**Subject:** Agenda for Penn State York Campus Senate Meeting

**Date and Time:** October 25, 2023, 12:15-1:15 p.m.

**Location:** Room 106, John J. Romano Administration

**Attendees:** R. Bartell, N. Bayzar, E. Blanke, B. Brennan, J. Burkholder, A. Caldwell, W. Cantor, M. Casteel, D. Christiansen, J. Giguere, A. Giorgioni, H. Gumke, F. Haag, H. Hartman, A. Kara, A. Landis, R. Lehman, S. Lentz, A. Majeske, S. Molloy, M. Muller-Kahle, J. Petko, J. Price, M. Ritchey, T. Rohrbach, J. Royer, S. Ruch, K. Schwientick, R. Service Manzo, J. Siddique, A. Siddiqui, N. Sloboda, J. Smeltzer, B. Thoman, A. Vardo-Zalik, and E. Wenk.

**I. Approval of minutes from the September 20, 2023 Senate Meeting**

* Mark Casteel; seconded by Noel Sloboda

**II. Communications from administration, faculty, and committees**

A. Announcements from the Chancellor, Dr. Dave Christiansen

* Congratulations, we’re in week ten!
* Our official campus census was 707, a 1 percent decrease from last year’s census; in our region where you see a decline, Mont Alto is down by 12 percent, Berks by 7 percent, and Harrisburg is up.
* We’re on track to have as many students finish this semester as last semester; the first-year seminar (FYS) is doing good things; we have stopped the declines we’ve been seeing over the last few fall semesters.
* I feel good about the campus budget; we still don’t have a state budget though there’s a lot of pressure being put on the state legislature to approve something before they leave in November.
* The University has reiterated its intention of an average 3 percent salary increase across the board.
* The funding levels for our departments will stay the same.
* We’ve had to make changes to old faculty development funds (no more TDGs and PDGs) but we’ve backfilled with dollars from our local funds; there’s a charge to faculty affairs to talk about criteria for those awards; Bob Farrell still has his research funds.
* We have a new vice president of Commonwealth Campuses, who was chancellor at Penn State Abington (she’s still relatively new, only here for 2.5 years so far); looking forward to learning about her goals and aspirations for the campuses; chancellors have received requests for information to give to her to learn about the campuses.
* I want to turn things over to Bob Lehman to talk about a disturbing trend on the campuses of bomb threats
	+ Bob Lehman: It’s not isolated to Penn State, but we’ve experienced nine bomb threats across the University; the trend is an email and the emails have identifiers and commonalities; if you were to receive an email of this nature, let someone know right away, save it, and talk to a police officer; some emails weren’t discovered for 24-48 hours; we think they’re coming from an IP address from outside the country; I’m going to update handouts on what to do if you get a threatening phone call and things you need to take note of; the phone system here rolls if a call is not answered; we haven’t had to evacuate any campuses yet and there’s been no mass notification; if it happens, we’ll evaluate the information and keep it close to the vest
		- They openly mention a female name and in some cases, they provide a phone number in the emails
		- Anne Vardo Zalik: Are these emails possibly going to junk?
		- Bob Lehman: I can’t tell you; I don’t know. There’s been no threat at Penn State York yet; a couple of campuses have been secondary dissemination points (a lot of high schools are deferring to evacuation; universities are locking down).
		- Ryan Service: How do you want us to communicate if there’s a threat?
		- David Christiansen: None of these have been credible threats; we’re going to look at what other campuses have done.
		- Bob Lehman: We’re going to have several activities coming up on how to handle this scenario.
		- David Christiansen: We’ll have a meeting to talk about the steps/procedures we’ll take with this; but we don’t want to concern people unnecessarily; we are going to be transparent about anything we see, though.

B. Announcements from the DAA, Dr. Bob Farrell

* Not present; see DAA Report
	+ Bob Bartell: Late drop deadline is still November 10, right? (Yes)

C. Announcements from University Senators, Professor Joan Smeltzer and Professor Bob Bartell

* Announcement about advisory and consultative reports in UFS, as well as general Faculty Senate information from previous meeting.
	+ Joan Smeltzer: I traveled to University Park, there was a reception for the Commonwealth Campus senators that was kind of a bust that was supposed to be at the president’s house, but it was moved to the Bryce Jordan Center and hosted by someone else.
	+ There was discussion at both the commonwealth caucus meeting and also during the committee meeting I attend regarding new tuition surcharge; students who enroll in 19 credits or more are charged tuition to go along with it (before they could load up credits without additional cost during first week of the semester); unintended consequences to this – students enrolling in co-ops or internships where they end up with 19+ credits; there’s going to be a review of that new policy so that perhaps there could be exceptions built into it.
	+ Reviewing AC-61: our appointments and appointment periods; looking to nail down how long are the appointment periods and what work is expected of you outside these periods; a little too nebulous right now.
	+ At caucus meeting and senate plenary to have Board of Trustees meeting present to members – they are making an excellent effort to listen to senators; vice chair is visiting campuses to learn what’s going on; there has been no discussion on topic of campus closures at trustees’ meetings (they’ve been asked point blank about this).
	+ During plenary, Michael Wade Smith discussed new strategic planning cycle.
	+ The provost announced new visitor code of conduct policy to prevent unfortunate events from happening.
* Bob Bartell
	+ Everyone was very outspoken on issue about raises; optimism that bill will pass, just a matter of how long it will take; there’s a commitment to the 3 percent raise.
	+ Sign up for advocate.psu.edu and write to legislators.
* Joan Smeltzer
	+ How much do you all know about the workings of the faculty senate? We should include some of that when we give these reports
	+ Each commonwealth senator is also a member of the commonwealth caucus; these meetings are held on Monday from 8:15-9:15 p.m., night before senate; speakers are peppered with questions (this time it was the vice president of the Penn State Board of Trustees).
	+ Tuesday consists of three meetings: committee meeting at 8:30 a.m. (each senator has to be on a committee – I’m on budget, Bob’s on research); after senate meeting we are given list of three items for committees to discuss (the reports that Stephen Foster puts in Canvas help us see what is being discussed); a second commonwealth caucus/business meeting at 11:15 a.m.; 1:30 p.m. is when the plenary begins and it runs way too long and we typically leave at 4:30 p.m. though it’s usually running long after that
	+ We only have authority over the University curriculum.
	+ We can report concerns that are brought to us by our units and if they are funneled to a committee for consideration, then they may create an advisory consultative report (like the British monarchy! The monarch can warn and plead – so can the senate).
	+ The other report sent to you by Kathy Bieschke involves concern over what happens after committees discuss issues and present concerns.
	+ If you’ve got concerns about the University, understand how the structure works, tell me your concerns and we can start to take it up the chain.
* Fred Haag: In the Bieschke report, there was something on program assessment stuff and that something will come out in November and start in January; what’s up with that?
* Joan Smeltzer: Ask me afterwards
* Bob Bartell: I think they’re trying to streamline the process of assessing our programs each year as well as individual courses.

D. Announcements from Faculty Council Representatives, Dr. Joy Giguere and Mary Ritchey

* Nothing but send us recommendations from our call from last time

E. Announcements from Diversity, Equity, Inclusion, and Belonging (DEIB) Committee

* Emily Wenk: The chancellor sent out the proposed change in the DEIB statement to including the word “belonging,” which is in alignment with the university-wide commitment to emphasize belonging in our campuses communities; please send us your feedback if you have any; we would also like to remind you that the committee maintains a website and it has a link to submit information about events that have DEIB elements to ensure the committee is aware of the event and can support and help promote/partner with the event.

F. Announcement from Staff Advisory Council Person of Contact, Beth Brennan

* Nothing new to report

G. Announcements from Senate Committee Chairs

* Joel Burkholder on behalf of Jim Crivaro and ASIC: Update on trying to streamline the absence process for student athletes; we met earlier this month, and we are going to create an online form to automate the process and set the expectations for students; Noel created syllabus language; the hope is to set the expectation for students, provide guidance to them, and improve communication between us and them.

H. Announcements from Faculty

* Joy Giguere: Please know that I’ve taken over as honors coordinator and email me instead of Andy Landis with honors-related issues.
* Noel Sloboda: Joseph Bathanti, former poet laureate and author, is doing a reading in the library on November 6.

I. Announcements from Staff

* Holly Gumke: The Sustainability Committee is hosting the Penn State Sustainability meeting on November 10 for one of their regional workshops from noon-2:30 p.m. in Polli Hall in the Graham Center for Innovation and Collaboration (there will be lunch!); our students are doing a tote bag event October 26 in the Precision Custom Components (PCC) Community Room in the Joe and Rosie Ruhl Student Community Center (The Ruhl Center). Mark your calendars for the holiday party on December 6 in the Pullo Family Performing Arts Center.
* Andrew Caldwell: An adviser development session is set for October 31. It will be an open session over the noon hour. Please send your questions ahead of time and we’ll drink cider. Also, we have an update involving our advisers – we have some long-serving staff that are retiring shortly, so my team is thinking of a creative way to move forward as an office. What we’ve decided is that we’re going to be having a full-time advising position that will serve specifically first-year students; it will allow us to reshuffle some of what we do and better support the FYS and other retention initiatives. There will be a records coordinator position that will be a split position supervised partially by me and partially by the Registrar’s office; at some point we’ll be reaching out for faculty volunteers for search committees.
	+ Emily Blanke: For the first-year adviser, will they teach a section or two of FYS?
	+ Andrew Caldwell: We haven’t gotten that far yet in the planning process; they will likely do most of the presentations to the FYS classes; this person will have a connection in some way as a fallback adviser when faculty advisers are not available.
	+ Fred Haag: Have you made plans for the faculty advisers who are retiring in the fall?
	+ Andrew Caldwell: It is definitely on the radar.
	+ Fred Haag: You are losing all College of Liberal Arts advisers by the end of the academic year.

J. Announcements from Student Governance, Bryce Thoman

* The Student Government Association (SGA) just had its first SGA-sponsored event today, a resources fair in the hallways on the lower level of The Ruhl Center.
* We have a Commonwealth Campus Student Government (CCSG) meeting coming up November 3-4 and we’ll go to Penn State Brandywine campus and have things to report back from that.
* We are still looking for more senators, so if you have any high achieving students with good character, send them my way; we have about six and we’d like to hit double-digits

K. Announcements from Senate Chair, Dr. Amber Majeske

* Anne Vardo-Zalik: When are committee reports due?
* Amber Majeske: Our last meeting for senate is November 29, so that’s when we’ll have final motions, and you can have reports ready for that last meeting. Also,I do represent the faculty to the Advisory Board Executive Committee and I get asked how the faculty are doing, so if anyone wants me to share things at that meeting, let me know, otherwise I just bring what I hear at senate meetings (you can brag about yourselves or your colleagues; it can be good things we’re doing as faculty so I can tell them how cool we are).

L. Announcements from Senate Chair-Elect, Dr. Joy Giguere

* Nothing to report

**III. Unfinished Business**

**IV. New Business**

**V. Forensic Business**

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**VI. Adjournment**

* Mark Casteel; seconded Steve Lentz

**VIII. Next Meeting:** November 29, 12:15-1:15 p.m., 106 Romano

Proposals for new business by committees must be distributed to all members at least 72 hours prior to the meeting at which they are to be discussed. Except as otherwise provided, all meeting notices and agenda shall be distributed at least 48 hours in advance. Please get the materials to the secretary in time for distribution.