

**Keene State College
Operating Staff
and
Professional, Administrative, &
Technical Staff Brochure**



KSC Mission and Values

Keene State College prepares promising students to think critically and creatively, to engage in active citizenship, and to pursue meaningful work. As the public liberal arts college of New Hampshire, we offer an enriching campus community and achieve academic excellence through the integration of teaching, learning, scholarship, and service.

Values

Our liberal arts mission dedicates us to the development of knowledge and skills necessary to meet the challenges of our changing world. As a public institution, we provide educational opportunities for all qualified students and continue our heritage of service to New Hampshire and the New England region.

We value

- All members of our community: students, faculty, staff, alumni, and friends
- Strong relationships among students, faculty, and staff
- Excellence in teaching, learning, and scholarship
- Commitment to learning and cultural enrichment
- Social justice and equity in our community and in our curriculum
- Educational challenge and support for a wide range of learners
- Physical and financial access and support.
- Balanced development of mind, body, and character
- Diversity, civility, and respect
- Civic engagement and service to the community
- Environmental stewardship and sustainability
- Partnerships that enhance the quality of life in the Monadnock region, New Hampshire, and the world
- An attractive campus that inspires and supports inquiry, reflection, and social interaction

Operating Staff Council Members

Tim Garland, chair, tgarland@keene.edu, 8-2078
 Susie Ericson-West, vice chair, swest@keene.edu, 8-2046
 Dee Denehy, recorder, ddenehy@keene.edu, 8-2702
 Sue Freitas, treasurer, sfreitas@keene.edu, 8-2478
 Deb Barrett, d Barrett@keene.edu, 8-2842
 Bob Dumond, rdumond@keene.edu, 8-2204
 Chris Flanagan, cflanaga@keene.edu, 8-2603
 Kim Harkness (ex-officio), kharkness@keene.edu, 8-2496
 Jackie Hooper, jhooper@keene.edu, 8-2173
 Sheila Kirby, skirby@keene.edu, 8-2528
 Cecil Maxfield, cmaxfield@keene.edu, 8-2758
 Tamara Naitove, tnaitove@keene.edu, 8-2813
 Bette Whitney, bwhitney@keene.edu, 8-2814

Monthly Council Meetings

10:30 a.m. Student Center, 307

September 8, 2010

October 13, 2010

November 10, 2010

December 8, 2010

January 12, 2011

February 9, 2011

March 9, 2011

April 13, 2011

General OS Meetings

9 a.m. Mountain View Room

October 20, 2010

December 15, 2010

February 16, 2011

April 20, 2011

Email your questions and concerns to the OS Council at oscouncil@keene.edu.

**Professional, Administrative, &
Technical Council Members**

Kim Schmidl-Gagne, chair, kgagne@keene.edu, 8-2768
 Cheryl Child, vice chair, cchild@keene.edu, 8-2262
 Wendy Petschik, recorder, wpetschik@keene.edu, 8-2593
 Genny Alexander, treasurer, galexander@keene.edu, 8-2304
 Lynne Andrews, landrews@keene.edu, 8-2815
 Brendan Denehy, bdenehy@keene.edu, 8-2397
 Ellen Edge, eedge@keene.edu, 8-2232
 Kim Harkness (ex-officio), kharkness@keene.edu, 8-2496
 Lucy Webb, lwebb1@keene.edu, 8-2932
 Beth Zinn, bzinn@keene.edu, 8-2402

Fall Semester Meetings

1–3 p.m. Student Center, 309

September 14, 2010

November 16, 2010

General PAT Meetings

1–3 p.m. Mountain View Room

October 12, 2010

December 14, 2010

Email questions and concerns to

Kim Schmidl-Gagne, kgagne@keene.edu.

Resources

- ❖ Employee Assistance Program
1-800-422-1749
<http://www.powerflexweb.com/1063/login.html> access code: UNH
This is a 24 hours confidential counseling and referral service.
- ❖ Human Resources
<http://www.keene.edu/hr/>
- ❖ Benefits
<http://www.keene.edu/hr/benefits.cfm>
Miscellaneous Benefits
<http://www.keene.edu/hr/benefits2.cfm#C1>
- ❖ KSC Policies <http://www.keene.edu/policy/>
- ❖ OS Bylaws
<http://www.keene.edu/opstaff/bylaws.cfm>
- ❖ OS Handbook
<http://www.usnh.edu/hr/Forms/pdf/OpStaffHandbook.pdf>
- ❖ PAT Bylaws
<http://www.keene.edu/pat/bylaws.pdf>
- ❖ PAT Handbook
http://www.usnh.edu/hr/Forms/pdf/PAT_Handbook.pdf
- ❖ System Personnel Policies Council
<http://www.usnh.edu/hr/sppc.html>
- ❖ TRIP Ride Share Program at KSC
<http://www.keene.edu/hr/trip.cfm>
- ❖ USNH Online Manual link
<http://www.usnh.edu/olpm/USY/V.Pers/Default.html>

Operating Staff Council

The OS Council serves the operating staff in an informational and advisory capacity and has the following responsibilities:

- To recommend operating staff personnel policies and other matters affecting the welfare of the operating staff to the president
- To discuss issues and concerns of the operating staff at Keene State College
- To convey these policies and concerns directly to the principal administrators (PAs)
- To inform the operating staff of issues and policies affecting them
- To serve as operating staff representatives on campus committees
- To support the principles outlined in the Keene State College Mission and Values statement

OS FY11 Goals

- Continued refinement of communication structure of OS Council with its constituents
- On-going discussion and involvement in developing fair and appropriate performance evaluation procedures
- OS Council support in FY11 towards the progression of merit increases that may lead to restructuring of evaluations and how increases are defined. The Board of Trustees has expressed interest in using a merit-based system and President Giles-Gee would like Keene State to start designing a program now so that it can be developed thoughtfully. This may ultimately be a blended model so structure would be conducive for best campus fit. Discussion included what has and has not worked well in the past and what models other institutions have in place.
- Advocating and supporting professional development activity opportunities for operating staff
- On-going involvement in Institutional cost-containment efforts
- Community building

PAT Council Statement of Purpose

The PAT (professional, administrative, and technical) staff are allied closely with the faculty and operating staff in the execution of Keene State College's mission. They have the responsibility to provide necessary services and to promote excellence in KSC activities. The PATs are active contributors to the goal of KSC's commitment to quality teaching and campus life.

PAT Council Vision Statement

The PAT Council is made up of duly elected representatives for the professional, administrative, and technical staff at Keene State College. The PAT Council, as part of the shared-governance structure of KSC, serves as an advocate for PAT staff and as a liaison with the president. As advocates, we protect the interests of PATs while striving for equality among employee groups. We work closely with the director of human resources, who is an ex-officio member of the Council. The Council

- Provides recommendations regarding personnel policies
- Concerns itself with matters affecting the welfare of PATs, including the rights and responsibilities of the group, College and University System of New Hampshire (USNH) policies, promotion, salaries, educational opportunities, professional development, retirement, and other benefits
- Communicates regularly and responds quickly
- Gathers feedback and recommendations from PATs
- Regularly assesses whether the Council is meeting the needs of PATs
- Bridges chasms between employee groups
- Advocates for and supports adjunct staff when appropriate

PAT FY11 Goals

- Continue the class and rank work
- Enhance collaborations with other employee groups
- Increase/improve communication regarding PAT Council activities
- Provide educational opportunities regarding benefits
- Improve outreach to new PATs

OS Professional Development Fund

<http://www.keene.edu/hr/forms/osdevtfundapp.pdf>

Professional development is an opportunity to attain new skills or knowledge that will enhance a staff member's performance and benefit Keene State College and to assist staff with professional advancement. The fund was established to provide support for unanticipated professional development opportunities.

- To be eligible for a professional development award, the OS staff member must have been in a benefits-eligible position for at least one year
- Activities **required** by your position must first be covered by your department. If the department has insufficient funds, an award may be used to supplement departmental funds but may not exceed \$500. *Each eligible employee may receive one award per fiscal year.*

Operating Staff Dependent Scholarship Endowment

The Operating Staff Dependents Scholarship Endowment was developed during spring 2007 to provide financial assistance for tuition and educational expenses to dependents of KSC operating staff employees who are attending Keene State College. To date, this endowment has received more than \$16,000 in contributions and is nearing its goal of \$20,000. Once the goal is reached, this fund will make a very real difference to some deserving local KSC students.

Contributions both large and small have enabled the fund to grow to its current state and will soon allow us to have another scholarship option available for KSC students.

PAT Professional Development Fund

The PAT Council envisions a professional development fund that will provide development opportunities with immediate practical applicability, strengthen communication and community, and provide networking opportunities internally/externally to KSC, including the following:

- Establish a representative standing committee whose charge will be to assess the professional development needs of the PAT community at KSC
- Link the professional development opportunities for PATs to KSC's strategic plan
- Create and implement thematic programs designed to meet the needs defined through the assessment process, including but not limited to the following areas: technology, supporting academic innovation/integration, student development, diversity, assessment, issues in higher education, and/or the development of professional skills such as leadership, supervision, communication, and organizational change

The Council's primary method of providing training has been through opportunities such as Fall Break Day on Shared Governance, Diversity Day, and Professional Development Day. At the same time, the Council recognizes some PAT groups may need training that is more specific to their responsibilities. PATs may request funding for more specific training opportunities.

- Development opportunities made available to all PATs, or specialized training which includes a generalized component available to the campus community
- Requests from departments and/or groups that have not previously requested funding
- Requests that have funding from primary department(s), and/or other campus funds
- Requests that support the College's HR Master Plan and the College's mission