Sustainability Review **Submitted by the Physical Facilities and Safety Committee** **February 29, 2016**

Introduction

This informational report is presented in three sections with the goal of responding to the charges of the committee in 2015/16:

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 informational report to the Berks Senate.

1. Construction, renovation, and physical development of the campus

The campus has both short-term and long-term plans regarding the addition and renovation of physical facilities. The short-term plans are outlined in the 2016 summer project list:

Beaver Community Center

- Kinesiology Lab Improvements

Gaige Technology and Business Innovation Building

- Thermal Fluid Lab
- Dynamic Systems Lab

Franco Building

- HVAC Upgrade
- Lighting Upgrade

Perkins Student Center

- Auditorium / Room 120 HVAC Replacement
- Generator Upgrade
- Cooling Tower Repairs

Thun Library

- Masonry Façade Repairs
- Physical Security Upgrade (CCTV and Card Access)

Campus Wide

- Building Automation System (BAS) Upgrades

Site/Grounds

Walkway Lighting Upgrades

This short-term plan is a part of broader long-term master plan. The Berks Campus Master Plan approved by the Board of Trustees on September 7, 2007 provides guidance for the physical development of the campus. The plan is divided into *three time frames*. The *first part* looks at current priorities - opportunities in the University's Capital Plan (funded by the University) - and projects that may be funded by the campus over the next five years. While approval of the plan does not guarantee specific projects will be funded and endorsed by the Trustees, the projects have made significant progress and it is reasonable to base other planning efforts on their completion.

The current priorities in 2007 included the construction of the 60,000-square-foot Gaige Technology and Business Innovation Building. Once the new classroom building was completed, the plan called for renovating the Luerssen Building to more appropriately support the science programs, as well as student and faculty research.

Other current priorities include an addition and renovation of the Beaver Community Center. The addition will provide recreation and fitness space to support the college's participation in NCAA Division III athletics, kinesiology research and instruction, as well as the recreational needs of the growing student population. This project is currently undergoing a feasibility study.

The *second portion* of the plan addresses future opportunities-the next generation of enhancements that support the campus' academic vision. Plans include increasing campus residence hall space to accommodate an additional 400 students. Supporting the increased resident population is a two-story addition to the Perkins Student Center, connecting to the Beaver Community Center. This bridge addition might provide additional dining and student support space.

Other future opportunities include relocation of the campus soccer field to a new athletic field complex on the north side of Broadcasting Road. Plans call for the main campus entrance on Broadcasting Road to get new campus and way-finding signage with enhanced landscaping, which has been completed. An agriculture research center for the horticulture programs and upgraded utilities at the Peiffer Farm and Janssen Estate are also planned.

The *final part* of the plan examines long-term possibilities, which illustrate a vision for the campus that may be decades in the future, but will inform near-term decisions regarding physical development. These include construction of an event/sports center complex, expanding athletic fields, adding tennis courts, re-tasking the Beaver Community Center, adding another classroom building between the Bookstore and Luerssen Buildings, improvements to the outdoor quad area, an expansion of the Thun Library, and renovations to the Janssen Conference Center.

2. Space use and assignments

Background

At the February 14, 2011 Senate meeting, the following recommendations were approved and sent to the Chancellor and Sr. Associate Academic Dean:

Recommended policy in 2011:

1. It is most desirable that the Librarians will have offices in the Thun Library, Kinesiology will have their offices in the Beaver Community Center, the rest of the Science Division faculty should be located in Luerssen, the EBC Division faculty should be located in Gaige, and the HASS Division faculty should be located in Franco although it is necessary that some faculty disciplines from HASS and/or Science will have to be located in unassigned offices in Gaige.
2. The Associate Dean for Academic Affairs will make the final determination in assigning faculty office space.
3. Division grouping in the same building is preferred (see 1).
4. If division faculty cannot be located in a single building, then discipline grouping is preferred.
5. Assignment of all faculty offices (single or shared) should be distributed equitably among all divisions. To accomplish this, it is noted that there are several part time offices in Gaige that can be used for the most junior EBC faculty. This would free up to four (4) single offices. In addition there is one small conference room that can be made into space for part time faculty.
6. Within divisions/disciplines *faculty rank and seniority* will govern who gets single offices as stated below.

After taking into account 1 through 6 above, proposal "A" has been adopted and faculty are assigned single offices according to rank as follows:

1. Professor
2. Faculty with administrative duties requiring privacy.
3. Associate Professor
4. Tenure line Assistant Professors
5. Senior Lecturer/Instructors and Assistant Professors on FT 1 or FT M contracts
6. Lecturers/Instructors on FT 1 or FT M contracts

Within the order specified above, assignments will be according to seniority within the rank.

Exceptions:

Physical limitations or health issues may dictate an exception to the above policy and will be made at the discretion of the Associate Dean for Academic Affairs.

If a faculty member is offered a single office and chooses not to accept it, then in the future the faculty member may submit a written petition along with justification to the Associate Dean for Academic Affairs if that faculty member's situation has changed. It is recommended that this request for a change not be made more frequently than once every three years.

Exceptions to the above policy will be made by the Associate Dean for Academic Affairs.

Updates in 2015-16

With regard to office assignments in Franco, Gaige, and Luerssen buildings, the committee notes the following:

1. Proposal A developed by the PF&S Committee in 2010 and approved by the Senate on February 14, 2011, designates office space assignments according to rank.
2. Faculty are assigned single offices according to the rank priority in Proposal A:
 - a. Franco: 20 single offices, 8 double offices (At present, a newly hired tenured associate professor is in the office of an associate out on a year-long sabbatical; upon the return of that associate in the fall of 2016, Franco's offices will be over-filled)
 - b. Gaige: 50 single offices, 1 triple office
 - c. Luerssen: 25 single offices, 3 double offices
 - d. The office assignment numbers do not include DH offices, even though DH's are faculty.
3. All available offices are in use as of 1.29.2016.
4. The committee notes that new full time faculty hires from this date forward will not have office space (if all present faculty assignments remain the same) without creating additional shared offices.

3. Safety and security

Security and safety related information on campus:

1. There is a training video about surviving an active shooter available for PSU community: <http://StaySAFE.psu.edu>.
2. Instructions about dealing with emergency situation are next to telephone in every classroom.
3. There are 82 trained building monitors and eight armed officers on campus. Berks also have great relationships with local police forces.
4. RAs participated in the fire extinguisher training in August.
5. Handrails will be installed in the path between parking lot and the Nittany Lion.

Safety concerns brought to our committee for the 2015-2016 year include:

1. The path to alumni pavilion is not ADA compliant. New walkway from residence hall to main campus is examined.
2. The crosswalk on Harper Road is dark after sunset.
3. The Berks campus was found to have elevated incidence of OSHA reportable injuries. Representatives of safety committee are asked to communicate with the members in their division about the importance of work place safety.

4. Parking

1. Parking policy will be enforced again in spring semester 2016. Guest parking permits will be available for printing via Mary Fretz in police services.
2. The parking lots were the busiest during the first two weeks of the semester. Students need to know that Berks have sufficient parking spaces (911 spaces). Some spaces may need a short walk to the buildings, and students need to plan accordingly so that they will arrive at their respective classrooms on time.

5. Sustainability efforts and programs on campus

The Penn State Berks Sustainability Group, spearheaded by Mahsa Kazempour, was formed to educate the campus community and community at large about ways to be more sustainable. Some of its many initiatives include: rain barrels, honey bee gardens, Earth Week events, the food recovery network to reduce food waste in Tully's, paper waste reduction efforts, and faculty research, teaching and scholarship related to sustainability. The group hosts activities and events on campus about sustainability issues.

1. A Sustainability webpage (<http://www.bk.psu.edu/Information/conserves.htm>) maintained by University Relations provides information and increases awareness about sustainability projects such as the Nissan Leaf electric car and solar panels on campus. The web site includes sections on recent sustainability news, recycling programs, and how to get involved.
2. Penn State received a donation of a Nissan Leaf electric vehicle from Eisenhauer Nissan. The Leaf operates as part of a solar energy generation and consumption system that includes solar panels, an inverter and a charging station. The vehicle provides an opportunity for students and faculty to conduct research on sustainable technologies. On average, the energy provided by the solar panels will meet or exceed the energy needed to charge the vehicle's battery (from <http://news.psu.edu/story/350915/2015/03/31/campus-life/penn-state-berks-charged-electric-vehicle-donated-eisenhauer>).
3. Penn State Berks placed third in the national PepsiCo Campus Recycling Challenge. Schools participating in the challenge have interactive PepsiCo Recycling Dream Machine kiosks on campus where the campus community can recycle bottles and cans. The Penn State Berks Dream Machine kiosk is located in Tully's. The campus earned an award of \$5,000, which it used to provide reusable bags to replace plastic bags for take-out purchases from Tully's.
4. An interactive kiosk located in Perkins provides the opportunity for students to experience global sustainability with other Penn State students traveling abroad. Betsy Scarpaci was instrumental in bringing the kiosk to campus through her involvement in a global sustainability experience in South Africa. The kiosk was part of a Penn State Center for Online Innovation in Learning (COIL) grant by Dr. Neil Brown. (<http://www.bk.psu.edu/36902.htm>)
5. Penn State Berks will join the University-wide möbius program, which has the goal to 'close the loop' on solid waste through reduction, reuse, and recycling.

6. RAs will be provided training about recycling in dorms that they will then share with residents. Videos will be shown in new student orientation about recycling. Signage by the recycling bins is being updated throughout the campus to better indicate what can be recycled.
7. Penn State Berks is in discussions with Enterprise Car Rental about their RideShare program. This program facilitates carpooling arrangements.

2015-2016 Committee Members: Ada Leung (Chair), Khaled Abdou, Amy Berger, Jennifer Hillman, Helen Hartman, Valerie Cholet, Tricia Clark, Kim Berry, Emilio Figueroa

Appendix C

Student Facility Fees Committee Minutes February 26, 2016 2:00 – 4:00

Attendance: Kyle Baker, Kim Berry, Antonio Chan, Yajas Chopra, Dave Delozier, Chris Dent, Nathan Greenauer (Co-chair), Jessica Hoag (Co-chair), Yeonwoo Joo, Shadia Maurtua, Dennis Mays, Venu Mulane, Habida Popal, Teri Sabatelli, Morgan Shade

- Co-chair Greenauer welcomed member.
 - Member introductions.
 - Reviewed guiding principles, expectations, and funding parameters of the committee.
- Kim Berry highlighted projects supported by SFF in recent years including Perkins Plaza, lounge in library, and sports field.
- Dennis Mays reviewed the student fee process, income and expenses since 2008, supported projects, and available funds. Addressed questions.
- Co-chair Hoag opened discussion for the following project proposals:
 - Beaver Community Center Concourse.
 - Kim Berry outlined the proposed purchase of furniture for a study area in Beaver concourse (with approval of Kinesology faculty; see Appendix A). After some discussion proposal was put to vote. *Proposal passed unanimously.*
 - Discussed possibility of similar upgrades in furniture and seating for Perkins Lobby. *Kim Berry will explore possibilities and provide possible options at next meeting.*
 - Equipment for Gym
 - Proposal to purchase new equipment for the Gym. This proposal is currently being addressed by SAF and was therefore not explored further.
 - Removable speed bumps on Harper Road
 - Proposal to install removable speed bump on Harper Road to address speeding vehicles. After some discussion, it was determined that this proposal was more appropriately addressed by police services, and was therefore not explored further.
 - Sidewalk near the entrance to residential parking lot
 - Currently there are no sidewalks leading from the residential lot to the residences. Students currently either cut through the grass or walk up the road. Due to safety concerns a sidewalk is proposed. *Kim Berry will explore possibilities and provide possible options at next meeting.*
 - Bus stop moved from G3 to G4 lot
 - The current location of structure is not where bus arrives. However, due to safety concerns (e.g. lighting, call box), it was determined that the current location is preferred.
- Meeting adjourned.

QUOTATION

CREATED 2/4/2016
 VALID THROUGH 5/4/2016
 Prepared By Joe Donato
 Quote Filename Penn State Berks - Beaver Community Center - 16JLD-539/C

Line	Model		Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
Tag 1									
BCC Corridor									
1.1	1333/NC	Sela Loveseat, Non-Contrast	4	\$2,805.00	\$11,220.00	42.000	\$1,626.90	\$6,507.60	
		Non-Contrast Fabric Sela Fabric NFR Fabric NAPPA NAPPA Moisture Barrier Base Finish Glides Armcap Option Price Description: Delivered/Open Market			Compliance to TB 117-2013 Fabric Grade I NAPPA NAVAL No Moisture Barrier Chrome Nylon glides (cream color) No armcap				
1.2	1350	Sela Rectangular Coffee Table, 48Wx20Dx15"H	2	\$1,098.00	\$2,196.00	42.000	\$636.84	\$1,273.68	
		KI Primary Laminates for Top & Sides KI Laminates Top Edge Color KI Secondary Laminates for Shelf Shelf Edge Color Base Finish Glides Price Description: Delivered/Open Market			KI Laminates KENSINGTON MAPLE 10776-60 Kensington Maple edge Kensington Maple Kensington Maple Chrome Nylon glides (cream color)				
1.3	P625FX-74P	Portico Fixed Leg, Square, Lx Base, 74P Edge, 30x30"	3	\$707.00	\$2,121.00	42.000	\$410.06	\$1,230.18	
		Edge Color Surface Finish KI Laminates KI Laminates Base Finish Base Options Plastic End Cap Color Table Height Other Than 29" Price Description: Delivered/Open Market			Kensington Maple edge KI Laminates KENSINGTON MAPLE 10776-60 Chrome No casters Nordic Standard height (29")				
1.4	P63FX-74P	Portico Fixed Leg, Square, Lx Base, 74P Edge, 36x36"	3	\$744.00	\$2,232.00	42.000	\$431.52	\$1,294.56	
		Edge Color Surface Finish KI Laminates KI Laminates Base Finish Base Options Plastic End Cap Color Table Height Other Than 29" Price Description: Delivered/Open Market			Kensington Maple edge KI Laminates KENSINGTON MAPLE 10776-60 Chrome No casters Nordic Standard height (29")				
1.5	SWNA	Stive High Density Sled Base, Poly, Armless Chair	18	\$187.00	\$3,366.00	42.000	\$108.46	\$1,952.28	
		Frame Color Poly Seat & Back Color Poly Seat & Back Color Glide Option Price Description: Delivered/Open Market			Chrome No Fire Retardant Nordic Polycarbonate glides				
Tag 1								WorkGroup Product Subtotal	\$12,258.30
BCC Corridor									

Product SubTotal:	\$12,258.30
Estimated Sales Tax:	See Note Below
Quote Total:	\$12,258.30

Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.

Appendix D

Minutes of the Intercollegiate Athletics Committee of the Berks Campus Senate

February 8, 2016

The Intercollegiate Athletics Committee of the Berks Campus Senate met on Monday, February 8, from 12 to 1:00 in Franco 150. Present were Ray Mazurek, Chair, Terry Sabatelli, Director of Student affairs, Lisa Diebler, Berks Athletic Director, Bruce Hale, Faculty Athletic Representative, Mitch Zimmer (EBC Division), Michael Fianza (Science), and Joe Chlestos (Student Rep). The focus of the meeting was schedule approval for spring sports, including Men's and Women's Tennis, Softball, Baseball, and Men's Golf. The schedules all fell well within University guidelines and were approved. Discussion focused on ongoing problems of student athletes who might find that only one section of a required course was available during their sport season. However, it was concluded that the problems of student athletes are not unlike those of other students, and that it is often difficult for programs to offer multiple sections.

Ms. Deibler highlighted features of the annual IAC Report, which showed that Berks student athletes continue to perform well academically. The twelve intercollegiate athletic teams earned an average GPA of 3.12 for 2014-2015. Academic support for student athletes was discussed. Student athletes avail themselves of the same academic support services as other students. Other ideas that might help at risk students, such as mandatory study halls for student athletes that might serve at risk students in particular, were also mentioned as a possibility, but these would depend on coaches (who are usually part-time) initiating such study halls.

Appendix E

Strategic Planning and Budget Committee, Berks College Senate meeting of March 1, 2016

Attending: Samantha Kavky, Abdullah Konak, Dennis Mays, Randall Newnham, Sudip Ghosh (Chair) and Hartono Tjoe

Committee Agenda

The Senate Executive Committee has asked this committee to consider the following: The initial charge of the committee was to look at the faculty salary at Berks campus and compare it with other campuses for year 2014-2015. However, in the light of the Pennsylvania budget impasse in Harrisburg, this exercise seemed rather moot. Consequently, the focus shifted to look at campus-wide outlays more carefully and come up with suitable recommendations.

1. Current year college budget.

In the course of the meeting, Dennis Mays presented the budget for Berks campus for year 2014-15 and pro-forma statement for 2015-16. As of today, Commonwealth of Pennsylvania is operating under a partial state budget for the year that ends June 30. Although Penn State Berks experienced record enrollment during 2015-2016 academic year, the lingering budget impasse will be problematic for our campus. Further, Penn State's overall non-preferred status makes it difficult to receive state appropriations since we are not part of the state emergency funding.

Dennis further pointed out that one of the line item in Penn State Berk's budget, Contingency funds (Unallocated Funds) which averaged around \$1.3 million from 2011 to 2015 is down to almost zero for 2015-16. The committee contemplates that this shortfall can impact certain activities in the near term.

2. Effects of unprecedented budget impasse in Harrisburg and what it means for Penn State Berks

Penn State's total operating budget for 2015-16 is **\$4.9 billion** and a **\$300 million** budget shortfall will be a 6.12% reduction of the total operating budget. It would pose some challenge to the mission of Penn State Berks and its outreach endeavor. Unlike units at University Park, the campus follows a different funding model. Since the whole issue of budget is a moving target we can only mention that we are in an uncharted territory and we should do our best to be prudent in making decisions that impact expenses at Berks.

3. Suggested Topic of Cost Containment as discussed in the meeting at least in the near term

- a.** Increase the recycle period of lab computers
- b.** Moratorium on software licenses (with certain exceptions)
- c.** Eliminate food costs from faculty and staff meetings (with certain exceptions)
- d.** Limit travel funds to professional conferences for presentations only
- e.** Limit printing costs for students, faculty, and staff by raising campus wide awareness
- f.** Use fleet cars sparingly
- g.** Encourage energy saving through general awareness

The Committee then discussed some ideas of saving additional funds. We agreed to look at the speaker series and other events on campus. How much does it cost to bring speakers and other entertainers on campus? How well are those programs attended?

For past few years, each division has seen increase in both enrollment and offering of new majors. At the same time, zero contingency funds could pose a challenge to hire FTIs, FTMs, and adjuncts. It necessary to increase class coverage and manage class sizes by hiring new instructors especially keeping in mind the student body that wants to finish here at our campus. The budget shortfall could pose challenge to new degree programs and some existing programs at least in the short-run.

The Committee further suggests that faculty with new ideas (of cost cutting) should forward these ideas to Michael Bartolacci, the Chair of Berks Senate. Michael Bartolacci also serves on the Administrative Council. This body makes decisions about funding and plans to align the broader goal of the campus-wide Strategic Plan and budget execution. However, the committee strongly feels that the list of actions be prioritized by faculty members, and not only by administrators. The process should be consultative. The committee further recommends not making cuts in the areas that could have long-term negative impact on the capability of the College in delivering Penn State Education.

The PA budget is in quagmire, any suggestion to effectively keep costs down at Berks College is welcome. However, if the PA budget gets approved in the next couple of weeks then the committee can revisit the initial charge of faculty salary report.
