

**Penn State Berks Senate**  
**Monday, March 22, 2010**  
**1:00-2:30 PM, Multi Purpose Room**  
**Agenda**

- 1. Call to Order**
- 2. Additions, Corrections, and Approval of Minutes of the February 1, 2010 meeting**
- 3. Announcements and Reports by the Chair**
- 4. Reports of Officers and University Senators**
  - Vice Chair Dewald
  - Secretary Lindsey
  - Senator Aynardi
  - Senator Bowers
  - Senator Nasereddin
  - Senator Zambanini
  - Senator Romberger
  - Student Senator Kenniston
- 5. Comments and Announcements by Administrators**
  - Chancellor Speece
  - Associate Dean Esqueda
- 6. Unfinished Business**
- 7. Motions from Committees**
- 8. Informational Reports from Committees**
  - A. Executive Committee**
  - B. Academic Affairs minutes**
    - Meeting Minutes 2-15-10 (Appendix A)
    - Informational Report on Compressed Time Frame Courses (Appendix B)
  - C. Faculty Affairs Committee**
    - Meeting Minutes 2-3-10 (Appendix C)
  - D. Strategic Planning and Budget**
    - Meeting Minutes 12-09-10 (Appendix D)
    - Meeting Minutes 1-27-10 (Appendix E)
    - Meeting Minutes 2-17-10 (Appendix F)
    - Informational report on Salaries (Appendix G)

**E. Physical Facilities and Safety Committee**

- **Meeting Minutes 1-20-10 (Appendix H)**
- **Meeting Minutes 2-19-10 (Appendix I)**
- **Informational report on implementing environmental policies and procedures (Appendix J)**
- **Informational report on general safety concerns (Appendix K)**

**9. New Legislative Business**

**A. Nominations for Senate Officers**

**10. Forensic Business**

**11. Adjournment**

**Penn State Berks Senate**  
**Monday, February 1, 2010**  
**1:00-2:30 PM, Multi-Purpose Room**

Attendees: Mohamad Ansari, David Aurentz, Martha Aynardi, David Bender, Timothy Bossard, Tricia Clark, Ruth Daly, Nancy Dewald, Kira Baker-Doyle, Bob Forrey, Rachel Friedman, Paul Frye, Joanna Garner, Sudip Ghosh, Jui-Chi Huang, Samantha Kavky, Jim Laurie, Eric Lindsey, Deena Morganti, Mike Moyer, Marilyn Mussomeli, Rungun Nathan, Randall Newnham, JoAnne Pumariega, Andrew Romberger, Brenda Russell, John Shank, Stephen Snyder, Terry Speicher, Bill Sutherland, James Walter, Janet Winter, Robert Zambinini, Mitch Zimmer (Faculty); Mary Lou D'Allegro, Marie Smith (Staff); Pradip Bandyopadhyay, Paul Esqueda, Walt Fullam, Janelle Larson, Dennis Mays, Belen Rodriguez-Mourello, Blaine Steensland (Administration); Dillon Kenniston, Nick Yeager (Students)

**1. Call to Order**

**2. Approval of Minutes of the Preceding Meetings- Minutes of November 30, 2009– *The minutes were approved.***

**3. Announcements and Reports by the Chair –**

- Marie Smith has relocated to the opposite corner of the room to allow for the recorder to be plugged directly into the amplification system thus allowing for better reception of the minutes. Everyone was reminded to please use the microphone when reporting or making any comments during the meeting.
- Kira Baker-Doyle is replacing Jeanne Marie Rose on the Faculty Affairs Committee this semester; Jeanne is currently on sabbatical.
- Congratulations went out to Student Senator Kenniston who is this year's recipient of the Teaching for America Award.

**4. Reports of Officers and University Senators**

- **Vice Chair Dewald – No Report**
- **Secretary and Senator Lindsey – No Report**
- **Senator Aynardi –**
  - The Senate approved a resolution that opposes the early dismissal of classes prior to extended breaks. Unless there is a legitimate professional reason, it is considered unprofessional and inappropriate behavior.
  - The Senate passed an Advisory and Consultative Report that makes seven recommendations for the development of a faculty workload policy to ensure the faculty is being treated fairly.
  - The IRC continues their work on several issues including a report on the fixed-term faculty at Penn State. The committee is also looking at the current wording of diplomas in order to devise a plan that would allow for better consistency.
  - There is a concern that the World Campus is allowing students to wait until after they receive their grades to complete the SRTE.
- **Senator Bowers – Not Present**
- **Senator Nasereddin –**
  - The Computer and Commissions Systems Committee are still in discussions regarding PII's and scanning. There will be new software for scanning coming soon. The ease of

hacking into computers is becoming very easy and everyone was reminded to be mindful of placing any personally identifiable information on their computers.

- **Senator Zambanini –**

- The committee is looking into the existing course proposal system on Angel, in order to better enhance the system. The biggest reason for disruptions in the system is due to the use of inadequate consultation. It is important to note that if you have a course proposal, make sure you have adequate consultation by actually listing the names of the people involved in the proposal. Currently, consultants only have two options, to either accept or reject a proposal. It was recommended to consider the ability to make recommendations to an accepted proposal allowing for the ability for making changes. This is currently under consideration by the committee. It will now be a requirement for anyone reviewing or commenting on a proposal to have their title listed along with their name.
- There is an informal requirement that will allow for old courses that don't meet the 400-word requirement to meet that requirement should they come up for future revision.

- **Senator Romberger –**

- Chair Romberger is substituting for Senator Bill Bowers on the Faculty Affairs Committee while he is currently out on medical leave. The Vice-Chair for the Faculty Affairs Committee is currently taking over as Chair in Senator Bower's absence.
- It was reported that the World Campus is currently using a survey and not an official SRTE which students can complete up to 2 weeks after receiving their grades. There is a concern among the faculty since this is not the method of how the SRTE's are to be utilized.
- The Berks Campus will be implementing on-line SRTE's beginning fall 2010. It was reported that a test was performed with the Hazelton Campus and Health & Human Development comparing a paper response in spring, 2008 and an online response in spring, 2009. The data showed a 5-10% decrease in participation, and one-tenth of a point decrease in global questions 3 and 4 relating to instructor and course rating. The committee has requested a continued evaluation of this because there is concern that it might become a novelty effect since this online approach was new, and also to see if there is an additional decline as it becomes more commonly used. There are currently concerns with using this online version, and the committee is taking those concerns under advisement and review.
- Bill Kelly, previous Chair of the Faculty Rights and Responsibilities Committee has raised several issues of fairness for faculty affairs to look into. They include rejection of external reviews by a faculty committee; a tie vote was considered negative under the current rules. He has also requested that the abuses of FT-1 faculty be reviewed.
- The Tenure Flow Report will be coming to the University Senate next month. The committee has discussed developing a separate report on fixed-term faculty longevity.
- The Faculty Rights and Privacy Subcommittee of the Faculty Affairs Committee are going to be looking at HR-64, which involves the statement on academic freedoms at Penn State. The reason behind this is it has not undergone any major revisions since its inception in 1950.
- The Provost reported that as of January 12, they had not received any funding from the state appropriations.
- The admissions figures for fall 2010 are up at most campuses, including University Park.

- **Student Senator Kenniston –**

- Topics discussed at the SGA's last meeting had to do with the SRTE debate and how to prevent this from becoming a popularity contest while maintaining a standard of academic rigor in the classroom. SGA Senator Kenniston offered his email address (dmr5090) should anyone have any concerns or opinions.
- Also reviewed was the issue of extending student services.
- There was no policy passed enforcing any repercussions to canceling classes before extended breaks, only enforcing the unprofessionalism in doing so.
- **SGA President Yeager –**
  - SGA President Yeager attended the CCSG at University Park, which represents all the SGA's throughout the area commonwealth and the university. There was legislation brought forth regarding SAF. Currently Berks is at the top tier bracket for funding within the university. The current tier structure is being restructured. The SGA will be meeting to discuss whether or not to raise Berks to the next level.
  - The current SGA Constitution is under review to improve its interpretation and efficiency.
  - Efforts are being made to create a student scholarship to recognize exemplary leadership within Penn State Berks, including excellence in community service.
  - There are currently discussions with John Walker in H&FS to improve the appearance in the Lion's Den, purchase a new TV for Tully's, and to diversify the menu in Tully's to better suit the needs of the students.

## 5. **Comments and Announcements by Administrators**

- **Chancellor Speece – Not present**
- **Associate Dean Esqueda**
  - At their January meeting, the Board of Trustees granted Berks approval for the BEIST. The construction management company has been selected. If all goes well with the construction, occupancy of the BEIST may be as early as July, 2011. However, spring, 2012, would be considered a more realistic timeframe.
  - The meetings of the spring Schreyer's Institute and the Teaching Colloquium will be merged and held on May 11.
  - The teaching searches remain underway.

## 6. **Unfinished Business – None**

## 7. **Motions from Committees – None**

## 8. **Informational Reports from Committees**

- **Academic Affairs Committee (Appendix A) – Nancy Dewald**
- **Strategic Planning and Budget Committee (Appendix B) – Steve Snyder**
- **Faculty Affairs Committee – Mitch Zimmer**
  - Minutes from the December 9 meeting (**Appendix C**)
  - Informational Report on Annual Faculty Salary Merit Increases (**Appendix D**)
    - This report was changed from a legislative to an informational report. The report summarizes the various areas of how the increases are determined. There was discussion as to the reasons why this occurred, since there was a vote at the previous Senate meeting for this report to be returned to the committee for revision. The committee did not feel that there was any scenario where they could pass any legislation, and since the Chancellor had provided exactly the

suggestions they were looking for, the committee felt it appropriate to make the change; Chair Romberger concurred.

**9. New Legislative Business –**

• **Close nominations for University Senator –**

- Senator Bowers term expires in June. Senator Bowers has expressed interest in continuing with another term and has been nominated. Also nominated was Stephen Snyder. The Chair opened up the motion for other nominations for University Senator. Seeing none, there was a motion to close nominations. A voice vote was called and the *motion was approved*. An electronic ballot will be set-up by Chair Romberger by the end of the week.

**10. Forensic Business – None**

**11. Adjournment**

# Appendix A

## Academic Affairs Committee

### Meeting Minutes, February 15, 2010

Present: Nancy Dewald (Chair), Paul Esqueda, Rachel Friedman, Monica Ilnicki, Daniel Russell, and James Walter, Robert Zambanini.

1. **Informational Report on Compressed Time Courses** from Rachel Friedman was accepted by the committee and will be forwarded to the Berks Senate.
2. **P-3 Proposal:** The EBC Division sent a P-3 proposal to drop the networking option from the Associate IST degree program at Berks. February 15, 2010, at 5:00 pm was the deadline for faculty comments on this proposal, and as of the time of the meeting no comments had been received. Bob mentioned the importance of consultation outside of Berks before the proposal is sent to the University Senate Curricular Affairs committee. The committee voted to approve the proposal.
3. **Establishing Competency in a Major:** Michele Ramsey has suggested a Berks policy for establishing competency in a major, based upon a similar policy for the College of Liberal Arts. She would like the Berks policy to be a motion for the Berks Senate. A suggestion was made to create a similar policy for Minors, but Paul said the University is specifically moving to NOT restrict where students may take courses for a minor. The Committee made one addition to the Berks College policy and will discuss it further. When we agree on the revised draft, Nancy will forward it to Paul, who will email it to the Program Coordinators for their input. We hope to be able to send it to the Berks Senate as a motion for the Senate meeting of March 22, 2010. It must be sent out to the Berks College community at least one week before the Senate meeting (i.e., March 15).
4. **Program Viability:** Mary Lou D'Allegro, following discussion with the Academic and Assessment Council, has produced a draft of a definition and criteria of program viability. Mary Lou says the application of these criteria would differ for each program, so specific programs can use what is needed for them. It needs to be fleshed out, but this is a good start. Paul mentioned that the list includes items that self-assessment reports have for accreditation agencies (such as ABET and AACSB). The Committee began discussing program viability and will continue in future.
5. **Delivery of Online Courses:** Paul Esqueda sent a copy of guidelines for cross campus collaboration for online (such as hybrid) course offerings from John Romano's office. However, the guidelines were a draft for a Dec. 2009 meeting, so are not necessarily a final version. The committee briefly discussed this document.
6. **Common Reading goals:** Danny Russell compiled the Common Reading goals and the First Year Engagement Plan goals and objectives. He passed the information out to committee members, and we will discuss this at our next meeting.

**The next meeting is scheduled for March 15, 2010, 1:00-2:20 pm in T145.**

# **Appendix B**

## **Academic Affairs Committee**

### **Informational Report on Compressed Time Frame Courses**

#### **February 2010**

Academic Affairs charge: Consider the possibility of adding compressed time frame courses. Chancellor Speece feels it is important to add compressed time frame courses and has thus suggested strategies to the committee for doing so. Chancellor Speece believes the primary reason we need these types of courses, both for summer sessions and regular fall/spring semesters, is to stay competitive with other institutions that do this. Furthermore, PSU Berks could offer the best university education and the quality that several for-profit institutions (online and tech-type schools) may not offer.

She believes the other reasons for having compressed coursework include attracting nontraditional students, single parents who struggle perhaps, and individuals who just need more course options.

The types of faculty best suited to these courses would have to be flexible and have endurance to teach many hours, several days a week and possibly weekends to fit a traditional course into a 7 week period (for fall/spring). Summer classes would run 3 weeks in length.

There are some courses/disciplines that may be more or less conducive to this shorter time frame, but the Chancellor suggested a discussion with folks in all divisions to find out what classes they would like to see in this format.

As per her suggestion, the committee met with the divisions and/or division heads to discuss this issue at the end of Fall 2009 semester to get an idea of what courses would be more or less conducive to this format. There was a good deal of feedback from faculty who are interested in beginning with the summer courses.

Michele Ramsey has been doing this for the past two summers and has had success with the course format. Several faculty are teaching compressed courses this summer, which will allow for a greater amount of data to analyze and compare how the student in the traditional course does against the student in the compressed format.

Most institutions of higher education which offer accelerated class schedules do so to accommodate the needs of adult students. The accelerated courses are an integral part of degree programs packaged to meet the needs of adult students who want to reduce the time required to earn a degree. A recent survey conducted by Dave Bender has revealed that a number of Penn State campuses are offering classes in accelerated formats. The most common time to offer these classes is over the summer but a few like Mont Alto are offering accelerated classes during the fall and spring semesters. Mont Alto offers most of the classes Monday – Thursday but a few as well on weekends. The classes offered during the week are almost all scheduled between 8 am



and 6 pm and are intended to meet the needs of traditional age resident instruction students. Most of the classes are general education classes and are at maximum enrollment (30 students).

If the goal of offering accelerated classes at Penn State Berks is to attract adult students then to be effective these classes should be part of an entire degree package designed for adult students. One possible model is provided by Penn State New Kensington where courses that are part of the Organizational Leadership (OLEAD) degree are delivered in an accelerated format. A course schedule can be viewed via the following link:

[http://www.nk.psu.edu/Documents/CE/OLEAD\\_schedule.pdf?cn21D](http://www.nk.psu.edu/Documents/CE/OLEAD_schedule.pdf?cn21D). Also, Penn State Great Valley, where courses are typically offered in seven week sessions, provides another possible scheduling model.

Finally, the scheduling of compressed courses needs to address the impact on student learning (for example, avoid burdening students during periods of the semester), classroom facilities (efficient use of classrooms), individual faculty concerns, and program needs. Therefore, it is recommended setting up a committee to develop guidelines for offering compressed courses.

# Appendix C

## Faculty Affairs Committee

### Meeting Minutes, February 3, 2010

Attending: Mitch Zimmer, Jim Shankweiler, Kira Baker-Doyle (replacement for Jeanne Marie Rose), Bob Forrey, Bert Eardly, Andy Romberger (temporary replacement for Bill Bowers), and Jen Hillman

We discussed our status on the following charges, as noted below. (The point people are in bold):

Election reporting. **Bill Bowers, if available**- Bill is not yet available but we are hopeful he can wrap up the work he started last semester. If not, the committee will cover for him.

College P&T Election preparation/contingencies. **Bill Bowers, if available**- As above we are hopeful Bill can cover this. If not, Andy will coordinate with Mitch acting as backup. Deb will be informed to start the process of building the database to hold the election. The committee still feels that the long term solution to the election process is to have them run (under supervision of the committee) by a staff person who's term does not end every one or two years.

Develop an informational report on the e-learning cooperative as it relates to increasing enrollment in under enrolled courses (contact: Annette Fetterolf in CE at UP). **Jim Shankweiler** - Jim provided a report from Annette and a one-page summary of the issue (attached), which the committee discussed. We specifically added a comment that there is "concern that some classes may lack rigor". We plan to present this summary at the next Senate meeting. Jim has also promised to provide a source list for his comments. Of special interest was the use of the word reportedly, which to consultants/business people means we were given this information but we do not necessarily agree with it. It is likely that the University's definition and plans for the e-learning cooperative will continue to change.

Review progress in implementing last year's Senate recommendations on summer compensation for full time instructors of courses with enrollments between 6 and 10 students with the Administration and provide an informational report to the Senate. **Mitch Zimmer** - Based on Monday's Senate report of availability of funds from the state, this item is still on hold.

(Joint with Strategic Planning and Budget Committee) Review the University Faculty Senate Informational Report on Faculty salaries, Academic year 2008-2009 in the April 28, 2009 Senate Agenda and additional tables at <http://www.senate.psu.edu/agenda/2008-2009/Apr2809/salarytables.pdf> as it relates to the Berks Campus and send an Informational report to the Berks Senate. **Jen Hillman and Bob Forrey** - Our liaison, Jen, reported that the Strategic Planning and Budget Committee expects to have the draft ready in about a month. A key enhancement will be adding median data to the means currently available.



# **Appendix D**

## **Strategic Planning and Budget Committee Meeting Minutes, December 9, 2009**

Attended: Mary Lou D'Allegro (Ex Officio), Dennis Mays (Ex Officio), Lolita Paff, Malika Richards, Rosario Torres, Stephen Snyder (Chair).

The committee spent much of this meeting discussing the most recent draft of the current faculty salaries report. As with the previous meeting, most of the data has been collected, collated and adjusted to fit the report. A few gaps remain, and one new chart needs to be created. A few technical glitches need to be corrected, and the actual figures need to be double checked for accuracy.

It was determined that the committee's self-imposed soft deadline of February 1, 2010 was a bit too optimistic given the time constraints of the committee members and workload that tends to accompany the ends and beginnings of semesters. The committee agreed to review the corrected and revised draft at its next meeting in late January 2010.

The committee also reviewed a General Operating Budget document produced and submitted to the committee by the Campus Financial Officer. A number of items related to the budget were discussed, and the CFO explained some general aspects of the budget to the committee, mostly concerning the distribution of funds, terminology, and future enrollment concerns. The CFO also noted that next year's expected budget would be similar, though University budgets remain to be determined.

The committee agreed to meet again on January 27, 2010.

# **Appendix E**

## **Strategic Planning and Budget Committee Meeting Minutes, January 27, 2010**

Attended: Lolita Paff, Jianbing Qi, Rosario Torres, Stephen Snyder (Chair), Nick Yeager (SGA Rep)

The committee used this meeting to review substantial revisions to the Faculty Salary Report. Most of these revisions were chart/data specific. After an electronic discussion prior to the actual meeting, it was determined that the chart data should not focus on salary mean but on salary median. Many of the charts reveal a small sample size, and it was agreed that this small sample size makes the mean potentially unreliable and that salary median may offer a more reliable presentation overall.

Some concerns about the narrative were raised, especially regarding clarity and jargon. The committee reviewed some of the language of the report, which appears cumbersome in some areas, and a number of clarifications were discussed.

The committee also discussed the data limitations, and it was noted that these limitations need to be addressed, but not to the degree that they interfere with presentation or clarity. In other words, the limitations should be used to help draw and clarify conclusions/findings and not disregard them.

Finally, the group agreed to the inclusion of a few long-term charts to help support the report's conclusions/findings.

The minutes from the December meeting were approved.

The committee agreed to meet again on February 17, 2010.

# **Appendix F**

## **Strategic Planning and Budget Committee Meeting Minutes, February 17, 2010**

Attended: Bruce Hale, Dennis Mays (Ex Officio), Lolita Paff, Rosario Torres, Stephen Snyder (Chair), Nick Yeager (SGA Rep)

The committee discussed final changes to the salary report, the option to include recommendations, and the need for some restructuring and other changes. The committee agreed that if recommendations were deemed appropriate at this time they would be submitted as a separate legislative report. A few data corrections were noted, as well as some stylistic adjustments to the charts. It was also suggested that since the report is lengthy, a brief summary with bullet points would be helpful. The chair was charged to develop an executive summary.

The committee also reviewed responses from the Associate Dean to questions developed at a previous meeting and reported in the minutes of that meeting. The chair noted that the Associate Dean replied to all the questions. These responses were discussed. The committee charged the chair to follow-up with two items: to request the current Chronicle of Higher Education report on average faculty salaries and the number of Senior Lecturers at Berks. The committee agreed that these items would help clarify some of the Berks salary data.

The minutes from the January meeting were approved.

The committee agreed to meet again on March 3, 2010 to finalize the report draft for submission.

# **Appendix G**

## **Strategic Planning and Budget Committee Informational Report on Salaries March 3, 2010**

### **INTRODUCTION**

The release of the Executive Summary regarding faculty salaries for the year 2007-2008 by the Penn State Senate Committee on Faculty Benefits prompted the charge to submit an informational report on Berks faculty salaries. According to this Executive Summary, Penn State Berks ranks low in salary compensations as compared to other locations in the Penn State system. The submission of a report is now a standing charge for the committee. The current report was developed from the 2008-2009 Penn State Senate Salary Report.

Salaries are low despite the fact that Berks County is adjacent to the two most-expensive Metropolitan Statistical Areas (MSA) in the Commonwealth. According to the 2006 American Community Survey conducted by the U.S. Census (the most recent available), Berks County is adjacent to the four counties with the highest median income in Pennsylvania (Chester, Montgomery, Delaware, and Bucks). In addition, the counties with the highest cost of owning a home are in the Philadelphia MSA (Chester, Montgomery, Bucks, Delaware) and to the north of Berks County in the Allentown-Bethlehem-Easton MSA (Northampton, Lehigh, Monroe).

### **FINDINGS**

Since the Executive Summary of the Senate Committee on Faculty Benefits lacks the data from where its conclusions were drawn, the source file <http://www.senate.psu.edu/agenda/2008-2009/Apr2809/salarytables.pdf> was reviewed to provide the information below. Although the source file contains several tables of information on salaries among the 22 members of the AAUDE (Association of American Universities Data Exchange), the “Big Ten” Universities and the Penn State System, most of these tables cannot be summarized into a comprehensive chart as the information provided remains disjoint.

Consequently, the current comparison relies on information presented in Table 14 (a 24-page document) of the source file, and this report confines itself to Berks’ peer institutions within the Penn State System. Table 14 presents salary data for the ranks of Professor, Associate Professor, Assistant Professor, Instructor (both fixed-term and standing appointments) and “other” from different academic units in the University College, and Abington, Altoona, Erie, Berks, and Capital Colleges.

Additional data focusing solely on Berks’ most immediate peers (Altoona, Abington and University College), as well as salary trend data, are provided.

The committee chose not to include University Park data because that data is difficult to access and is presented differently, and much more specifically, than the campus / college data. And, although Penn State is one university geographically dispersed, faculty salaries are so disparate that any comparison clearly suggests that University Park faculty form a different peer group

altogether. Since the University Park information is readily available in the salaries tables, interested faculty are encouraged to review these tables more closely.

It is important to note that the AAUP classifies Berks as a Type IIB campus, or a two-year campus that offers the Baccalaureate. Only two campuses of the University College are classified as such, Lehigh Valley and Schuylkill, likely due in part to their former college status. The rest are classified as Type III or Two-Year institutions with academic rank. No information for individual University College campuses is available.

The purpose of this report, fundamentally, is to illustrate the salary relationships among the Campus Colleges and the University College. In addition, this report also provides graphical analysis of salary trends across the locations. Further, the purpose of this report is not to focus on the salary disparities among the separate divisions, though these disparities remain apparent in the charts below.

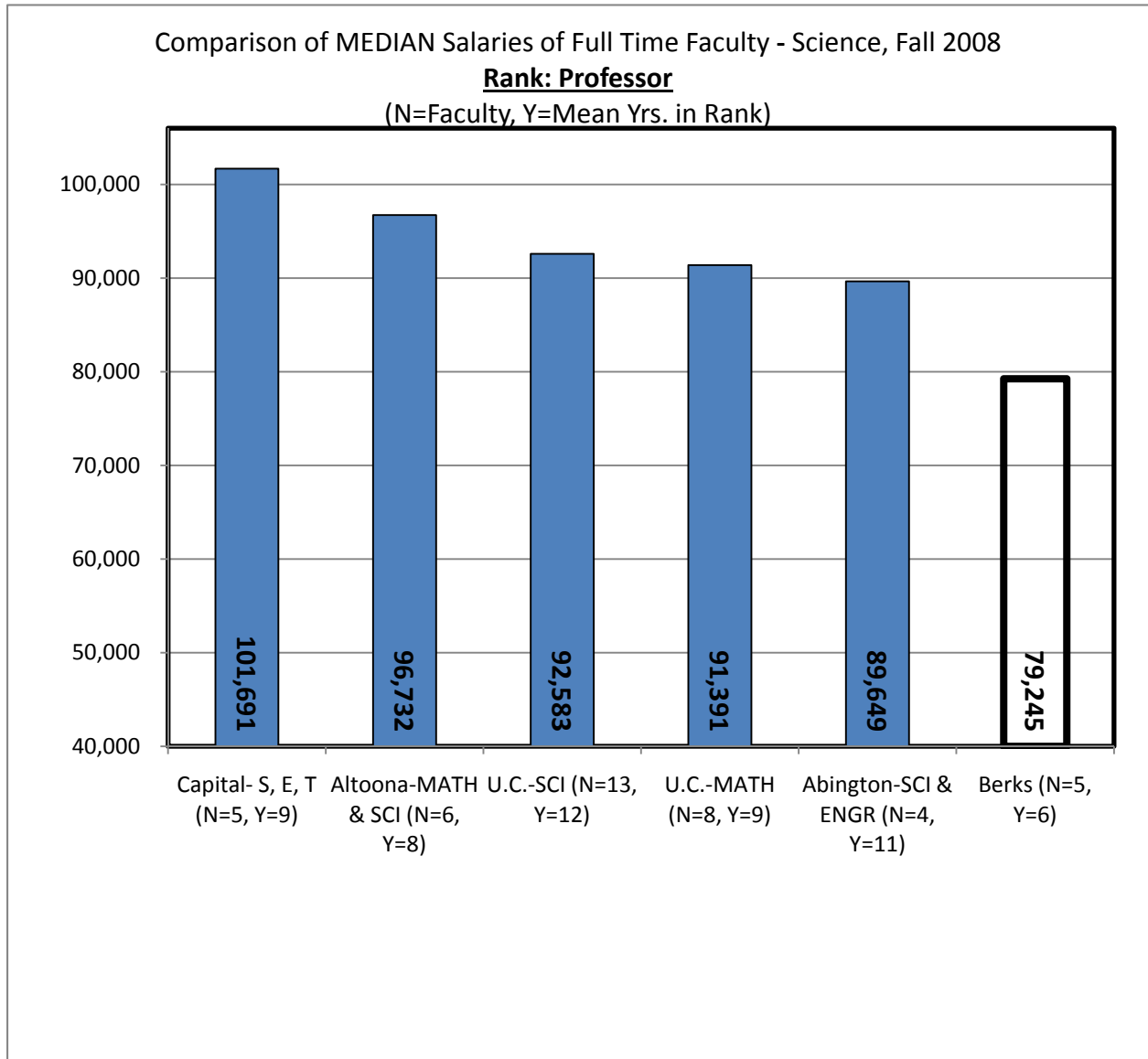
Because of the different arrangements in academic units as well as the scarcity of data relevant to every college but University Park, the comparisons will not be precise. For example, Abington has a Division of Science and Engineering; Altoona has a Division of Mathematics and Natural Sciences, and Berks combines Mathematics, the Natural Sciences, Kinesiology and Agriculture into a single division. The HASS division data is equally imprecise. The Berks campus includes Arts, Humanities, Social Science and Education in one division, while other units maintain different arrangements. The Berks EBC division is problematic for similar reasons, and also because Abington offers a Business degree within its Division of Social Sciences.

For fixed-term faculty, the data is a bit more complicated and less than precise. Typical salary data are provided for instructors and what the charts recognize as “other.” Specific ranks beyond instructor are unknown, but it is important to provide data for the “other” positions because at Berks “other” may mean fixed-term faculty with multi-year contracts. However, “other” remains a source of confusion because, according to the Senate Report, it appears to be inconsistent with regard to meaning. For fixed term, “other” may include lecturers, research faculty and librarians, according to the Senate Report. At this writing, there is no way to clarify which faculty members are included under “other,” though it appears to be composed of Senior Lecturers significantly, not simply multi-year appointments. Fixed-term data are provided only in cases in which a comparison can be made to the Berks campus, though any comparison remains unclear. No mean years in rank data are available for fixed-term faculty.

The charts to follow include median salaries with mean values provided in the narrative. The purpose is to present both a picture and text describing the range of average salaries. The text below each chart also includes mean years in rank where available. Unlike last year, this year’s report from UP does not include standard deviation. The text is confined to data regarding Berks as compared to the University College. The report aims to limit the visual data because a more comprehensive report would begin to match the length of the full University Senate salary report. However, the committee notes that additional information on salary trends provides a useful context for these findings.



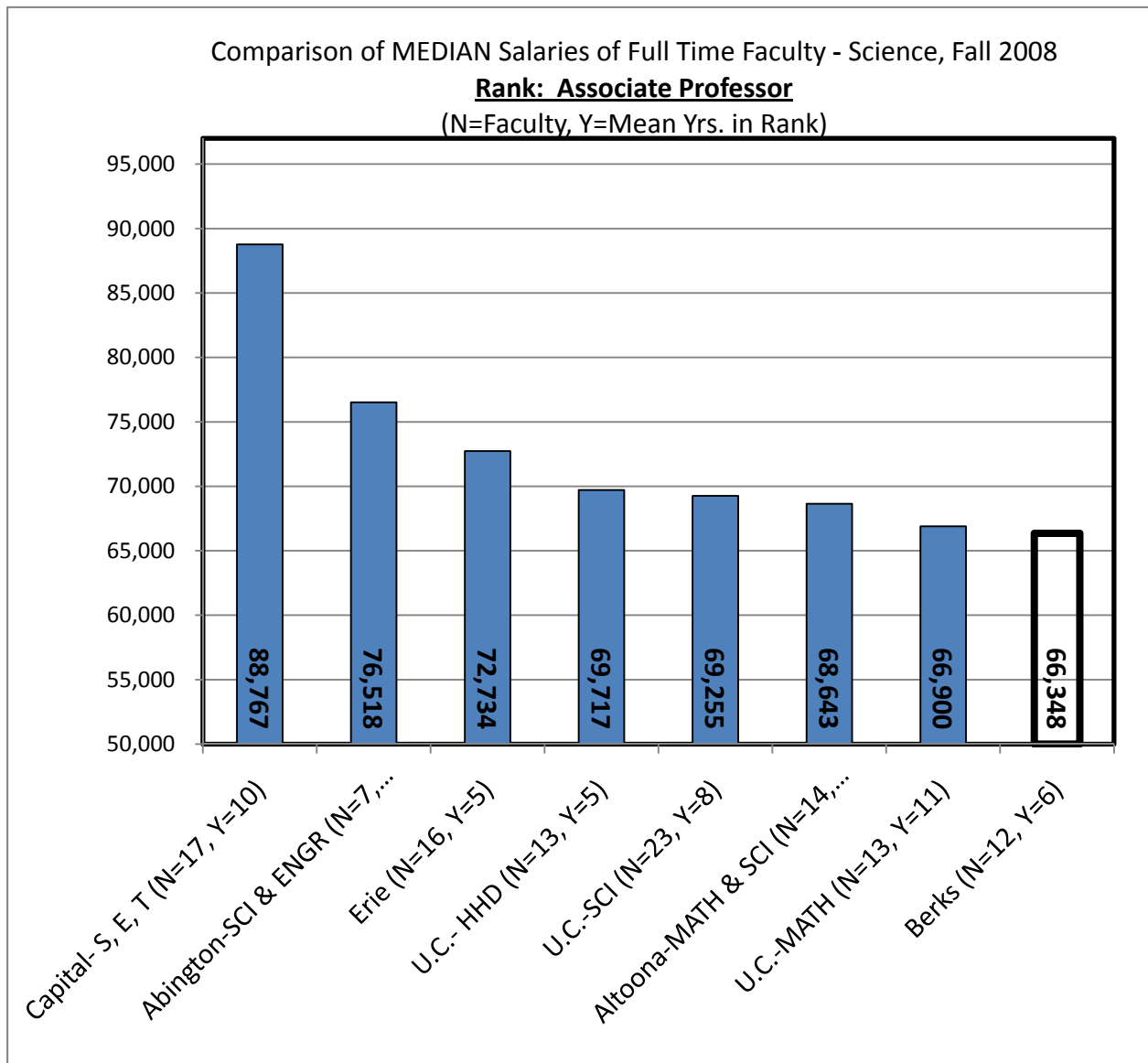
## SCIENCE DIVISION



Five Full Professors in the Berks Science Division earned a mean salary of 83,894 with a median salary of 79,245. Mean years in rank are six.

Eight Full Professors of Mathematics in the University College earned mean salaries of 89,994 with a median salary of 91,391. Mean years in rank are nine.

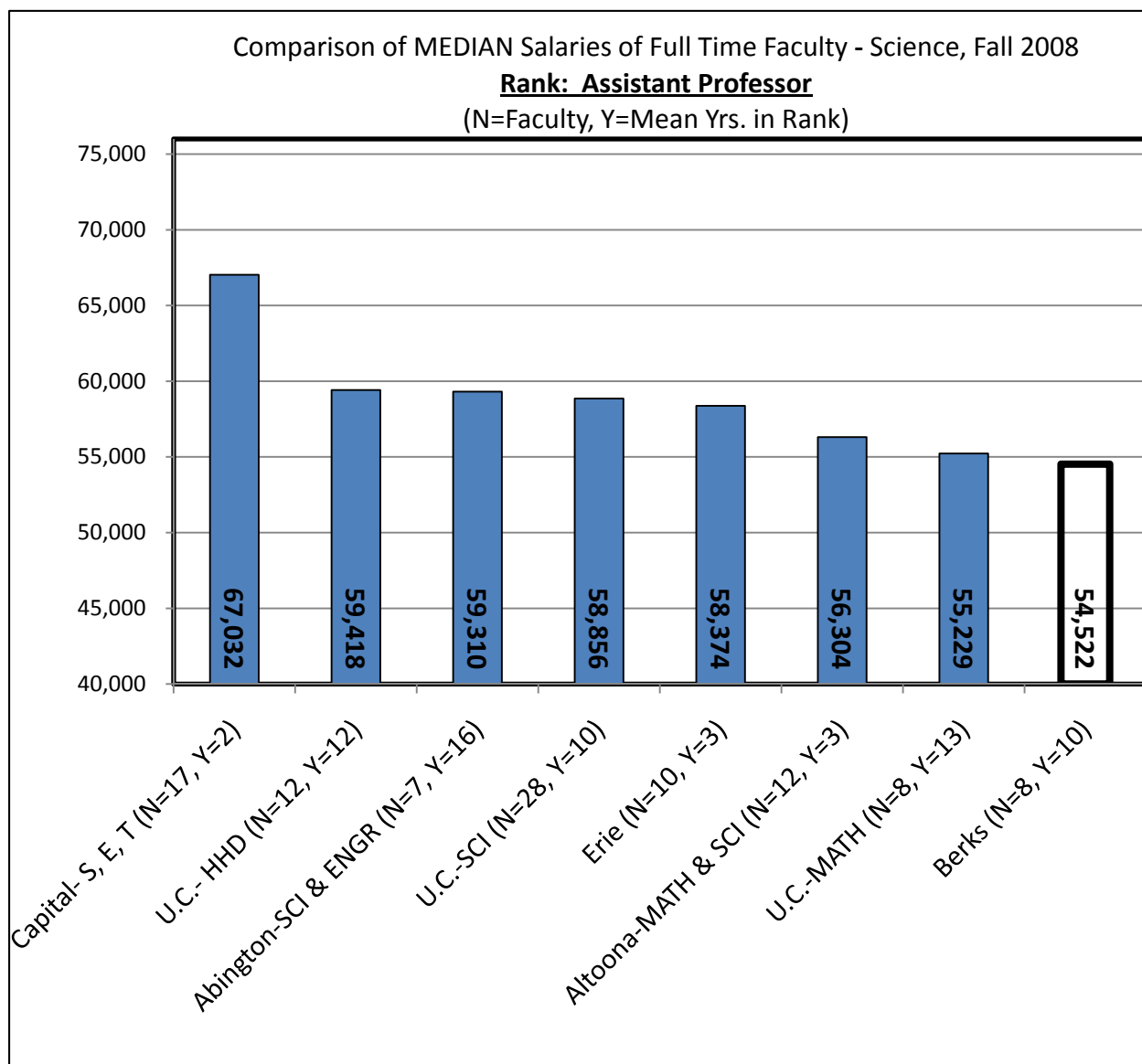
Thirteen Full Professors of Science in the University College earned mean salaries of 93,250, with median salaries of 92,583. Mean years in rank are 12.



Twelve Associate Professors in the Berks Science Division earned a mean salary of 69,185 with a salary median of 66,348. Mean years in rank are six.

Thirteen Associate Professors of Mathematics in the University College earned a mean salary of 69,717 with a median salary of 66,900. Mean years in rank are 11.

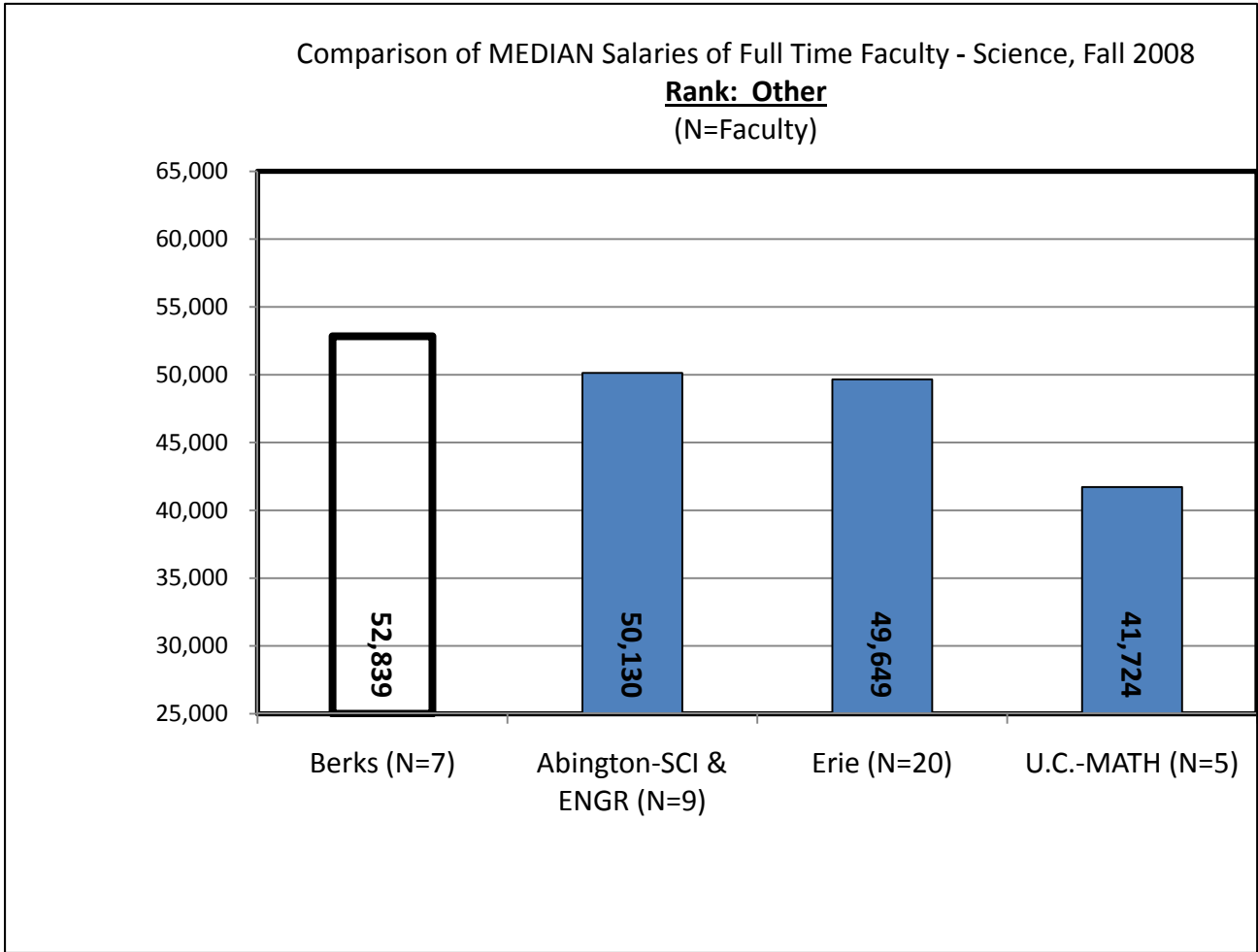
Twenty-three Associate Professors of Science in the University College earned a salary mean of 70,284 with a median salary of 69,255. Mean years in rank are eight.



Eight Assistant Professors in the Berks Science Division earned a mean salary of 55,761 with a salary median of 54,522. Mean years in rank are 10.

Eight Assistant Professors of Mathematics in the University College earned a mean salary of 59,397 with a median salary of 55,229. Mean years in rank are 13.

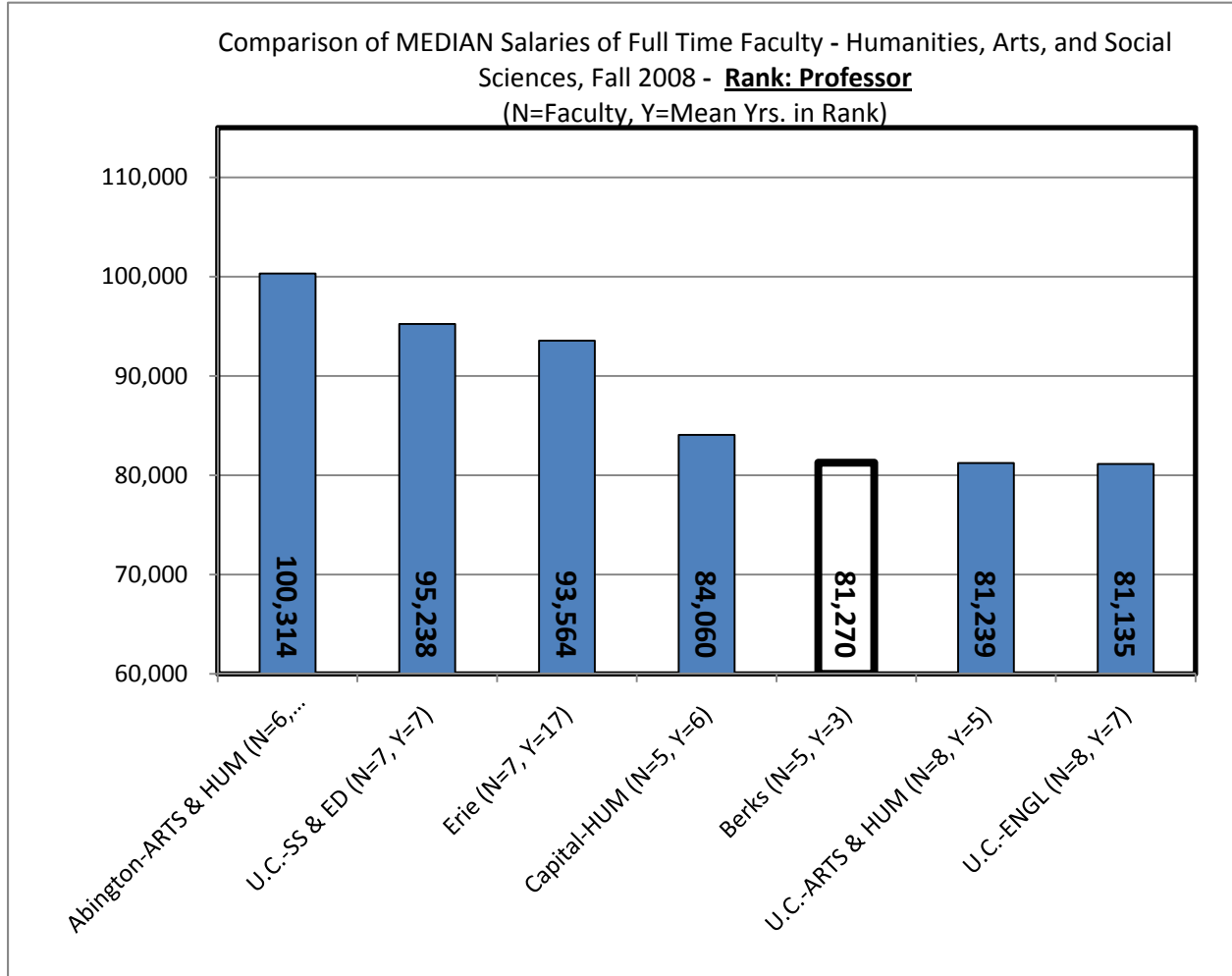
Twenty-eight Assistant Professors of Science in the University College earned a mean salary of 59,526 with a median salary of 58,856. Mean years in rank are 10.



Seven faculty members in the Berks Science division earned a mean salary of 56,681 with a median salary of 52,839.

Five “Other” faculty members in Mathematics in the University College earned a mean salary of 42,174 with a median salary of 41,724.

## HASS DIVISION

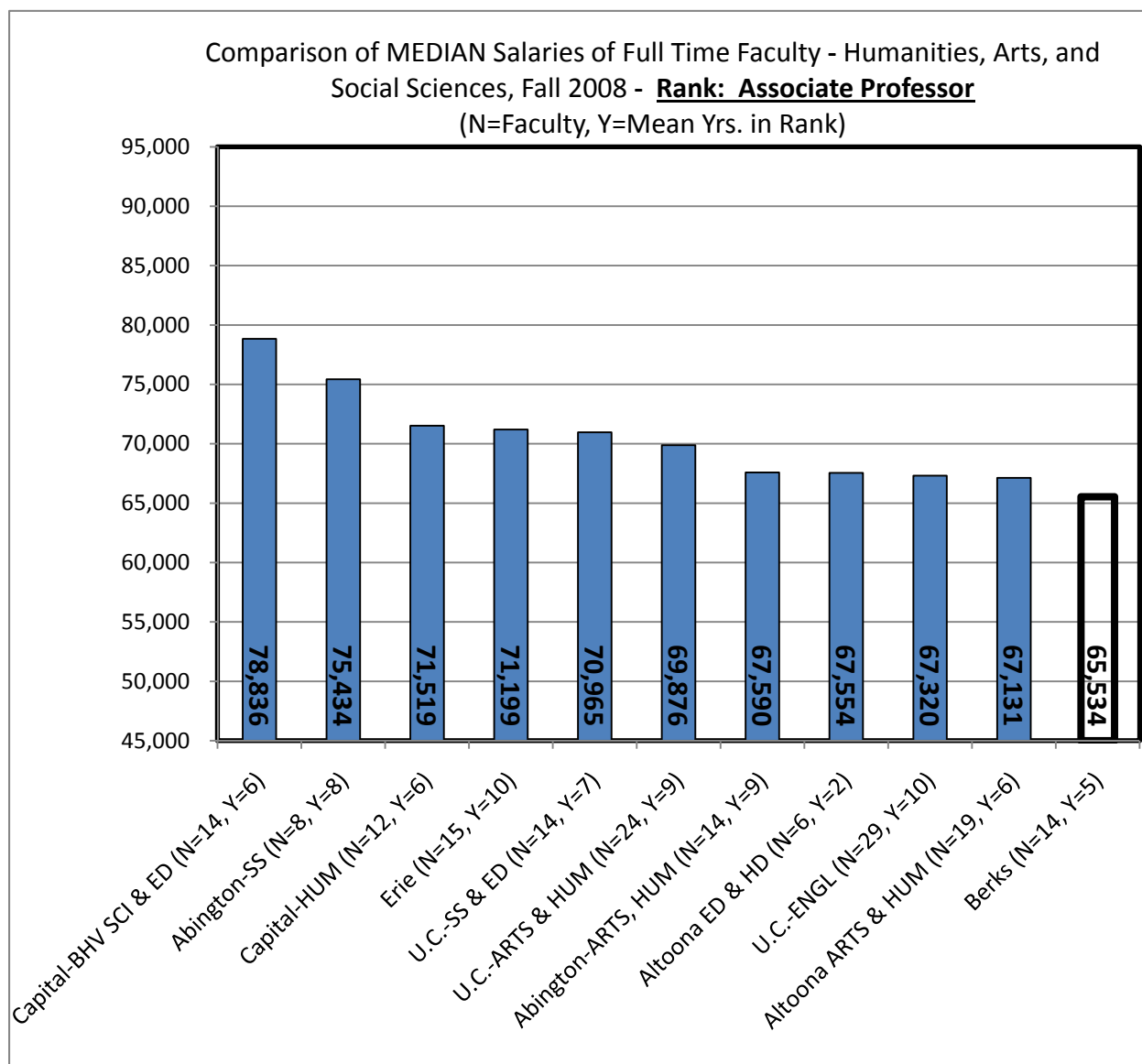


Five Professors in the HASS division at Berks earned a mean salary of 79,484 with a median salary of 81,270. Mean years in rank are three.

Eight Professors in Arts and Humanities in the University College earned a mean salary of 83,822 with a median salary of 81,239. Mean years in rank are five.

Eight Professors of English in the University College earned mean salaries of 83,462 with median salaries of 81,135. Mean years in rank are seven.

Seven Professors of Social Science and Education in the University College earned a mean salary 92,515 with a salary median of 95,238. Mean years in rank are seven.

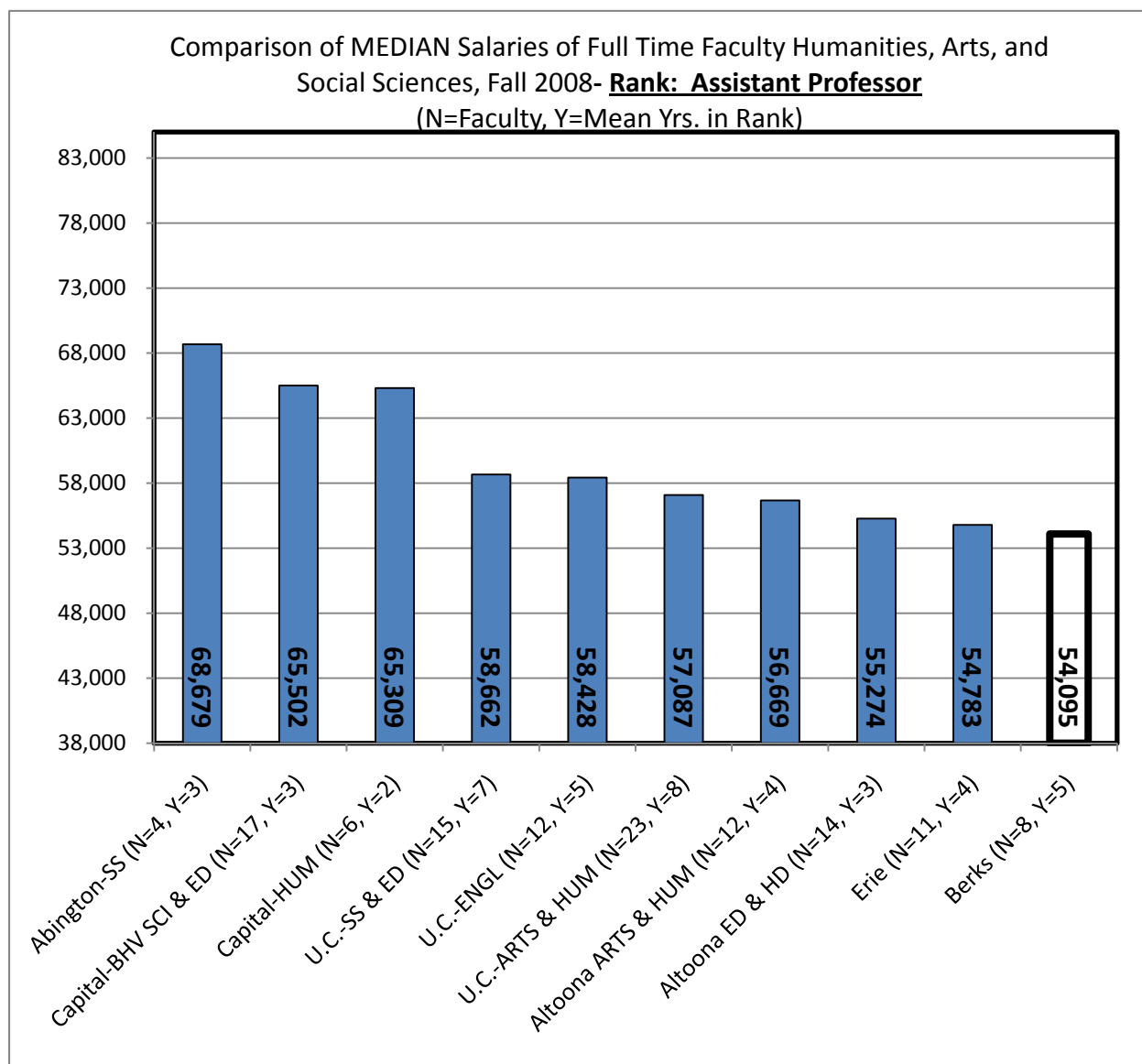


Fourteen Associate Professors in the Berks HASS division earned a mean salary of 66,603 with a median salary of 65,534. Mean years in rank are five.

Twenty-four Associate Professors in Arts and Humanities in the University College earned mean salaries of 71,768 with a median salary of 69,876. Mean years in rank are nine.

Twenty-Nine Associate Professors of English in the University College earned a mean salary of 68,417 with a salary median of 67,320. Mean years in rank are 10.

Fourteen Associate Professors in Social Science and Education in the University College earned a mean salary of 71,303 with a median salary of 70,965. Mean years in rank are seven.

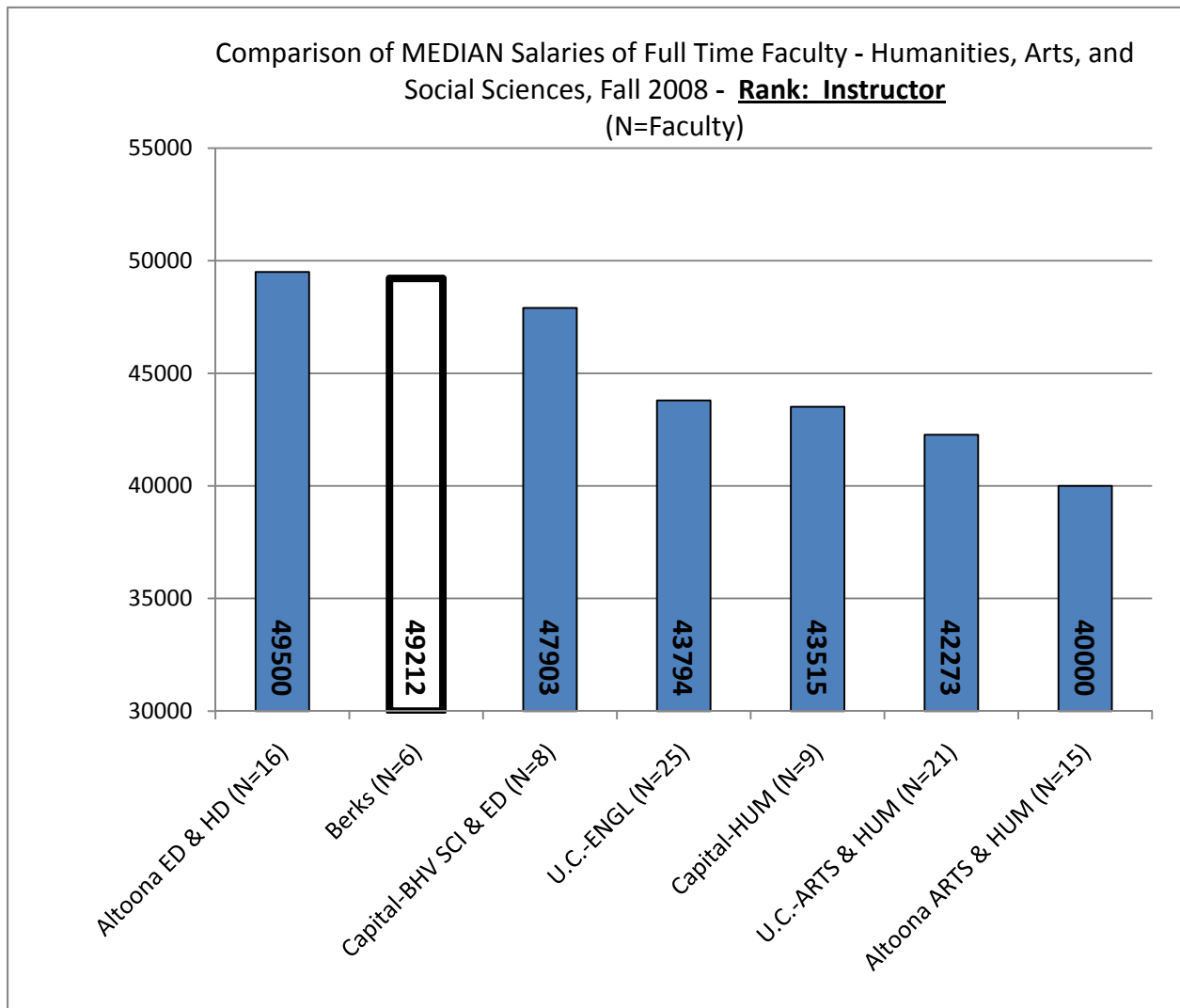


Eight Assistant Professors in the Berks HASS Division earned a mean salary of 55,884 with a median salary of 54,095. Mean years in rank are five.

Twenty-Three Assistant Professors in Arts and Humanities in the University College earned a mean salary of 58,315 with a median salary of 57,087. Mean years in rank are eight.

Twelve Assistant Professors of English in the University College earned a mean salary of 58,684 with a median salary of 58,428. Mean years in rank are five.

Fifteen Assistant Professors in Social Science and Education in the University College earned a mean salary of 59,177 with a median salary of 58,662. Mean years in rank are seven.

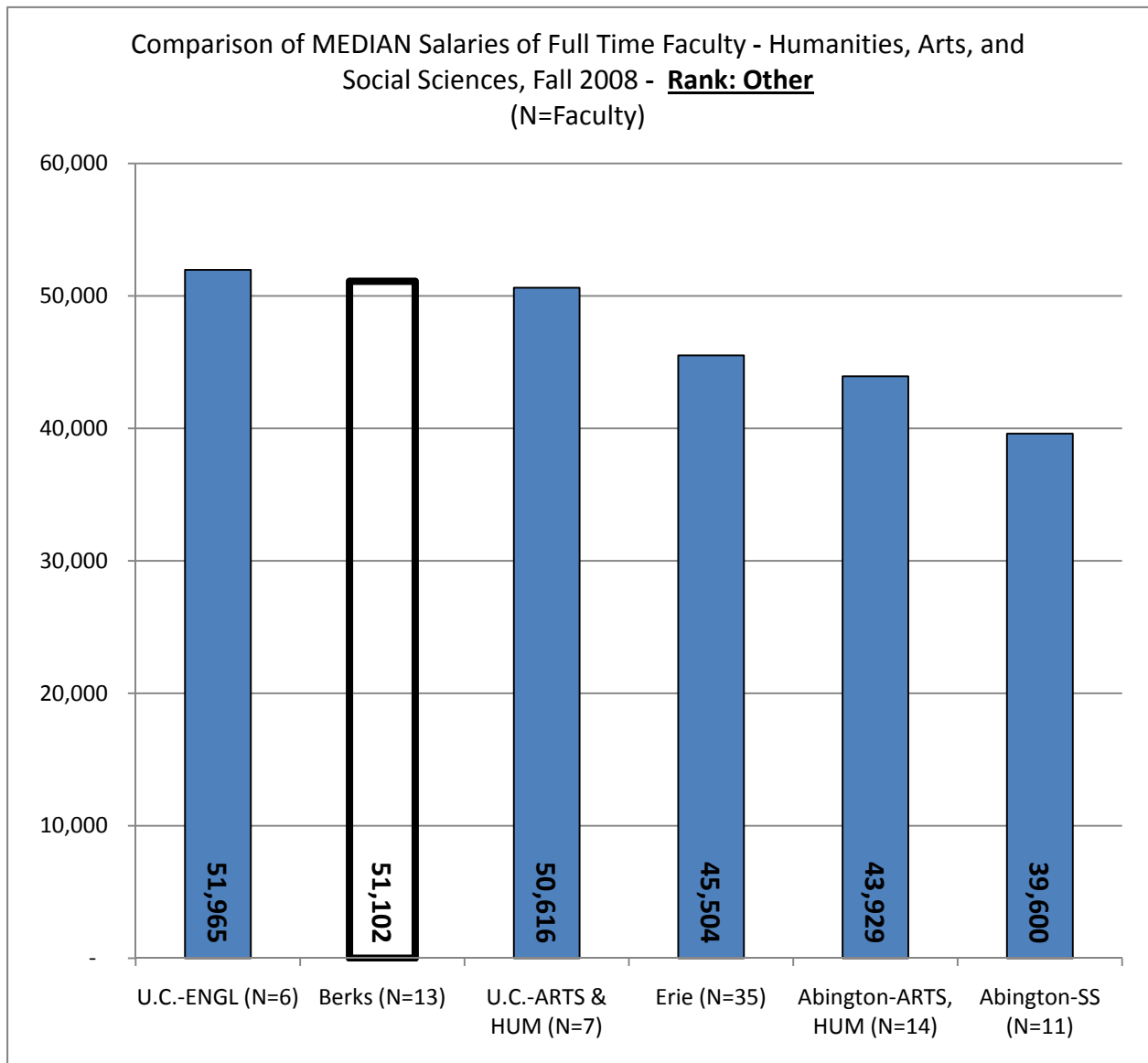


Six faculty members in the Berks HASS division earned a mean salary of 47,717 with a median salary of 49,212.

Twenty-One faculty members in Arts and Humanities in the University College earned a mean salary of 42,886 with a median salary of 42,273.

Twenty-Five faculty members in English in the University College earned a mean salary of 42,938 with a median salary of 43,794.



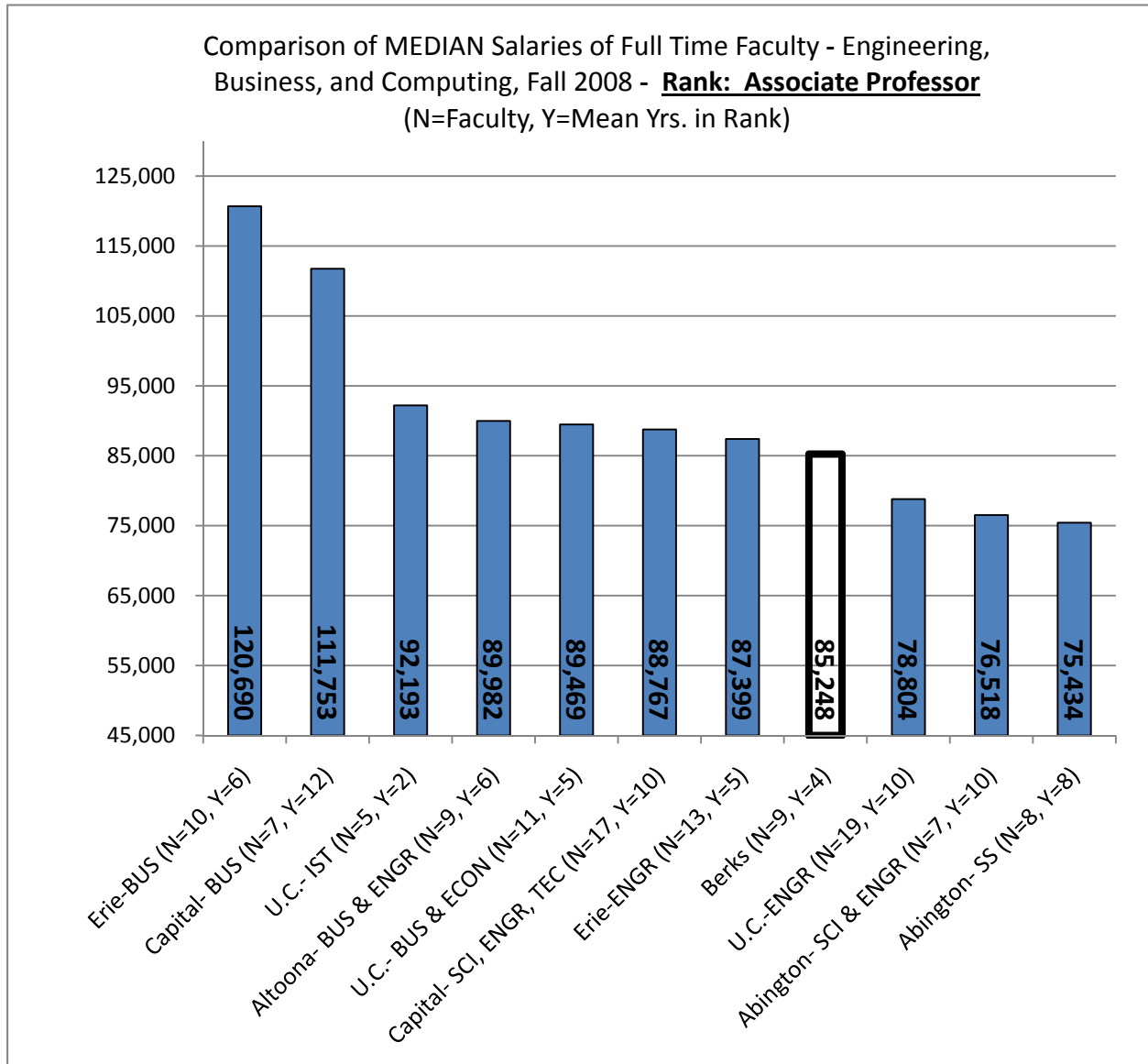


Thirteen faculty members in the Berks HASS division earned a mean salary of 50,093 with a median salary of 51,102.

Seven faculty members in Arts and Humanities in the University College earned a mean salary of 47,343 with a median salary of 50,616.

Six faculty members in English in the University College earned a mean salary of 48,838 with a median salary of 51,965.

**EBC DIVISION**

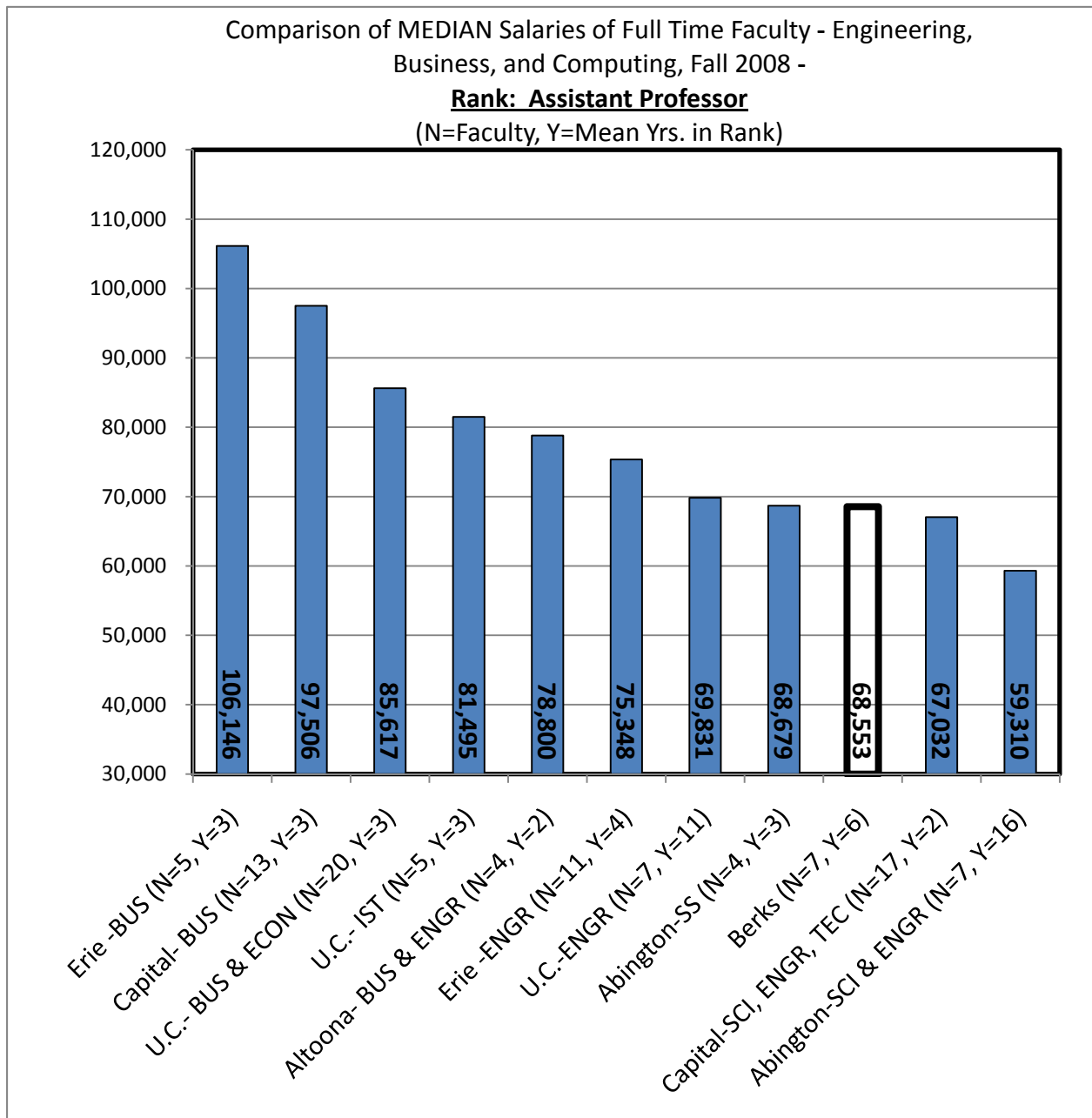


Nine Associate Professors in the Berks EBC Division earned a mean salary of 86,369 with a salary median of 85,248. Mean years in rank are four.

Eleven Associate Professors in Business and Economics in the University College earned a mean salary of 83,598 with a salary median of 89,469. Mean years in rank are five.

Nineteen Associate Professors of Engineering in the University College earned a mean salary of 79,833 with a median salary of 78,804. Mean years in rank are ten.

Five Associate Professors of IST in the University College earned a mean salary of 94,042 with a salary median of 92,193. Mean years in rank are two.

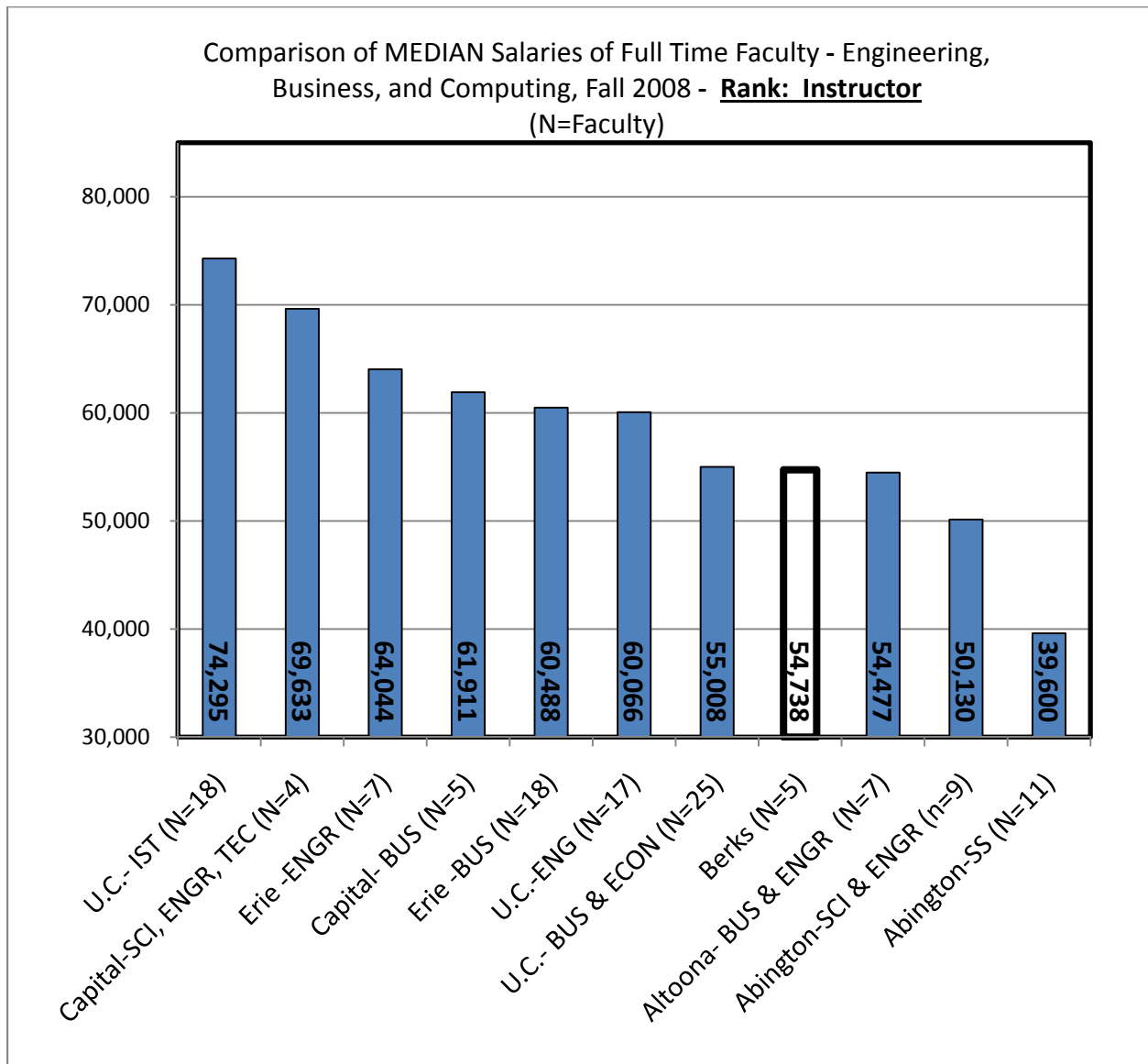


Seven Assistant Professors in the Berks EBC Division earned a mean salary of 72,577 with a salary median of 68,553. Mean years in rank are six.

Twenty Assistant Professors in Business and Economics in the University College earned a mean salary of 85,179 with a salary median of 85,617. Mean years in rank are three.

Seven Assistant Professors of Engineering in the University College earned a mean salary of 69,579 with a median salary of 69,831. Mean years in rank are 11.

Five Assistant Professors of IST in the University College earned a mean salary of 83,018 with a salary median of 81,495. Mean years in rank are three.

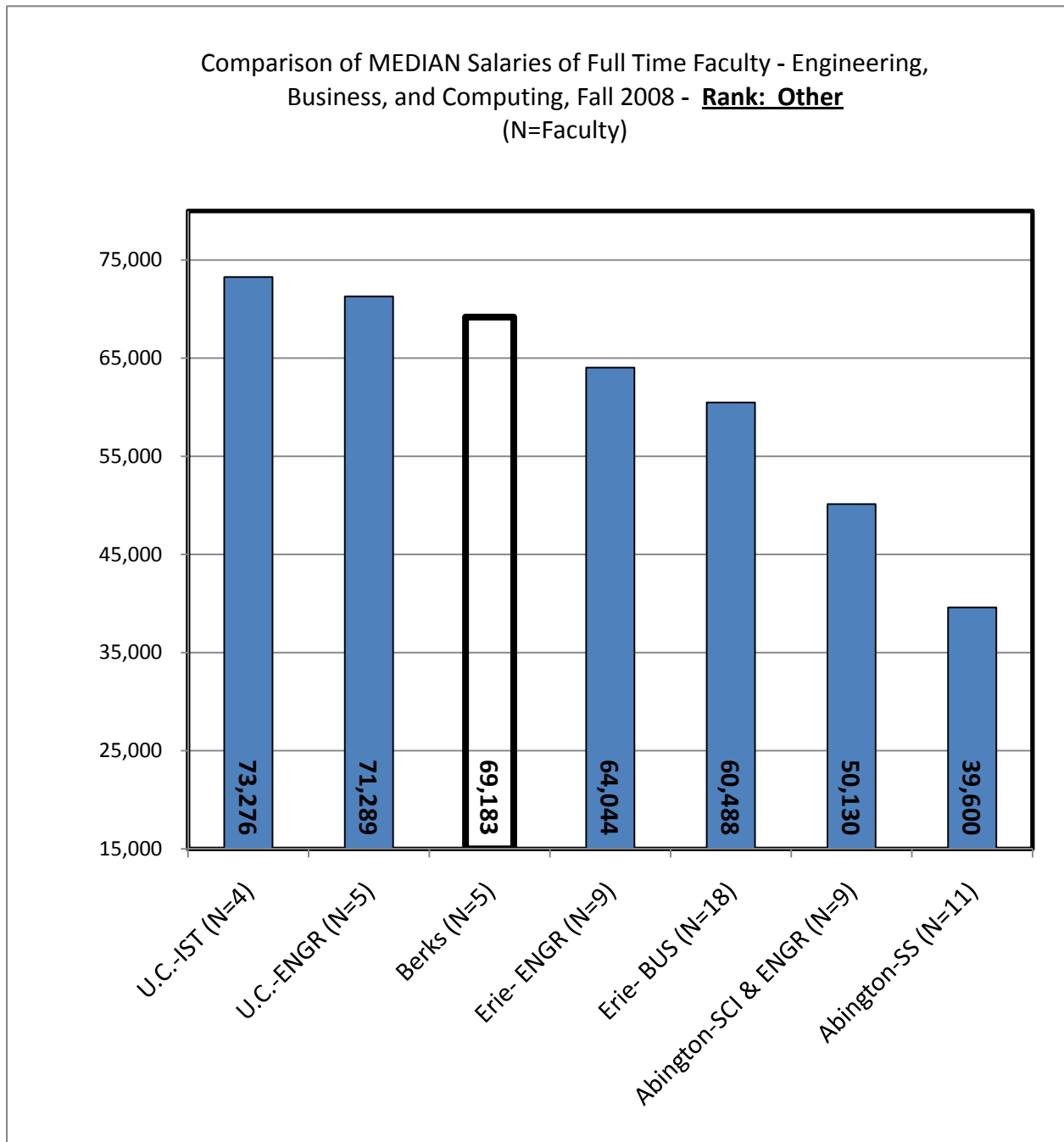


Five faculty members in the Berks EBC Division earned a mean salary of 51,692 with a salary median of 54,738.

Twenty-Five faculty members in Business and Economics in the University College earned a mean salary of 55,030 with a salary median of 55,008.

Seventeen faculty members in Engineering in the University College earned a mean salary of 57,379 with a median salary of 60,066.

Eighteen faculty members in IST in the University College earned a mean salary of 73,701 with a salary median of 74,295.



Five Other faculty members in the Berks EBC Division earned a mean salary of 70,522 with a median salary of 69,183.

Five faculty members in Engineering at the University College earned a mean salary of 65,144 with a median salary of 71,289.

Four faculty member in Information Sciences and Technology at the University College earned and mean salary of 69,103 with a median salary of 73,276.

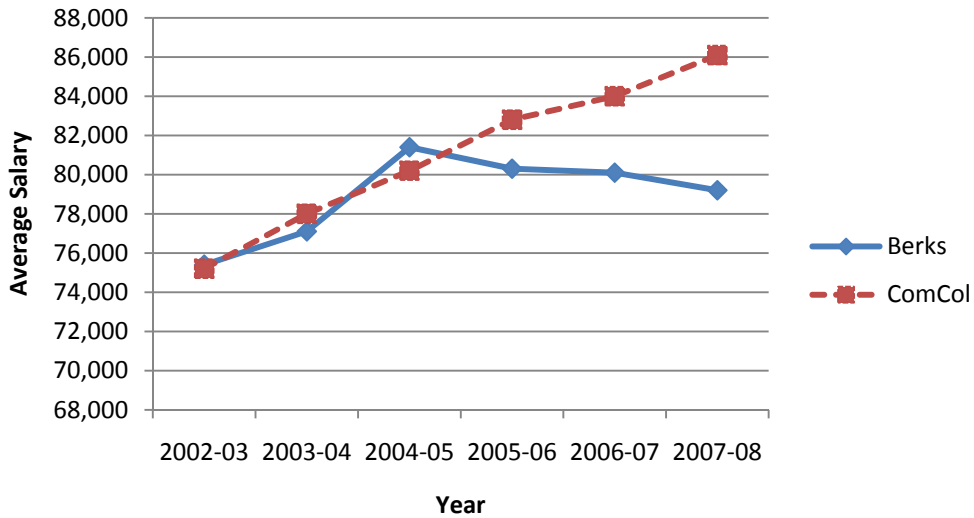
It may be suggested that the observed gaps and disparities are accentuated by including faculty at Harrisburg and Erie. Therefore, the committee prepared additional analyses, limited to Berks' most immediate peer group: University College, Abington and Altoona. The following table summarizes Berks' rank position across the disciplines/divisions reported in the tables above (excluding Harrisburg and Erie), categorized by faculty rank/appointment.

<b>Berks Rank Relative to UC, AA, AB Peers, 2008</b>			
<b><u>Faculty Rank</u></b>	<b><u>SCI</u></b>	<b><u>HASS</u></b>	<b><u>EBC</u></b>
Professor	5th of 5	3rd of 5	N/A
Associate	6th of 6	8th of 8	5th of 8
Assistant	6th of 6	7th of 7	6th of 7
Instructor	NA	2nd of 5	4th of 7
Other	1st of 3	2nd of 5	3rd of 5

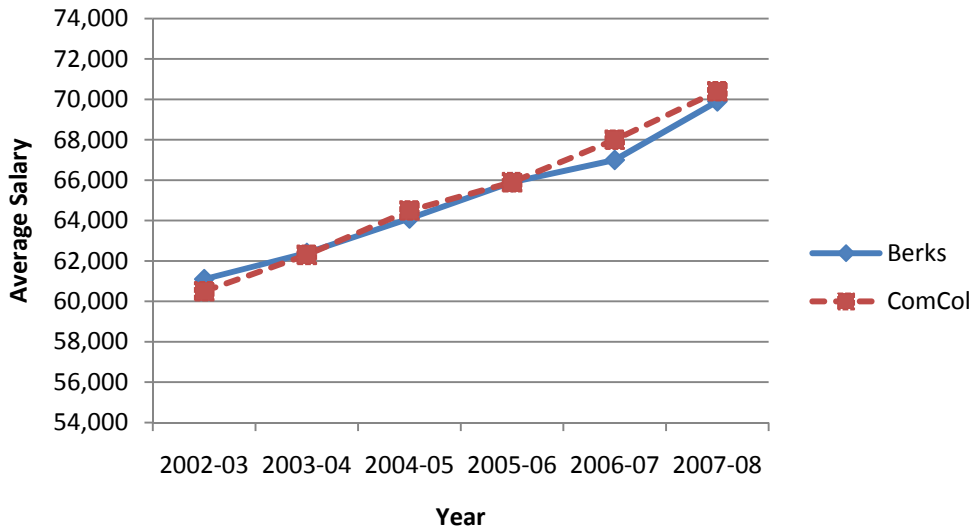
These results show that even when compared to the most immediate peer groups, in 9 of the 13 categories with reported data, Berks' median salaries lie in the bottom half of the ranking. The committee recognizes that some of this may be attributable to differences in mean years, which is not accounted for in this table. However, the committee also recognizes that these differences are particularly important, given the significantly higher costs of living faced by faculty at Berks, relative to other areas in Pennsylvania.

In order to more fully understand these findings, and to ascertain whether the previously reported results are an anomaly, a time-trend analysis was performed. The following four charts (Professor, Associate, Assistant, Instructor) reflect the pattern of change in average salaries from the 2002-2003 to 2007-2008 academic years for the Commonwealth College (the prior name for the University College) and Berks.

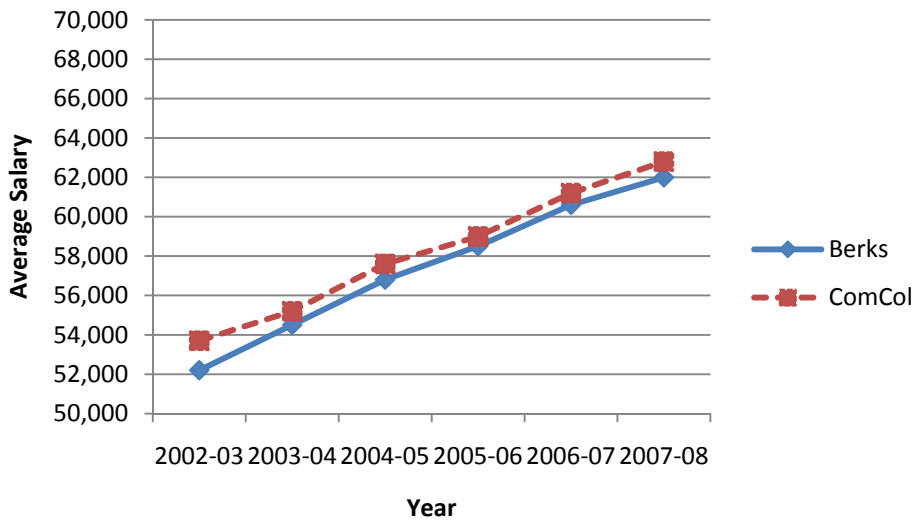
### Average Salary- Full Professor: Berks & Commonwealth College



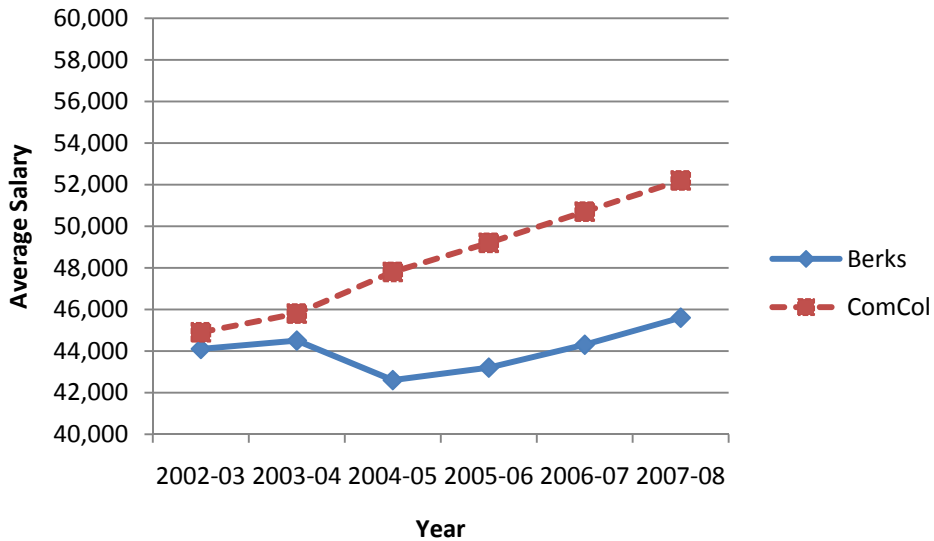
### Average Salary- Associate Professor: Berks & Commonwealth College



### Average Salary- Assistant Professor: Berks & Commonwealth College



### Average Salary- Instructor: Berks & Commonwealth College





The trend graphs reveal the following patterns. The average Professor salary at Berks was very much in line with the average for the Commonwealth in 2002-2003. By 2004-2005, the average at Berks was slightly higher than the Commonwealth College's average. By the following year (perhaps reflective of the split between Berks and Lehigh Valley) the Commonwealth College average was higher than Berks, and since that time, there is an increasing gap between the average Professor salaries at Berks and the Commonwealth. A separate 2008 analysis, focusing only on Altoona, Abington, University College and Berks, shows that Berks had the lowest average Professor salary of this group that year.

With respect to Associate and Assistant salaries, the trends move very closely together. Focused analysis of Altoona, Abington, University College and Berks data reveals that Berks' Associate salary average is lowest, but Assistant salary average is second highest in 2008.

Similar to the Professor trend, the average Instructor salary trend fluctuated significantly over this time period. As noted earlier, there was a marked drop in the 2004-2005 average, likely due to the change in faculty composition after the split between Berks and Lehigh Valley. Since then, both averages have been increasing. But, the Commonwealth College average has increased at a slightly higher rate. This is reflected in the slight widening of the gap between the two lines over time. Of the immediate peers (AA, AB, UC), Berks' average is the lowest in 2008, as determined by a separate focused analysis of the data for those locations.

These findings show there are areas in which Berks faculty salaries do not appear to be keeping pace with peers. While the committee recognizes there are differences across disciplines and faculty ranks that significantly impact starting salaries, this report has attempted to show an unbiased analysis of salary levels and trends by discipline and rank, intentionally avoiding a discussion of the differences in salaries across disciplines. While years in rank can provide some insight to mean and median differences, the time trends suggest there is more than a difference in mean years that is attributing to the salary disparities.

## **CONCLUSIONS**

Consistent with the report submitted by the committee last year, in many cases, Penn State Berks faculty members continue to earn salaries that are lower than those in our immediate peer groups. For example, HASS associate and assistant professors appear to earn the lowest median salaries as compared to the University College and the other Campus Colleges. Science faculty members of all ranks with standing appointments appear to earn lower median salaries than their counterparts. And EBC fixed-term faculty members appear to earn lower median salaries than their University College counterparts.

It may be suggested that the earnings disparities are a result of differences in the mean years in rank. While that may explain some of the differential, this cannot account for a majority of the observed range of differences, particularly for the Assistant Professor category. For instance, Berks' HASS Division Assistant Professors have five mean years in rank, which is greater than all but two of their peer groups, yet their median salary is last of the ten groups shown. A similar observation, to a somewhat lesser extent, can also be made regarding the EBC and Science

Division's Assistant Professors. While mean years in rank appears to play a role in some areas, the committee finds no consistency. The argument that a difference in mean years of rank explains these salary disparities cannot be supported. Since typical annual salary increases rarely exceed the annual cost-of-living increases, junior faculty members will never achieve the same standard of living as senior faculty once they reach the same number of years of service.

## **Summary**

The release of the Executive Summary regarding faculty salaries for the year 2007-2008 by the Penn State Senate Committee on Faculty Benefits prompted the charge to submit an informational report on Berks faculty salaries. According to this Executive Summary, Penn State Berks ranks low in salary compensations as compared to other locations in the Penn State system. The submission of a report is now a standing charge for the committee. The current report was developed from the 2008-2009 Penn State Senate Salary Report.

Since the Executive Summary of the Senate Committee on Faculty Benefits lacks the data from where its conclusions were drawn, the source file <http://www.senate.psu.edu/agenda/2008-2009/Apr2809/salarytables.pdf> was reviewed to provide the information below. Although the source file contains several tables of information on salaries among the 22 members of the AAUDE (Association of American Universities Data Exchange), the "Big Ten" Universities and the Penn State System, most of these tables cannot be summarized into a comprehensive chart as the information provided remains disjoint.

Consequently, the current comparison relies on information presented in Table 14 (a 24-page document) of the source file, and this report confines itself to Berks' peer institutions within the Penn State System. Table 14 presents salary data for the ranks of Professor, Associate Professor, Assistant Professor, Instructor (both fixed-term and standing appointments) and "other" from different academic units in the University College, and Abington, Altoona, Erie, Berks, and Capital Colleges.

Additional data focusing solely on Berks' most immediate peers (Altoona, Abington and University College), as well as salary trend data, are also provided. The committee chose not to include University Park data because that data is difficult to access and is presented differently, and much more specifically, than the campus / college data. The purpose of this report is not to focus on the salary disparities among the separate divisions, though these disparities remain apparent in the charts below.

- Although Berks faculty reside in some of the highest cost of living residential areas of Pennsylvania, results show that even when compared to the most immediate peer groups, in 9 of the 13 categories with reported data, Berks' median salaries lie in the bottom half of the ranking.
- Time- trend analysis clearly shows that Berks faculty salaries are not keeping pace with peers, particularly at the full professor and instructor ranks.

- The argument that a difference in mean years of rank explains these salary disparities cannot be supported. Since typical annual salary increases rarely exceed the annual cost-of-living increases, junior faculty members will never achieve the same standard of living as senior faculty once they reach the same number of years of service.

Consistent with the report submitted by the committee last year, Penn State Berks faculty members continue to earn salaries that are lower than those in our immediate peer groups. For example, HASS associate and assistant professors earn the lowest median salaries as compared to the University College and the other Campus Colleges. Science faculty members of all ranks with standing appointments earn lower median salaries than their counterparts, and EBC fixed-term faculty members earn lower median salaries than their University College counterparts.

# **Appendix H**

## **Physical Facilities and Safety Committee**

### **Meeting Minutes, January 20, 2010**

**Members attending:** Khaled Abdou (Chair), Kim Berry, Mark Dawson, Paul Frye, Erik Foley, Sudip Ghosh, Jim Hamilton, Brenda Russell and Lydia Vandenberg.

#### **1) Welcome**

#### **2) Introductions**

- Erik Foley, Manager, Campus Sustainability Office, Office of Physical Plant;
- Lydia Vandenberg, Program Coordinator in the Office of Physical Plant; and
- James Hamilton, Associate Professor of CAS at Penn State Mont Alto.

#### **3) Topics of Committee Charges**

The committee introduced briefly that one of the charges is to provide an informational report on implementing environmental policies and procedures at the campus.

#### **4) Open Discussion Items**

- a. Sustainability efforts by Penn State (University Park campus and other campuses).
- b. Collection of information and data challenges.
- c. Many campuses do not document or publish their sustainability efforts, which create only pockets of information.
- d. Erik highly praised the sustainability efforts and accomplishments by the Berks campus.
- e. Erik also noted that not everyone on campus fully aware about those sustainability efforts and accomplishments.
- f. Khaled raised the issue on how to coordinate the efforts and exchange information between our campus the Sustainability Office. Erik responded that they are currently working on this issue.

#### **5) Future Business**

- a. Update the previously collected information and finalize the informational reports.

# Appendix I

## Physical Facilities and Safety Committee

### Meeting Minutes, February 19, 2010

**Members attending:** Khaled Abdou (Chair), Ali Alikhani, Jennifer Arnold, Kim Berry, Paul Frye, Brenda Russell and met separately with Sudip Ghosh on February 17<sup>th</sup>, 2010.

#### 1) Welcome

#### 2) Topics of Committee Charges

- a. Review and provide an informational report on General Safety concerns.
- b. Provide an informational report on implementing environmental policies and procedures at the campus.
- c. Explore the possibility of a more effective policy regarding designated smoking areas which comply with the University Smoking Policy.

#### 3) Open Discussion Items

- a. The committee discussed the possibility of specifying a fixed time to meet. A couple of committee members noted that their schedules are changing and fixing a time will not be optimal. The committee members agreed to send the chair their teaching schedules to be easier to schedule meetings in the future.
- b. The timeline of reporting to the senate was presented by the chair. The committee agreed that the reports of the first two charges would be submitted to the senate in March, while the third charge would be submitted in April.
- c. The committee discussed the *Smoking Policy on Campus*. A discussion followed, which included:
  - The first step is to collect information about the outdoor Penn State smoking policy (if there is any). Also, to collect information about policies adopted by other campuses and other universities.
  - The committee plans to meet with the SGA representative to discuss their ideas.
  - The committee members noted that several issues should be taken into consideration when dealing the smoking policy such as health matters, freedom and support to the student community.
  - The committee decided to continue working on that issue after collecting the necessary information.
- d. Outline of the informational report regarding general safety concerns:
  - Review and summarize the general safety informational report in 2007. Updated information of any additions since the submission of the previous report.
  - A committee member asked if we should include more information about safety with its relevance to the faculty Alabama incident. The committee agreed that a brief discussion is needed.
- e. Outline of the informational report regarding implementing environmental policies and procedures:

- Discussion about the current environmental policies and procedures (what is happening on campus in details).
  - Compare the Penn State Berks Campus accomplishments with other PSU campuses and with other universities. The committee noted that there is no established benchmark for environmental policies and comparing our campus to others, only for informational purposes.
- f. Committee members were assigned specific topics (from above) to research and write a brief report that to be submitted to Khaled Abdou.

**4) Future Business**

- a. In-depth discussion of the campus smoking policy with SGA representative and after collecting the relevant information.

# **Appendix J**

## **Physical Facilities and Safety Committee**

### **Informational Report on Implementing Environmental Policies and Procedures**

#### **March 12, 2010**

Introduction: This report is a response to a direct committee charge: “Provide an informational report on implementing environmental policies and procedures at the campus.” More specifically, the report addresses the March 23, 2009 senate meeting amendment regarding the Physical Facilities and Safety Committee duties “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.”

#### **Implementing Environmental Policies and Procedures**

In 2007, Pennsylvania State University pronounced a five year plan to reduce greenhouse gas emissions 17.5% below the 2005/2006 baseline by 2012. This informational report identifies the initiatives that Berks campus has made toward satisfying these goals. The report also highlights future recommendations.

#### **Cost Savings and Efficacy**

*Food service operations* use composting and biodegradable products. When purchasing products, food services opt for green cleaning products and choose locally grown produce (when in season) and dairy. Information Technology Services has facilitated the Intranet to reduce the printing of documents and set all printers to duplex printing by default. Maintenance and

*Operation Services* has upgraded to a new Energy Management System (EMS), composts landscape waste, recycles tree waste for tree beds, has converted tractors and equipment to bio-diesel fuel and most lighting systems have been upgraded to the new EMS system. They continue to recycle motor oil, florescent tubes and lamps, toners, batteries, cell phones, computers, monitors, printers, pesticides, lab chemical wastes, pesticides, furniture, fixtures, and equipment. Lastly, the campus has incorporated the use of Betco green cleaning products, campus wide use of green paper towels and dispensers, and hand soaps.

#### **Recycling**

Since 1994, Penn State Berks has taken the initiative and began voluntarily recycling. Campus recycling programs are in place for each building and function, for example, motor oil, florescent tubes, batteries, computers, lab chemicals, pesticides, furniture, etc., in addition to paper, plastic, metals and glass; they are currently experimenting with floor wax containing recycled materials. The Student Government Association is a partner in promoting sustainability. All printers are set to duplex printing by default, use network printers to reduce power consumption, and paper carbon copies of correspondence have been eliminated by transmitting electronically.

The campus also has upcoming initiatives that include a “Lights Out Program”, “Recycling” and “Carbon Foot Print” which aim at decreasing greenhouse gases. Every effort has been made to reduce waste, recycle, use green products, and promote a campus culture of stewardship. Many of police services have gone paperless and patrols often use bicycles and more recently purchased a Segway for patrol duty.

### **Energy Savings**

Our campus’s efforts to conserve energy has drastically increased over the years to include a more efficient lighting system, lighting controls, new energy management systems, conversions to constant volume air systems to variable volume air systems and constant volume pumping systems to variable volume systems. Berks has taken steps to reduce domestic water waste, save on control ventilation systems, reduce off-hour sites for lighting, upgrade kitchen ventilation system controls, and optimize space for occupancy scheduling. For example, restrooms use minimal water auto flushers, and occupant sensors regulate lighting in classrooms, meeting rooms, offices, and restrooms.

In 2005 our campus emissions peaked at 10,000, this number decreased significantly to 7,807 in 2008/2009, despite the fact that our student body continues to grow. A large percentage of this number is due to the number of commuter students who drive to school. Perhaps it is possible that another initiative be instituted that include carpooling or working with the community to create more Bus lines available to decrease commuter Co2 emissions.

### **Where Does Penn State Berks Stand?**

Penn State Berks’ effectiveness in reducing greenhouse emissions may serve as a model for other campuses. In fact, our campus has received a congratulatory nod from the Director of the Office of Sustainability suggesting that our campus serves as a model for sustainability. However, it is difficult to measure exactly how our campus compares to other campuses and colleges.

Recently, Penn State has implemented the Greenhouse Gas Reduction Initiative from which greenhouse gas emissions from each campus can be evaluated (see <http://www.ghg.psu.edu/>). However, because each campus varies with regard to number of acreage, students enrolled, and majors, it is extremely difficult to make comparisons from campus to campus. It is for this reason that Erik Foley, Director of the Campus Sustainability Office at Penn State University Park, and our own Kim Berry from Berks Campus are on the forefront of implementing the Sustainability, Tracking, Assessment, and Rating System (STARS) program. This program will allow us to track progress of greenhouse gas emissions and eventually compare Berks campus with other campuses in the Penn State system and other colleges using the STARS program. The STARS program is designed to take sustainability to new levels and allow institutions of higher learning the ability to track their own progress and compare it to others. The program provides a uniform standard of measurement for sustainability in higher education and facilitates sharing sustainability practices and performance among its members.



## **Conclusion and Recommendations**

Penn State Berks Maintenance and Operation Services comply with or go better than existing federal and state environmental policies, and the campus has moved assertively toward ecologically responsible solutions. Future recommendations include following the STARS program in order to compare and contrast similar colleges and campuses. The committee can also follow-up on the effectiveness of upcoming initiatives such as Lights Out Program, Recycling, and Carbon Foot Print. Lastly, the committee can recommend new initiatives such as carpooling or working with the community to create more Bus lines available to decrease commuter Co2 emissions.

Committee members: Khaled Abdou (Chair), Ali Alikhani, Jennifer Arnold, Kim Berry (non voting member), Paul Frye, Sudip Ghosh, Chris Rhein (Student Representative) and Brenda Russell.

# Appendix K

## Physical Facilities and Safety Committee

### Informational Report on General Safety Concerns

#### March 12, 2010

*Introduction:* This is a report in response to a direct committee charge: “Review and provide an Information Report on General Safety concerns.”

Penn State Berks consistently strives to ensure a safe campus environment through a wide network of emergency management programs that are aligned with Federal (FEMA and Department of Homeland Security), state, local and university-based programs and regulations. Here we outline existing programs and new initiatives in the areas of emergency response and recovery, OSHA compliance, and faculty background checks.

#### **Emergency Response and Recovery:**

Penn State Berks has in place an *Emergency Response and Recovery Plan* that was adopted in 2002 and updated in 2008. This plan was developed to detail administrative procedures for emergency operations and business continuity in the event of and following a major campus emergency. As part of this plan, an Incident Command Group and Emergency Operations Group have been designated to provide leadership to the campus in terms of incident planning, response and recovery.

The following list shows Penn State Berks’ emergency and safety preparedness plan:

1. Having high degree of coordination with local, state and federal law enforcement and emergency service agencies.
2. Announcing emergency situation via:
  - a. The Penn State Newswire with address: [www.newswires.psu.edu](http://www.newswires.psu.edu)
  - b. A text messages to registered individuals. Interested people can register for this free service at: <http://newswires.psu.edu/?cmd=psutxt-register>
3. Announcing local emergency events (related to Berks Campus) via;
  - a. emergency Hotline phone number: 610-396-6375
  - b. campus phone number: 610-396-6000
  - c. campus web page at: [www.bk.psu.edu](http://www.bk.psu.edu).
  - d. PSUTXT system for those who have subscribed to the Berks group.
4. Having an emergency management team consisting of senior administrators to oversee crises.
5. Having an emergency Operations Plan for predicted and foreseen events
6. Having a Pandemic Plan. Penn State Berks has in place a detailed Pandemic Response Plan which includes carefully planned procedures and protocols while also recognizing the demand for flexibility and agility in any rapidly evolving situation.
7. Lock Down Standard Operating Procedure (SOP). This is a manual physical lock down procedure for buildings on campus.
8. Classroom Security including
  - a. Telephone installed
  - b. Lock Hardware

9. Coping with Crisis
  - a. Penn State Berks Counseling Services
  - b. Faculty may be the first line of awareness to a student's mental and emotional health
10. Berks County Emergency Response Team (CERT)
11. Staff Training: This list is not completely inclusive and is presented here to illustrate the great emphasis placed on training staff for emergencies at Berks.
  - a. National Incident Management System (NIMS) certification
  - b. Live Shooter
  - c. Table Top Exercises
  - d. Threat Assessment
  - e. Incipient Fire Training
  - f. Hazardous Material (HazMat) Awareness
  - g. Spill Prevention Control and Containment (SPCC)
  - h. National Association of College Auxiliary Services (NACAS) Emergency Preparedness
12. Rifle and Shotgun Armament
  - a. Certification of officers by summer of 2008
  - b. Penn State Berks Police have carried weapons for the past 8 years.

In addition to the above list, the police department practically applies and tests those policies and procedures. For example, to provide info on immediate response procedures to all individuals, classrooms on campus are fitted with emergency procedures posters and evacuations plans are posted throughout buildings. In January of 2009, Police Services held an active shooter/intruder training program. This two part program included a 1.5 hour training seminar open to all faculty and staff as well as simulation-based training for area police officers.

### **Relations with other Campuses**

Penn State Berks is currently working with other campuses at Penn State to ensure consistency and comprehensiveness in our response and recovery procedures. We are currently contracted with a consultant, Beck Disaster Recovery, Inc., (BDR) who is developing templates to be used across all campus for presenting Emergency Operation Plans. BDR is also conducting gap analysis to identify and shortcomings of existing programs. Next steps will involve a similar contract to address the business continuity and recovery aspect of disaster response. As Penn State Berks already has a response and recovery plan in place, compliance with university-wide standards is expected to require little change on our behalf such as re-formatting of the existing plan to conform with the University template.

### **OSHA Compliance**

Penn State is currently engaged in a range of activities to facilitate the transition to complete compliance with Occupational Health and Safety Administration (OSHA). A Penn State wide integrated safety program is being developed by the Environmental Health and Safety Office to address OSHA related issues (e.g., workers compensation, accident reports, safety drills). Penn State Berks has been chosen as a test campus for this program. As part of this initiative,

beginning in April, 2010 we will be developing a safety committee that will meet regularly to monitor, evaluate and correct deficiencies with regards to safety.

### **Background Checks for Academic Hires**

In light of the recent events at the University Alabama Huntsville, the Committee feels that is important for the Faculty Senate to be aware of the University's policy on "Academic Appointment Background Checking" (HR95) which requires standardized background checks prior to hire for all academic administrator and faculty positions.

### **Conclusion**

This informational report provides an update to the safety policies and procedures that are adopted by Penn State Berks to ensure, as always, the safety and security of its community.

Committee members:           Khaled Abdou (Chair), Ali Alikhani, Jennifer Arnold, Kim Berry (non voting member), Paul Frye, Sudip Ghosh, Chris Rhein (Student Representative) and Brenda Russell.