Keene State College 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

Susan Ericson-West, Chair, sweest@keene.edu, 8-2046
Sheila Kirby, Vice Chair, skirby@keene.edu, 8-2528
Cecil Maxfield, Recorder, cmaxfield@keene.edu, 8-2758
Deborah Ford, Treasurer, dford@keene.edu, 8-2348
Doug Adler, da@keene.edu, 8-2956
Deb Barrett, dbarrett@keene.edu, 8-2842
Dee Demery, ddemery@keene.edu, 8-2702
Ro Detelbach, rdetelb@keene.edu, 8-2114
Tim Garand, tgarand@keene.edu, 8-2078
Kim Harkness (ex-officio), kaharkness@keene.edu, 8-2496
Deb Logan, dlogan1@keene.edu, 8-2315
Deb Williams, dwilliams2@keene.edu, 8-2975

Monthly Meeting Councils

10:00 – Noon Student Center, 308
September 11, 2013
October 9, 2013
November 13, 2013
December 11, 2013
January 8, 2014
February 12, 2014
March 12, 2014
April 9, 2014
May 14, 2014

General OS Meetings

9:00 – 10:30 a.m.
October 16, 2013, Mountain View Room
December 18, 2013, Mountain View Room
February 19, 2014, Madison St. Lounge
April 16, 2014, Mountain View Room

Email your questions and concerns to
oscouncil@keene.edu

Professional, Administrative, & Technical Council Members

Jeanie Heam, Chair, jheam@keene.edu, 8-2357
Aspire Program
Sylvie Rice, Vice Chair, srice2@keene.edu, 8-2879
Physical Plant
Kim Schmidt-Gagne, Secretary, ksgagne@keene.edu, 8-2768
Office of Provost & Diversity and Multiculturalism
Sara Telfer, Treasurer, stelfer@keene.edu, 8-2425
Alumni & Parent Relations
Rob Colbert, rc@keene.edu, 8-2806
Athletics
Jennifer Ferrell, jferrell1@keene.edu, 8-2664
Student Center
Kim Harkness (ex-officio), kaharkness@keene.edu, 8-2496
Human Resources
Rick Rumba, rumba@keene.edu,
WorkWISE NH
Casey Wilson, cwilson@keene.edu, 8-8991
Residential Life and Housing Services
Lori Zaniboni, lzaniboni@keene.edu, 8-2304
Development

Spring 2014 Meetings

1:30 p.m. in Student Center room 308
All PAT staff are welcome

January 28, 2014
February 25, 2014
March 25, 2014
April 29, 2014

Email questions and concerns to
Jeanie Heam, jheam@keene.edu

Resources

- Employee Assistance Program
  1-800-422-1749
  http://www.powerflexweb.com/2013/03/14/ep.html
- USNH Human Resources
  http://www.usnh.edu/hr/
- Benefits
  http://www.usnh.edu/hr/benefits.cfm
- Miscellaneous Benefits
  http://www.usnh.edu/hr/benefits.cfm
- KSC Policies
  http://www.keene.edu/policy/
- OS Bylaws
  http://www.usnh.edu/opstaff/powers.cfm
- OS Handbook
  http://www.usnh.edu/hr/Forms/pdf/OPStaffHandbook.pdf
- PAT Bylaws
  http://www.usnh.edu/hr/Forms/pdf/PAT_Handbook.pdf
- PAT Handbook
  http://www.usnh.edu/hr/Forms/pdf/PAT_Handbook.pdf
- System Personnel Policies Council
  http://www.usnh.edu/sppc.html
- USNH Online Manual link
  http://www.usnh.edu/hr/Forms/pdf/USY/V.Pers/Default.html
- USNH Human Resources
  http://www.usnh.edu/hr/
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. The PATs are active contributors to the goal of KSC's commitment to quality teaching and campus life.

**PAT Council Statement of Purpose**

The PAT 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

**PAT FY14 Goals**

- Continue to monitor merit process and support KSC community throughout
- Continue community building (e.g. Evolving Commons Symposium, Community Service Day, promote civility on campus and support efforts of such including those by the Restorative Justice Committee)
- Total Rewards outcomes

**OS FY14 Goals**

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**OS Professional Development Fund**

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**PAT Council Statement of Purpose**

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.

**PAT Council Vision Statement**

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- 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 FY14 Goals**

- Advancement of PAT Staff to constituents across campus
- By Law Review and Revision

**Operating Staff Dependents Scholarship Endowment**

The Operating Staff Dependents Scholarship Endowment was developed during spring 2007. During 2011 the $20,000 goal was attained, with the first award in the Fall 2011 and Spring 2012 semesters. The purpose of this endowment is to provide financial assistance for tuition and educational expenses to dependent children of Keene State College Operating Staff employees who are attending Keene State College.

**Operating Staff Dependents Scholarship Endowment**

Dependent students may expect to receive communication during the general scholarship campaign in the spring. The Operating Staff Council would like to recognize the leadership of former KSC President Helen Gless-Gee, who proposed the creation of this scholarship and was instrumental in spearheading the efforts which have made it successful, and those current and past donors. Contributions, both large and small, have enabled the fund to grow to its current state and allowed us to have another scholarship option.