

Penn State Berks Senate

Monday, November 28, 2011

1:00-2:30 PM

Multi-Purpose Room, Perkins Student Center

Agenda

- **Call to Order**
- **Additions, Corrections, and Approval of Minutes of the September 26, 2011 meeting**
- **Announcements and Reports by the Chair**
- **Reports of Officers and University Senators**
 - Vice Chair Bowers
 - Secretary and Senator Zambanini
 - Senator and Parliamentarian Aynardi
 - Senator Shibley
 - Senator Snyder
 - Student Senator Tiffany Wesner
 - SGA President Larry Wesner
- **Comments and Announcements by Administrators**
 - Chancellor Hillkirk
 - Associate Dean Esqueda
- **Unfinished Business**
- **Motions from Committees**
 - Legislative Report on Adjunct Faculty, Faculty Affairs Committee (**Appendix A**)

- **Informational Reports**
 - Academic Affairs Committee, Minutes for October 3, 2011 (**Appendix B**)
 - Faculty Affairs Committee Meeting Minutes, Wednesday, October 12, 2011 (**Appendix C**)
 - Student Life Committee Minutes, October 3, 2011 (**Appendix D**)
 - Student Life Committee Minutes, October 17, 2011 (**Appendix E**)
 - Physical Facilities and Safety Committee Minutes, October 18, 2011 (**Appendix F**)
 - Physical Facilities and Safety Committee Minutes, November 11, 2011 (**Appendix G**)

- **Committee Reports**
 - Academic Affairs, Committee Chair Mart
 - Faculty Affairs, Committee Chair Bowers
 - Strategic Planning and Budget, Committee Chair Forrey
 - Physical Facilities and Safety, Committee Chair Amaral
 - Student Life Committee, Committee Chair Berger

- **New Legislative Business**

- **Forensic Business**

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

- **Adjournment**

Penn State Berks Senate
September 26, 2011
1:00-2:30 PM, Multi-Purpose Room

Attendees: Khaled Abdou, Ali Alikhani, Katie Amaral, Mohamad Ansari, Jennifer Arnold, David Aurentz, Martha Aynardi, David Bender, Bill Bowers, Tricia Clark, Jennifer Dareneau, Nancy Dewald, Maureen Dunbar, Mike Fidanza, Bob Forrey, Sudip Ghosh, Hassan Gourama, Bruce Hale, Jui-Chi Huang, Ben Infantolino, Selvi Jagadesan, James Karlinsey, Mahsa Kazempour, Pat Kohrman, Abdullah Konak, Sadan Kulturel, Jim Laurie, Eric Lindsey, Michelle Mart, Cesar Martinez-Garza, Lingqi Meng, Deena Morganti, Mike Moyer, Edwin Murillo, Marilyn Mussomeli, Tami Mysliwicz, Mahdi Nasereddin, Randall Newnham, Lolita Paff, JoAnne Pumariega, Michele Ramsey, Jeanne Marie Rose, Brenda Russell, Holly Ryan, Susanne Samson, David Sanford, Jessica Schocker, John Shank, Alice Shaparenko, Ike Shibley, Steve Snyder, Terry Speicher, William Sutherland, Amy White Berger, Janet Winter, Bob Zambanini (Faculty); Yuriko Beaman, Cheryl Gustitus, Sandy Kreis, Dara McCue, Kevin Rudy, Marie Smith, Lisa Zackowski (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Keith Hillkirk, Janelle Larson, Dennis Mays, Belen Rodriguez-Mourelo, Blaine Steensland (Administration); Krisandra Livingston, Diana Livingston, Eric Miggins, Larry Wesner, Tiffany Wesner (Students)

1. Call to Order

2. Approval of Minutes of the Preceding Meetings- Minutes of April 25, 2011 – *The minutes were approved.*

3. Announcements and Reports by the Chair

- The Chair extended a special welcome to our new Chancellor, Dr. Hillkirk, and recognized individually the members of the Executive Committee.
- The employee benefits presentation will be held today in the PSC Auditorium.
- The Chair reported on the following comments made by Provost Erikson at the August 16 University Faculty Senate Council meeting:
 - the seriousness of the 19% budget cut to the Agricultural, Research & Cooperative Extension;
 - the reduction in funding for the Hershey Medical Center funding by the Department of Public Welfare by 50%;
 - approval by the Penn State Board of Trustees of a modest tuition increase for this year;
 - the report by the Office of Undergraduate Admissions of a 5% increase over last year resulting in approximately 7,600 FY students who will begin at University Park and 8,800 students who will begin at the commonwealth campuses.
- The following action items were taken under consideration by the Senate Council:
 - Revisions to the Berks Senate consultations were ratified by the Senate Council and reported on August 17.
 - Two reports went before Senate Council: Standing Rules on Intercollegiate Athletics was withdrawn and returned to committee for further consideration; the second report (a new policy pertaining to courses with a travel component) which, by motion, was returned to committee.

4. Reports of Officers and University Senators

- **Vice-Chair Bowers – No Report**
- **Secretary and Senator Zambanini**
 - All previous motions made will be added to the Berks Senate Web site as a point of reference.
 - At a recent Curricular Affairs Committee meeting, discussion took place concerning the transfer and retention proposal for minors. A proposal is under way which would allow for students to register for minors courses on E-Lion. Currently this is on hold pending further review.
- **Senator and Parliamentarian Aynardi** – There are many changes being made to employee benefits for the upcoming year. Employee annual salaries will be the gauge used in determining the monthly

deduction for healthcare; this procedure should lower the monthly deduction rates for many employees. There are also changes being made to the retirement savings plan provided through TIAA/CREF which will provide the employee better control over their individual retirement accounts.

- **Senator Shibley** – Currently, there is national concern that there are more female faculty members doing more in the way of service. The University is looking to generate an informational report by gender distribution on service by faculty. Further information will be provided pending their review.
- **Senator Snyder**
 - The Inter-University Relations Committee is finishing a draft of the Fixed-Term Faculty Report. This report pertains to the percentage of courses being taught by fixed-term faculty including adjuncts. This report should be forwarded to the Faculty Affairs Committee and then to the Senate sometime this year.
 - Discussions took place concerning student unpreparedness at University Park. These discussions are currently in the development stages.
 - The Vice President for Commonwealth Colleges will be visiting at our next meeting to discuss core council recommendations for the campuses.
- **Student Senator Tiffany Wesner** – The items currently under review by the Admissions, Records, Scholarship and Student Aid Committee include: restructuring of the credit system to coordinate with semester standing; adding A+ and C+ to the grading system; capping credits; and including a tuition surcharge after a certain point.
- **SGA President Larry Wesner**
 - President Wesner introduced Eric Miggins, Student Senator for Adult Learners; Diane Livingston, Diversities Co-Chair; and Kay Livingston, Academic Affairs Chair.
 - The SGA has established Movie Night and Casino Night and will be holding a bon fire on campus this Friday evening.
 - Government Affairs is currently working on Veteran's Week. Legislation was presented to the CCSG group to unite support for Veteran's Week throughout the commonwealth campuses.
 - The Diversity Committee is involved in Unity Day.
 - The Chair of Academic Affairs Committee is putting together an Art Appreciation Day, which will be held late in October.
 - Student Life is currently looking at the library study rooms. Currently they are being used by commuting students as a place to sleep between classes.
 - Renovations to the game room are under consideration.
 - The environmental group is looking at the feasibility of using electronic hand dryers in the restrooms as a means to become a greener campus.

5. Comments and Announcements by Administrators

- **Chancellor Hillkirk**
 - The introduction to Penn State Berks has been very beneficial. The Chancellor is currently working with Dave Delozier to meet with leaders within the community. The support for Berks within the community is very encouraging for our future.
 - Enrollment for this year is very strong; we continue to be fiscally sound within the Penn State system.
 - The new Gaige Technology Business & Innovation building dedication will be held on November 3, 2011. That same day will be the Berks Theatre group's premier of Cabaret.
 - The Berks campus has received an aggregate letter from the Provost regarding the reviews of academic programs. The letter specific to Berks will be forthcoming in a few weeks. Both letters will be shared with the campus community upon review.
 - The Berks campus has been selected to be a regional hub and will be working closely with Penn State Worthington-Scranton, Wilkes-Barre, Hazleton and Schuylkill. This working relationship has the potential to be very positive for Berks as it will increase our upper division student population. We currently are in discussions with University Park on how the effects of an

increase to our student population would in turn increase the need for additional residential living space at Berks.

- In working with the Chief Operating Officer and the Financial Officer, we are currently in talks with University Park on getting the necessary renovations made to the Luerssen building.
- The 9/11 Tenth Anniversary Exhibit at the Freyberger Gallery was very well received by the campus and the community. The event is an example of ways that Berks works in partnership with the community. Marilyn Fox did an excellent job putting together a very thought provoking exhibit; everyone should take the opportunity to stop by to see it.
- **Associate Dean Esqueda**
 - The P&T and Division Committee elections are complete.
 - Recommendations for the assignment of new faculty office space in the Gaige Technology Business & Innovation building are complete.
 - There will be two hires for new faculty positions for this academic year, one in IST and the other in Communication Arts & Sciences.
 - The Faculty Retreat will be held on Friday, December 16, 2011.
 - There will be a panel discussion held on September 28 in the auditorium. The topic is “Being Global.” Two faculty members from each division will be making presentations.

6. Unfinished Business – None

7. Motions from Committees

- **Approval of Senate Meeting Dates, Executive Committee (Appendix A)** – A vote was called and the *motion was approved*.
- **Approval of Committee Chairs, Executive Committee (Appendix B)** – A vote was called and the *motion was approved*. A concern was raised that the verbiage in Appendix B, item E under Penn State Berks Senate Membership was not properly stated and should read: *University faculty senate representative, SGA president and appointed student senators not to exceed 10% of the full-time faculty including librarians*. Secretary Zambanini stated that the original verbiage on Appendix B was copied directly from the Constitution. Chair Ansari acknowledge the Secretary’s comment and said it will be reviewed.
- **Motion Pertaining to the Common Reading Program, Executive Committee (Appendix C)** – The recommendation of the motion states: *The Common Reading will be selected by a vote of all faculty scheduled to teach First Year Seminar the year that the selection is used. In addition, scheduled FYS faculty will vote annually, and the vote will be facilitated by the Office of Academic Affairs*. Discussion from both students and faculty ensued; the faculty are in agreement with the recommendation put forth by the executive committee. The opposing view of the students is that they also should have a voice in what is selected. Dr. Esqueda reiterated the current practice, which includes receiving input from faculty, staff and students and stressed the continuation of this practice. Concern was raised if the faculty members teaching these courses are place in time for the selection process to be made. It was determined that the majority of the time, faculty members are in place in time for the selection process to occur. A vote was called and the *motion was approved*.

8. Informational Reports from Committees – Committee Charges for 2011-2012 Academic Year, Executive Committee (Appendix D)

9. Committee Reports

- **Academic Affairs (Michelle Mart)** – This year, the majority of the time spent will be working on recommendations of the Core Committee.
- **Faculty Affairs (Bill Bowers)** – Eric Lindsey was elected to the HASS Promotion and Tenure Committee.
- **Strategic Planning and Budget (Bob Forrey)** – The charge for this year is to find solutions to the salary disparities between Berks and the other Commonwealth Campuses.

- **Physical Facilities and Safety (Katie Amaral)** – The charge for this year includes Luerssen renovation, Franco repurposing, general safety, and the smoking policy.
- **Student Life (Amy Berger)** – All of the charges for this year pertain to improving the educational experience for our students.

10. New Legislative Business – None

11. Forensic Business

- **Chief Kevin Rudy** - Chief Rudy thanked everyone for their support during his transition to the position of Police Chief over the past few months. The transition went smoothly even though the Campus experienced a flood, hurricane and an earthquake. Fortunately, no major problems were reported during those times.
- **Enforcement of Policy AD-32 (Smoking Policy)** – The Chair states the current University policy in place is not under jurisdiction of the Faculty Senate, so it is not subject for review or revision. However, the University states its commitment to a healthful environment for all members of its community at all Penn State locations. Exemptions of this policy may be made by the Smoking Policy Review Committee after the committee deems granting the exemption to be reasonable for business or research reasons as submitted by the unit requesting the exemption. Many concerns have been expressed by the campus community to move forward with a smoke-free campus. The Chair opened the topic for discussion. Much discussion ensued regarding this topic. Committee Chair Amaral stated that any policy put forth for the campus will not have any jurisdiction over the residence halls. Current policies in place at other college locations were also discussed. Chancellor Hillkirk stated he is committed to finding a solution that will work best for Berks and will be fair to all involved.

- ## 12. Comments for the Good of the Order
- In 2010, the National Federation for the Blind brought a lawsuit against the University. Since that time, the University has created Policy AD-69 which requires compliance with accessibility standards and international Web sites. This policy impacts all Web pages less than 2 years old, which now must be compliant within a year. For those pages older than 2 years, if a request for accommodation is made, then the page must be made compliant with the request. This policy does not apply to personal Web pages. Currently, the University has 8,000 Web sites, so the impact of this policy is huge. This issue applies to any issue of accessibility (visual, hearing, physical); it also includes many areas of compliance, such as web pages, clickers, course management systems, course materials, and library e-resources. Any equipment or software purchases must also be accessible. For more information, please go to www.accessibility.psu.edu.

13. Adjournment

APPENDIX A
Faculty Affairs Committee
Legislative Report on Adjunct Faculty

Introduction: Adjunct faculty play a vital role in the academic life of the college. As such the compensation of these professionals should be regularly evaluated and reassessed.

Discussion and Rationale: The average adjunct compensation at Penn State Berks for the 2010-2011 academic year was just under \$800/credit. The committee investigated adjunct rates at many local colleges and found that the compensation at those colleges is in alignment with what Penn State Berks pays. However, the adjunct compensation rates at Berks have not been adjusted in many years which means that long-time adjuncts have not experienced an increase in their pay. To recruit the most qualified adjunct faculty Penn State Berks should strive to offer one of the highest compensation rates in the county.

Recommendations: Even though the compensation at Penn State Berks is roughly comparable to other local colleges the committee recommends that the rate be increased to \$1,000 per credit by the year 2014. We recommend increasing the amount incrementally; however the details of the increase can best be handled by the Department of Academic Affairs. Such an increase will allow Penn State Berks to continue to attract the best candidates as adjuncts.

Effective Date: July 2012

Ending List: Committee members preparing this report.

William H. Bowers
Sudip Ghosh
Mahsa Kazempour
Kira Baker-Doyle
Leonard Gamberg
David Sanford
Ivan Shibley

APPENDIX B
Penn State Berks Senate
Academic Affairs Committee

Minutes for October 3, 2011

Attendance: Michelle Mart (Chair), Paul Esqueda, Michele Ramsey, David Bender, Tom Gavigan, Nancy Dewald, Khaled Abdou, Bob Zambanini, Diana Livingston (SGA), Tammy Mysliwiec, Jennifer Arnold, Pat Kohrman

Agenda:

Review of P-3 proposal for discontinuance of the 2MET degree
Charge to the committee from the Executive Committee
Discussion of Core Council general letter to the Commonwealth Campuses
Review of responsibilities of the Academic Affairs committee

Discussion:

It was discussed that the P-3 proposal recommends the discontinuance of the 2MET degree at the Berks Campus. Paul Esqueda and Tom Gavigan provided some background on the proposal and its potential impact on students and faculty. Three factors were identified that led to the proposal: Declining enrollments in the program (summary available in the proposal). Competition from community colleges. Change in the EMET program to allow direct enrollment in the program rather than requiring students to complete the 2MET and then apply for enrollment in the EMET program.

Courses required for students to complete the degree will be offered through the 2012-2013 academic year. It was also discussed that there are some students in the program that are not taking full semester loads and may not complete the program by the end of the 2012-2013 academic year. Efforts to provide course substitutions for these students may be made; however, these students may find it necessary to attend another campus such as the York campus to complete the degree.

It was also noted that new enrollments in the program should be limited to the current Fall 2011 semester. There is the possibility that transfer students could be admitted in Spring 2012, but they must be able to complete the program during the 2012-2013 academic year. It will be necessary to coordinate this with Admissions and the College of Engineering. The program faculty will be responsible for communicating and coordinating these issues with Admissions and the College of Engineering.

The proposal was unanimously approved.

Michelle Mart reviewed the existing charge to the committee that involved drafting a process for reviewing proposals such as P-1, P-2, and P-3 proposals. During discussion of this topic it was surfaced that this work had already been done by this committee in previous years and there is no need to repeat

the work. This information should be available in Berks Faculty Senate minutes, procedures are described on the campus website for both administrative and academic reviews. Paul Esqueda also mentioned that he has a complete binder with full guidelines for the review process. Michelle Mart will report this back to the Executive Committee with the recommendation that this charge has been fulfilled.

A summary of the Core Council general recommendations to the Commonwealth Campuses was provided to the committee by the chair. Michelle Mart suggested that there were three areas that should provide opportunities for discussion by the committee: Phasing out under-enrolled programs. Introducing new programs. Reductions in developmental courses. Michelle shared that the Faculty Senate Chair will be arranging opportunities for the senate committees to hear from Dr. Hillkirk after the Berks Campus letter from the Core Council is received. Paul Esqueda provided an overview of how the work of the Coordinating Committee for Academics at the campus and the Core Council are doing their work. The Berks Campus letter with specific recommendations for the campus is expected soon. Paul commented that this process is a game-changer for the University and will result in significant changes. The full text of the general letter to the campuses can be found at: [Core Council General Letter to the Campuses](#).

The Chair provided a brief review of the standing responsibilities of the committee. She also suggested that issues related to admissions, enrollment and retention, and credit & non-credit offerings would be likely areas of focus for the year. Michelle also reminded the committee of the need for confidentiality of committee discussions until items are presented to the Senate.

Assignments to the committee:

- 1) Review the standing duties and let the Chair know if there are areas of specific concern or high priority.
- 2) Review the Core Council letter.
- 3) If the campus letter from the Core Council is not received before the next scheduled meeting, Chair will discuss rescheduling that meeting.

APPENDIX C

Faculty Affairs Committee (FAC)

Meeting Minutes, 3:00 PM on Wednesday, October 12, 2011

Members present: William H. Bowers (chair), Sudip Ghosh, Ike Shibley.

Members absent: Kira Baker-Doyle, Paul Esqueda (ex-officio), Leonard Gamberg, Masa Kasempour, Dave Sanford

The sparse attendance is due to multiple scheduling constraints, this meeting time is the one with the greatest possible attendance. Our discussion focused on our charges for this year. We decided to have one member handle the initial research and report drafting for each of the charges

Bill will continue work on the faculty workload policy. Ike will take on the adjunct faculty compensation. Sudip agreed to handle the alignment of the promotion and tenure rainbow sheets with the faculty activity report.

The only unassigned charge is the one regarding the impact of the online SRTE on the faculty member's annual review, faculty activity report, and other directly affected areas. We discussed some possible issues regarding the online vs. paper based SRTE. Those included the completion rate, difference in score and overall average, the effect on annual evaluations and the usefulness for course and faculty evaluations and improvement.

Our projected schedule for Senate presentation of each charge follows. These dates are for the Senate meetings and were made with due consideration of the necessary lead times for transmittal to the Senate Executive Committee.

Faculty workload policy - January 30, 2012

Adjunct compensation - January 30, 2012

FAR and rainbow sheets - January 30, 2012

Online SRTE - March 19, 2012

Given the difficulty in scheduling in person meetings we also discussed adjunct and alternative ways for the committee to properly discharge our duties and

charges. Our collective opinion is to maximize the use of ANGEL and other online tools that will allow us to maximize our rather limited meeting time.

William H. Bowers (chair)

Kira Baker-Doyle

Paul Esqueda (ex-officio)

Leonard Gamberg

Sudip Ghosh

Masa Kasempour

Dave Sanford

Ike Shibley

APPENDIX D
STUDENT LIFE COMMITTEE – Minutes, 10.3.11

The first meeting of the Student Life Committee began at 1:10, Monday, October 3, 2011. It was preceded by a general discussion, based on Blaine's campus email, of the student spirit and activities over the weekend.

Present were: David Aurentz, Amy Berger, Lisa Deibler, Abdullah Konak, Holly Ryan, Blaine Steensland, and Bill Sutherland.

The meeting began with the members introducing themselves.

The 2011-2012 charges to the committee were reviewed for clarification among all members and for the assignment of preliminary work on each charge:

Charge #1: Draft an Informational Report reviewing the status of the Academic Recovery Program, based on the 2010-11 data. Bill Sutherland will meet with Pete Coleman to ask Pete to attend a future committee meeting with a report.

Charge #2: Draft an Informational Report reviewing the campus facilities that support the out-of-class/co-curricular experiences of our students. Dave Aurentz will liaise with Katy Amaral, chair of the Physical Facilities and Safety Committee, to gather some preliminary information regarding the facilities.

Charge #3: Draft an Informational Report pertaining to the enhancement of the faculty/staff involvement in the out-of-class experiences of students. Blaine discussed the review of the NESSI, which is in its preliminary stages; he will report to the committee at a later date. It was also suggested that the NESSI would be helpful to all of the charges to the committee.

Charge #4: Draft an Informational Report pertaining to integrating and complementing the students' in-class and out-of-class experiences that ensure the best possible educational experience, and do we have opportunities to improve upon what we already do? The committee first discussed asking for input from Division and/or Department Heads. However, the committee unanimously agreed that the charge needs clarification before further discussion is possible. (Is this charge covered by the remaining four charges?) Amy will take the question to the next Executive Committee meeting.

Charge #5: Draft an Informational Report identifying support services that Berks Campus offers to its diverse range of students. In discussion, we realized that there are many such services, ranging from the Writing Center, to International Student Services, to Veterans' Services, and much more. Holly will compile the list.

The committee reviewed the end-of-the-year report by last year's committee as a way of sharing background with those of us new to the committee this year and helping to give direction to our efforts.

Our next meeting will be October 17, 1p.m., 109 Thun; this meeting was already scheduled when a planned September meeting was changed to October 3. The committee chose to keep the meeting in place so that we could review our preliminary efforts.

The meeting was adjourned at 2:15.

Respectfully submitted,
Amy White Berger

APPENDIX E
Student Life Committee Minutes: 10.17.11

The meeting began at 1:05, Monday, October 17, 2011.

Present were: Jayne Brown, Lisa Deibler, Bruce Hale, Abdullah Konak, Holly Ryan, Bill Sutherland, Amy Berger.

Pete Coleman, Assistant Director of Student Affairs/Student Support Services, gave the committee an update on the Academic Recovery Program. The program resulted from the question of what to do with first year students who were not progressing satisfactorily (below a 2.0 GPA). The program is becoming more centralized in the Advising Center, with the DUS students seeing their customary DUS advisers and all other students being given intakes by Sarah Bollinger and Kathy Billig. Pete shared with us data from a 2-year report on the program; although there are much data, the findings are not conclusive. There was discussion about students having to pay for required courses that do not yield graduation credits. There was also discussion about the student athlete model of expectations. The Academic Recovery Program reports will go to the Enrollment Management Committee. We will ask Blaine for that report when it's available. Pete's updates will continue to come to this committee as they happen.

Bruce discussed membership on the Intercollegiate Athletic Committee at University Park; UP said there were too many faculty members from all campuses on the committee and that five schools (including Berks) should be represented at UP by only one person. The five schools said no to the idea. Bruce will write this up for the Executive Committee; his paper will request localized governance.

Additional Updates on Charges:

- Holly presented the Berks Referral Directory that she put together in response to Charge #5; the list was originally created for the tutors in the Writing Center. Holly asked for additions and corrections.
- The committee requested still further clarification of Charge #4; it asked that the entire charge be reworded. Amy will talk with Mohamad about this.

Amy will find out where our student representative is, as he has not yet been present, nor has he gotten in touch with the committee.

The next meeting will be on Monday, 11.7.11 in 109 Thun at 1 p.m.

The meeting was adjourned at 2 p.m.

Amy White Berger

APPENDIX F

Physical Facilities and Safety Committee

Meeting Date: 10/18/11, 9:30 AM

In Attendance: Katie Amaral; Kim Berry; Mark Dawson; Maureen Dunbar; Sadan Kulturel Konak; Jayne Leh; Ada Leung; Kay Livingston

The first item discussed was the committee charges for the 2011-2012 academic year. The three informational reports for Franco, Luerssen and Beaver were discussed in detail.

Luerssen Renovation: A high priority project due to the age of the building and because most of the systems in the building are at or past their useful lives. Some time was spent discussing the electric heat; the 75 independent AC systems, the lack of backup power and other issues with the building. Funding sources were also discussed, and as of the meeting date, the outlook was good that all the funding would be secured to complete the renovation. None of the funding will come from fundraising. Katie Amaral will draft the informational report.

Beaver Renovation: Some time was spent discussing the renovations that had occurred in Beaver during the last 10 years, including replacing the roof, lights, and heating system in the auxiliary gym; renovating the offices, main corridor and auxiliary gym; and painting the building. The long-term plans for Beaver includes a 12,000 square foot addition. The funding for this project will come from fundraising and a leadership gift of 50% of the estimated cost of the project is needed to start actively fundraising for the addition.

Franco Renovation: The architects have visited with the faculty and staff in Franco and have begun a feasibility study for the re-purposing of Franco. An addition is not possible to this building at this time. The source of funding for this project is not yet known because the estimated cost of the project is not yet known.

The informational report regarding the campus smoking policy was also briefly discussed. It was noted that Jim Laurie, who was not present at the meeting, wrote the report on this policy that was submitted to the Senate last year. This report will be reviewed at a later date.

Meeting was adjourned at 10:25 AM.

APPENDIX G

Physical Facilities and Safety Committee

Meeting Date: 11/11/11, 1:00 AM

In Attendance: Katie Amaral; Terry Baker; Kim Berry; Mark Dawson; Maureen Dunbar; Sadan Kulturel Konak; Jayne Leh; Ada Leung;

The draft of the information report for the Luerssen renovation was discussed. A section on the phased renovation and the contingency plans for all classes and labs needs to be added to the report. The feasibility study recommended that the renovation occur from the top down but this can be modified to meet our instructional needs. The timeline for the project was discussed, but generally it is not known when the approvals will be obtained because of the recent changes in leadership. Time was also spent discussing what was happening in the offices and classrooms that have been vacated by the move to Gaige.

The informational report regarding general safety concerns was also discussed. A concern about handicapped access to the bathrooms in Franco with the double doors was discussed. Although Franco is ADA compliant, these particular bathrooms are not and concerns were raised that a handicapped student might be unable to leave that restroom once inside. A concern about the classroom doors in Luerssen was also raised in light of the recent incident where a student required 10 – 15 stitches after being struck with the door.

Meeting was adjourned at 2:00 PM.