

# **Penn State Berks Senate**

**Monday, March 16, 2015**

**1:00-2:30 PM**

**Room 121, Gaige Building**

**Agenda**

- **Call to Order**
  
- **Additions, Corrections, and Approval of the Minutes of the February 2, 2015 meeting**
  
- **Announcements and Reports by the Chair**
  
- **Reports of Officers and University Senators**
  - Vice Chair Snyder
  - Secretary Zambanini
  - University Faculty Senate Chair-Elect Ansari
  - Senator Aynardi
  - Senator Nasereddin
  - SGA President Devin Heckman
  - Student Senator
  
- **Comments and Announcements by Administrators**
  - Chancellor Hillkirk
  - Associate Dean Esqueda
  
- **Unfinished Business**

- **Motions from Committees**
  - Motion from the Executive Committee to Amend the Standing Rules of the Penn State Berks Constitution (**Appendix A**)
  - Motion to Drop the Associate Degree Program in HM (*Rationale: The Bachelor Degree has been added to the curriculum and the Associate Degree is therefore being phased out.*)
  
- **Informational Reports**
  - Informational Report on General Safety Concerns, Physical Facilities Review, and Sustainability Review (**Appendix B**)
  
- **New Legislative Business**
  
- **Forensic Business**
  
- **Comments for the Good of the Order**
  
- **Adjournment**

**Penn State Berks Senate**  
**February 2, 2015**  
**1:00-2:30 PM, Multi-Purpose Room**

Attendees: Mohamad Ansari, Martha Aynardi, Mike Bartolacci, David Bender, Tricia Clark, Ruth Daly, Mike Fidanza, Bob Forrey, Katie Garcia, Samantha Kavky, Abdullah Konak, Sadan Kulturel, Joe Mahoney, Cesar Martinez-Garza, Lauren Martin, Mahdi Nasereddin, Rungun Nathan, Randall Newnham, Malika Richards, Stephen Snyder, Terry Speicher, Hartono Tjoe (Faculty); Marie Smith (Staff); Kim Berry, Paul Esqueda, Walt Fullam, Lisa Glass, Keith Hillkirk, Janelle Larson, Dennis Mays, Belén Rodríguez Mourelo, Teri Sabatelli, John Shank (Administration); Danielle Bellamy, Joseph Chletses, Devin Heckman, Lindsay Tucker (Students)

**1. Call to Order**

**2. Additions, Corrections, and Approval of Minutes of the November 17, 2014** –The Chair called for corrections, additions to the minutes; hearing none, a vote was called to approve the minutes; *the minutes were approved.*

**3. Announcements and Reports by the Chair** – The Chair shared a brief PowerPoint presentation, which was presented at the last Curricular Affairs Committee meeting with regard to the new LionPath project. This presentation was shared as a review of what was previously discussed at the November 17 Senate meeting.

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

- **Vice-Chair Snyder – No report**
- **Secretary Zambanini – Not present**
- **University Faculty Senate Chair-Elect Ansari** – Two reports were presented at the last University Senate meeting with regard to general education. The first report was on learning objectives and the second report was an advisory/consultatory report for the budget allocation for faculty development. The first report was tabled (temporarily set aside) and the second report was ratified by the Senate. On January 29, following the meeting and at the request of the General Education Co-Chairs Janet Schulenberg, Maggie Slattery, and Mary Beth Williams, a meeting took place (which also included the Chair of the Senate) discussing the path for moving forward. Senator Aynardi, who is a member of the Task Force, will provide additional details with regard to this during her report. The Forum on Black Affairs will host their regional meeting at Penn State Berks on Wednesday, April 1; faculty, staff and students will be invited to attend this event. The program agenda will be available in March. This group hosts a banquet each year on the birthday of Dr. Martin Luther King, Jr. and is celebrating its 40<sup>th</sup> year in existence this year.
- **Senator Aynardi** – The advisory and consultative report was designed to provide additional funding in order to assist with developing faculty who teach in the general education program. We currently have a lot of adjunct and 1-year appointments at the University who don't get a lot of support with developing the general education courses and who don't see how their course fits in with the entire program. With regard to the tabled report, there are many faculty who felt they didn't want to vote on objectives before they could see the curriculum. Ideas were shared at the last meeting for ways to move forward. Changes are warranted and more discussions will be taking place over the next several months. Information with regard to any of the proposed changes will be shared with faculty.
- **Senator Nasereddin – No report**
- **SGA President Devin Heckman – No report**
- **Student Senator – No report**

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

### **• Chancellor Hillkirk**

- Our first Open House for the spring semester was held this past Saturday and was well-attended. Spring enrollment at Penn State Berks may possibly set a record for this semester. Efforts are currently underway during the snap-shot period, which is 6 weeks into the semester. A team will be meeting with students who are not yet registered in order to complete their registration.
- The Middle States visit took place at Penn State Berks last Thursday. Two representatives visited as part of the team. The Chancellor complimented Marie Smith and Gwen Spotts, who both work in the Chancellor's office, for their assistance in organizing the visit. Penn State Berks was one of five Penn State locations that were visited by the team. At the conclusion of the visit, an exit interview meeting took place, which also included Dr. Esqueda. The teams' comments with regard to Penn State Berks could not have been more positive. They were particularly complimentary of the students who participated in the meeting. Our students did an excellent job representing themselves as well as Penn State Berks. He thanked faculty who were part of the meeting, including members of the Senate leadership, and in particular, University Faculty Senate Chair-Elect Ansari, who rearranged his schedule in order to attend. The team took a very comprehensive look at Penn State Berks. Any recommendations made will be shared.
- Expectations and requirements for foreign travel are in the process of changing. We are not yet there as it is very complicated. These changes have originated from at least three different departments within the University: the office of Risk Management; the office of Sponsored Programs (and within that office, the office of Ethics and Compliance); and Global Programs. It is anticipated that anytime one travels abroad, one will need to sign up with a registry through the office of Global Programs. Much work needs to be done in order to finalize the process. Some of the requirements have to do with risk and insurance. Once the policy is in place, the process of obtaining insurance should be streamlined for faculty and students. More information will be shared as this develops.
- St. Joseph's hospital is becoming part of Penn State University. This union should present some interesting opportunities for Penn State Berks. Several meetings have already taken place with the leadership at St. Joseph's with regard to next steps. Employees and their dependents at St. Joseph's will be entitled to the tuition discount through Penn State Hershey. Plans are currently underway to host a welcome to Penn State reception. Additional details will be forth-coming.

### **• Associate Dean Esqueda**

- Dr. Esqueda shared in the Chancellor's comments with regard to the recent Middle States visit. He remarked both faculty and students did a great job in representing Penn State Berks.
- There are 13 faculty searches currently underway (6 existing and 7 new). Due to weather conditions, the candidate scheduled for today was cancelled. Plans are underway to reschedule this candidate in the near future.
- Faculty is encouraged to begin identifying students whom they feel are eligible for nomination for the upcoming student award's ceremony taking place in April.
- The Celebrating Teaching Colloquium will be held on Friday, May 8. The primary focus of this year's colloquium will be on peer review of teaching.

## **6. Unfinished Business – None**

## **7. Motions from Committees**

- **Faculty Affairs Committee on Changes to the Berks Promotion and Tenure Statement (Appendix A)** – The Chair provided rationale with regard to the changes proposed to the Berks Promotion and Tenure Statement and called for additional comments from the floor; hearing none, a vote was called to approve the changes; *all were approved*.

## 8. Informational Reports

- **Physical Facilities and Safety Committee Meeting Minutes, November 19, 2014 (Appendix B)**
- **Report from the Chair of the Faculty Affairs Committee for January, 2015 (Appendix C)**

## 9. New Legislative Business

- **Discussion of potential changes to academic regalia recommendations passed in 2010 (Appendix D)** – The Chair commented that this topic was discussed at a recent Administrative Council meeting. The Interim Director of Student Affairs and Enrollment Management remarked that there are a few student organizations who have asked if it is possible to wear different color cords to signify their participation in specific groups on campus. Several other Penn State locations have modified University Park practice, and the rationale is for the Berks community to have a more uniform policy on adornments at commencement that would be in-line with other Penn State locations. The Chair offered several recommendations for going forward and opened the floor for discussion. Senator Aynardi provided some history with regard to this topic, noting views of the previous Chancellor. A student representative suggested that this discussion be tabled until the next full Senate meeting in order to obtain views from other students as well as student representatives from the Student Government Association. The Interim Director of Student Affairs and Enrollment Management requested consideration be brought forth for both the Veteran's Student Organization and the Lion Ambassadors, commenting that both do a great deal of service for our campus. The Chancellor remarked that he is open to having a conversation about this topic but stressed the importance of maintaining the integrity of the ceremony, commenting that whatever is worn should not distract from the academic nature and academic regalia themselves. The Chair reminded all in attendance that any recommendations that come forth will need to be reviewed and approved by the Chancellor. University Faculty Senate Chair-Elect Ansari commented that he was not part of the Executive Committee meeting but noted with regard to today's meeting that this topic is a discussion item and has been listed under the Forensic Business section of the agenda. He recommended having this recommendation go before the Faculty Affairs Committee for further discussion and action, if warranted.

**10. Forensic Business** – The Chair commented that since this area was previously discussed, no additional information is needed at this time.

**11. Comments for the Good of the Order** – The Chancellor remarked on a recent announcement shared with the campus community with regard to Penn State Berks now having a second Distinguished Professor. He recognized and congratulated Dr. Robert Forrey on this exceptional achievement. He shared a reception will be held honoring Dr. Forrey, on Monday, February 9 at 1:00 p.m. in the Janssen Conference Center. University Faculty Senate Chair-Elect Ansari congratulated Senator Snyder on being elected to serve as University Faculty Senator; his term will commence on May 1.

## 12. Adjournment

# **Amendment to the Standing Rules of the Penn State Berks Senate**

## **Article VI**

### **MEMBERS AND DUTIES OF STANDING COMMITTEES**

**Rationale:** This amendment is intended to bring the current practice in line with the Berks Constitution, Bylaws, and Standing Rules.

**Recommendation:** Changes are in bold.

#### **SECTION 6 STUDENT LIFE COMMITTEE**

(a) Membership:

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

(b) Duties:

1. Review and make recommendations regarding policies on all aspects of student life in the Campus not specifically covered by other committees, including but not limited to:
  - a. career development and placement;
  - b. housing policies;
  - c. student conduct;
  - d. student organizations and clubs;
  - e. co-curricular activities; Berks Senate Standing Rules 18
  - f. athletics;
  - g. multicultural issues.
2. Make recommendations regarding the quality of student life and the functions of the Office of Student Affairs.
3. Work with the SGA when requested.
4. Serve in a consultative and advisory capacity to the Director of Student Affairs.
5. **The chair of the Student Life Committee shall also chair the Student Facility Fee Committee (non-Senate standing committee).**

(c) Rules of Procedure:

The Student Life Committee shall excuse all non voting members of the committee prior to further discussion and voting.

## APPENDIX B

# Informational Report on General Safety Concerns, Physical Facilities Review, and Sustainability Review Submitted by the Physical Facilities and Safety Committee March 16, 2015

## Introduction

This informational report is presented in three sections with the goal of responding to the charges of the committee in 2014/15:

1. Draft an informational report on the general safety concerns.
2. Review plans and make recommendations regarding construction, renovation, and physical development of the campus.
3. Review cost savings, efficacy, and compliance of the energy savings and recycling programs and make recommendations for improving faculty, staff, and student environmental stewardship at the Berks Campus by submitting an informational report to the Senate

## 1. General Safety Concerns

### I. Updates from Penn State Berks Safety Committee

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

### *Regional Coordination*

Joseph Mazzoni, Regional EHS Coordinator, makes regular visits to Berks to advise on safety issues on campus, such as confined space, the theatre, and the modular lab trailer.

## ***Ebola***

The UHS Ebola plan was presented. Potential visitors to health services on campus are questioned if they have been to three Western African countries: Sierra Leone, Guinea, and Liberia. Health Services at UP also sent letters to international students about their trips made over the winter break.

## ***Yikyak***

Messages from Yikyak, an anonymous social media app, are monitored to guard against potential threats to campus and/or remove offensive texts.

## ***Pedestrian Route from Campus to Broadcasting Square***

There are safety concerns about students walking from the campus to nearby strip malls as there is currently no pedestrian route from the campus to Broadcasting Square. Traffic patterns may change when Reading Hospital builds an extension in the existing cornfields along Route 222.

The college has lighted sidewalks on university owned campus property that lead to the route 222 interchange. The interchange signals all have pedestrian control lights, but not isolated pedestrian sidewalk.

The owner of the land across Broadcasting Road from the shopping center, Reading Hospital, has applied for permits to construct a mixed hospital and retail complex. The Township has indicated they will require improvements to the Broadcasting Road/ Route 222 interchange as a condition for those permits. The township specified that those improvements must address pedestrian traffic. The improvements must also increase the vehicle traffic capacity.

The hospital has developed a conceptual proposed improvement plan, which they have submitted to PennDOT for review. The design concept is a new "Double Diamond Interchange" developed in Europe. PennDOT has endorsed the concept and allowed the design to proceed.

Our Sr. Vice President, David Gray, has directed the university traffic consultant to represent our interests in the design review process. Louis Schultz has attended township hearings on the issue and is monitoring the PennDOT review process.

The design does not yet have the level of detail required to evaluate the adequacy of pedestrian accommodation. We will continue to monitor the development of the interchange improvement design and offer independent evaluation of provisions for safe pedestrian flow to both the township and PennDOT.



### *Updates on Security Access*

Perkins will require security access via ID card after hours, including the [Health Services](#) suite.

### *Fire Drills*

In 2014, Eight Fire Drills were conducted in the Residence Halls.

On 01/09/2015, Police Services along with the Residence Life Staff and Housing and Food and the Spring Township Fire Department conducted a Fire Drill training session for Residence Life Staff, Resident Assistants and H&FS personnel. General conversation occurred after the training.

1. The personnel who were responsible for deactivating the sprinkler system during the actual [fire](#) in Willow House on 11/07/2014 experienced the pressure and stress [involved in](#) deactivating the system as quickly as possible. Any delay in actions could have caused thousands of dollars in damage.
2. During preventive maintenance checks on 01/09/2015, the key in the Police Vehicle that allows access to the covers on the sprinkler system was inspected and immediately replaced after it was determined to be deficient.

## **II. Safety Assistance Available on Campus**

### *Escort Services*

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

[The](#) Escort service is promoted on campus TVs, flyers, and e-mails. As of January 13, 2015, according to Chief Kevin Rudy, the police services student escort service provided services 969 times in 2013 and 898 times in 2014. Also, the Police Services Officers escorted personnel and/or items to a local bank to make cash deposits for the campus 237 times in 2013, and 238 times in 2014.

### *Safety Phones*

The campus maintains 51 "blue" phones at strategic points on walkways as well as emergency phones at residence hall entry points. Campus emergency phone locations are as follows (updated December 19, 2014):

1. Greenbriar Hall (behind the hall, first floor lobby, second floor lobby)
2. Sage Hall (behind the hall, first floor lobby, second floor lobby)
3. Village Walkway
4. Sweetwood Hall (behind the hall, first floor lobby, second floor lobby)
5. Alumni Pavillion
6. Luerssen Parking Lot
7. Center of Campus
8. Commuter Lot (Section 1)
9. Commuter Lot (Section 3)
10. Stoudt Road/End of Walkway
11. Walkway (Middle)
12. Janssen End of Walkway
13. Franco-F&S Lot
14. Cedar Hall (first floor lobby, second floor lobby)
15. Evergreen House (back door, first floor hall, second floor hall, third floor hall)
16. Oakmoss Hall (first floor lobby, second floor lobby)
17. Laurel Hall (first floor lobby, second floor lobby)
18. Amber House (ground floor hall)
19. Poplar House (first floor hall, second floor hall, third floor hall)
20. Willow House (ground floor hall, second floor lounge, third floor lounge)
21. Ivy House (first floor hall, fourth floor lounge)
22. Juniper House (side door, first floor hall, second floor hall, third floor hall)

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

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

### ***Emergency Procedures Signage and Cards***

Several years ago the College created an emergency procedures document that is posted near the phone in each classroom and was distributed to all faculty and staff.

### ***Emergency Notification System***

PSUAlert is Penn State Berks’s emergency notification system for students, faculty, and staff. The system is used to alert members of the campus of emergencies and campus closings. The service automatically enrolls students, faculty, and staff. PSU community

members are encouraged to sign up for additional services, such as text alerts by signing up on PSUAlert website: <https://psualert.psu.edu/psualert/>

### *III. Safety Concerns Raised in 2014-2015*

Concerns brought to our committee for the 2014-2015 year include:

1. Dangerous Ice: A couple of concerns regarding ice on campus have been raised in light of this season's weather. Icy spots in the faculty/staff parking lot of the Gaige Building are a concern for foot and car traffic. Also, the path that connects the student parking lot to the Thun Library and Perkins is steep and may cause falls in icy conditions. Handrails will be installed in that location. People should report icy conditions to M&O (X6260) and/or the police (X6111).

2. Luerssen Renovation: There are complaints about noises generated from machinery and dust in offices (via the ventilation system). The acoustic problems pose particular problems during class times.

Resolution: The building crew and facilities staff are aware of the noise issue and working to resolve it by scheduling noisy activities outside of class hours whenever possible and have asked for faculty understanding when this is not possible. Use of microphones is suggested as an option. The contractor has been notified to take care of the dust conditions.

## **2. Review Plans Regarding Construction, Renovation, and Physical Development of the Campus**

The committee has reviewed the Campus Master Plan approved by the Board of Trustees in 2007, as well as revisions made in 2013. The plan shows how the University will use current real estate for the physical development of the campus and is not a commitment to fund capital expansion. The plan was last presented to the entire faculty in December 2011.

Plans for the Luerssen renovation were developed with extensive consultation with the science division faculty. Individual meetings with the design team were conducted for each teaching and research space. Office and classroom furnishing plans are being drafted for review by faculty and other building stakeholders. The phased nature of the project has resulted in disruptive levels of noise and dust. Efforts to reduce those disruptions have been ongoing.

The next major renovation in the University-approved capital plan is the Beaver Community Center. The project is scheduled to begin planning and design in the 2016-17 budget cycle. Construction is currently envisioned for 2018-19. The capital renewal portion of the project is \$6 million with the expectation that the college will identify additional funds. Members of the kinesiology faculty and other building stakeholders have developed a draft program for the project that will facilitate a feasibility study as

early as 2015. The feasibility study, while not required, will assist in fundraising efforts for the project.

A feasibility study on [the](#) Franco building was completed in January 2012.

Other general suggestions about facilities:

Franco: New blackboards (that utilize dustless chalk) are requested in Franco 150, 151, 157, etc. as they are either [badly](#) damaged or the writing can't be seen clearly with existing chalk.

Perkins: [The](#) campus should investigate the possibility of installing tablet chairs in the auditorium.

### **3. Review Cost Savings, Efficacy, and Compliance of the Energy Savings and Recycling Programs**

#### *SGA Initiatives*

The student representative suggested [making](#) modifications on the signage of receptacles, from “trash” to “landfill.” He contacted Mark Dawson in December and will pursue the issue.

Sustainability [D](#)ay will be held in spring 2015.

#### *Sustainability on Campus*

Berks composts landscape waste only, but not the waste from the dining halls.

Energy efficient hand dryers are being installed to replace paper towels in all restrooms. Replacing paper towels with efficient hand dryers will reduce waste and save money in the long run.

Energy saving mode for computers has been implemented in 2015.

[The](#) campus should investigate the possibility of having [a](#) power save function for campus TVs.

A campaign [could](#) be developed to encourage the campus community to be mindful [of](#) paper use. See [Appendices](#) for copier-printer copies in 2014 [and recommendations for printing sustainability](#).

A campaign [could](#) be developed to encourage faculty to include sustainability-theme modules in the curriculum, if appropriate.

#### *Recycling*

Housing and Food Services has implemented many recycling initiatives. These include:

- Single stream recycling in the residence halls – Residents do not need to separate recyclable items into separate bins.
- Green House Special Living Option – Approximately 30 students live in this area of the residence halls, where their focus is to develop environmental initiatives and promote sustainability efforts across campus.
- PepsiCo Dream Machine kiosk – Recycling machine located in Tully’s for cans and bottles. Participants can earn rewards to spend at local merchants. Additionally, the campus as a whole is competing in a challenge against other colleges and universities.
- Tully’s containers – The styrofoam clamshell containers are no longer used. Green to-go containers are available with a deposit (\$5). However, students often do not bring them back.
- Annual trash-to-treasure sale to facilitate re-use of items left behind by students when they move out of the residence halls. Proceeds are donated to a local organization.

Despite all of the recycling opportunities and resources available, however, these resources are often not utilized to the fullest, due to a variety of factors. Education and incentive to recycle are the biggest challenges. Initiatives underway or being considered to improve recycling on campus include:

- Sustainability Intern - Andrew Harakel, SGA vice-president, is completing an internship with Housing and Food Services focused on sustainability. He will look into creating materials, media, and/or campaigns to raise awareness about recycling.
- A video to highlight the PepsiCo Dream Machine - Residence Hall Committee, Residence Life, and the Sustainability Intern.
- Campaign to encourage students to return the green to-go containers (e.g., Wanted posters).

There is a “Conservation at Berks” section of the Penn State Berks web site that provides additional information on recycling efforts and opportunities on campus. Bins and containers are located in buildings around campus to recycle mixed paper, bottles, cans, and batteries. Furniture, equipment, and electronics are sent to salvage, where they are recycled if possible. Other items that are recycled include yard trimmings, motor oil, antifreeze, and fluorescent tubes.

**2014-2015 Committee Members:** Ada Leung (Chair), Cliff Maurer, Lauren Martin, Amy Berger, Wah-Kwan Ku, Jennifer Arnold, Tricia Clark, Kim Berry, Corbin Jankowski