

Penn State Berks Senate
Monday, March 18, 2019
12:15-1:15 PM
Multi-Purpose Room (MPR), Perkins Building
Agenda

- **Call to Order**
- **Additions, Corrections, and Approval of the Minutes of the February 25, 2019 meeting**
- **Announcements and Reports by the Chair**
- **Reports of Officers and University Senators**
 - Vice Chair and University Senator Maurer
 - Secretary and University Senator Zambanini – Report on Retention and Accessing of Senate Records (**APPENDIX A**)
 - University Senator Ansari
 - University Senator Bartolacci
 - University Senator Snyder
 - SGA President Ryan Morris
 - Student Senator
- **Comments/Announcements by Administrators**
 - Chancellor Hillkirk
 - Associate Dean Larson
- **Unfinished Business**
 - Executive Committee – Proposal to Amend the Standing Rules (**APPENDIX B**)
- **Forensic Business**
- **Motions from Committees**
 - Physical Facilities Committee (Charge #8: Accessibility Report) (**APPENDIX C**)
 - Nominating Slates, Executive Committee
- **Informational Reports from Committees**
 - Academic Affairs Committee
 - Student Affairs
- **Other New Legislative Business**
- **Comments for the Good of the Order**
- **Adjournment**

Penn State Berks Senate
February 25, 2019
12:15-1:15 PM, Multi-Purpose Room, Perkins Student Center

Attendees: Ali Alikhani, Mohamad Ansari, Mike Bartolacci, Tara Beecham, Donna Chambers, Alex Chisholm, Valerie Cholet, Justin DiAngelo, Colleen English, Maria Fellie, Andrew Friesen, Sarah Hartman-Caverly, Jinyoung Im, Erin Johnson, Ada Leung, Joseph Mahoney, Michelle Mart, Cesar Martinez-Garza, Pauline Milwood, Mahdi Nasereddin, Shannon Nowotarski, Meghan Owenz, Jayne Park-Martinez, Dawn Pfeifer Reitz, Michele Ramsey, Matthew Rhudy, Marissa Ruggiero, Holly Ryan, Jessica Schocker, Allison Singles, Stephen Snyder, Brett Spencer, Hartono Tjoe, Praveen Veerabhadrapa, John Weber, Bob Zambanini (Faculty); James McCarty, Marie Smith (Staff); Pradip Bandyopadhyay, David Bender, Kim Berry, Dave Delozier, Lisa Glass, Keith Hillkirk, Janelle Larson, Lolita Paff (Administration).

1. Call to Order

2. Additions, Corrections, and Approval of Minutes of January 28, 2019 –The Chair called for any additional additions, corrections to the minutes. Hearing none, a motion was called to approve the minutes and was seconded. *The minutes were approved.*

3. Announcements and Reports by the Chair – Votes for the election of University Senator are taking place this week and will be closed on Saturday morning. Open nominations for Senate Officer positions will close at the next Senate meeting (in March). The Chair highlighted three information reports from the last Senate meeting which were not discussed due to lack of time. The Physical Facilities & Safety Committee submitted a report on updating space use and discussed the plans for the Knowledge Commons. A taskforce has already begun work on these items; their efforts was summarized effectively in that report. The Academic Affairs Committee report gave details on the topic of changing the schedule pertaining to extracurricular activities during regularly scheduled class times. The topic of the Executive Committee report was the unfinished charge from 2017-18 on whether there should be any budget neutral changes in administrative or academic structure. After much discussion last spring, the conclusion from the Executive Committee was that there should not be any change and that some of the issues regarding responsibility for PC's, while the idea of college reps is something that is being looked at by the Faculty Affairs Committee now and possibly in the future.

4. Reports of Officers and University Senators

- **Vice Chair and University Senator Maurer** – Not present.
- **Secretary and University Senator Zambanini** – The details on the plan to efficiently store and retrieve Senate records has been delayed until the next meeting.
- **University Senator Ansari** – No report.
- **University Senator Bartolacci** – Consultation is a key component when the Curricular Affairs Committee reviews proposals for course revisions. It is important that course proposals have this Consultation component.
- **University Senator Snyder** – The Faculty Affairs Committee revised AC21 to include clarifying statements regarding rank and title. The Committee is hopeful that this document will move forward. We clarify the length of contract and recommend consideration for the longest contract available rather than holding administrators to a year or specified years. We finished up an informational report from the commonwealth campuses regarding promotion of tenure-line

faculty to full professor. There seems to be a university-wide concern that faculty at the campuses are not being promoted in the same proportion as those at University Park.

- **SGA President Ryan Morris** – Not present.
- **Student Senator** – Not present.

5. **Comments/Announcements by Administrators**

- **Chancellor Hillkirk** – Spring commencement will be held on Saturday, May 4. The keynote speaker will be Jay Sidhu who was the founder of Sovereign Bank (now Santander). Among his extensive experience in higher education is having served on the Board of Trustees at Wilkes (his alma mater). Two ceremonies will be held (10 AM and 2 PM). As is standard, the division with the largest number of graduates will have its graduation earlier in the day. Thus, graduation ceremonies for the HASS and Science divisions will commence at 10 AM and those for the EBC division will commence at 2 PM. Weather permitting, commencement will be held on the Perkins Plaza (otherwise we will be in the gymnasium). I encourage your participation in this important event for our students and their families.
- **Interim Associate Dean Larson**
- Joe Webb is interested in developing a convocation at Penn State Berks during the first week of class, either Monday or Wednesday, during the common hour. The intent of a convocation is to help students get into the academic mindset and think about why they are here. We are currently looking for faculty members to serve on this planning committee. The faculty meeting that was scheduled on March 27 will now take place on March 20.

6. **Unfinished Business – None**

7. **Forensic Business – None**

8. **Motions from Committees**

- **Executive Committee – Proposal to Amend the Standing Rules (Appendix A)** – The Chair provided an overview and highlighted the rationale for the motion. The Chair opened the floor for discussion, which followed. A question was raised pertaining to consultation with the athletic department in-regard with this motion. The Chair indicated there was none and shared this was checked in-regard to university policy to inquire whether this was standard or obligatory to have this committee. She noted for several years this committee has not had many substantive charges assigned by the Executive Committee. The Chancellor shared that our Northeastern Athletic Conference (NEAC) Presidents' Council works very closely with the athletic directors but the Presidents' Council ultimately have the authority in-regard to decisions. He assured all that our athletic director here at Berks takes very seriously to ensure that academics comes first, and doesn't feel this will have a negative impact on athletics at Penn State Berks. After additional discussion, the Chair commented that this in no way reflects the Executive Committees' value of athletics on campus. Senator Ansari shared an overview university-wide and noted the majority do not have an intercollegiate athletics committee as part of their standing committees. A motion was made to delay the motion until the March meeting and seconded. *The motion was approved.*
- **Physical Facilities Committee (Charge #1: Renovation Report) (Appendix B)** – An overview of the report was provided. The recommendation is to add an additional stakeholder to the Beaver renovation team. The current primary stakeholders are housing & food services, kinesiology and athletics. The committee is asking for an additional stakeholder to be added and recommends faculty or administrative representatives from the P3 group (nursing). The Chancellor shared that he does not support this recommendation and provided the reasons why. He commented that we are now in the design phase and thus the proposal is late and premature

due to there is no P3. He also indicated while he is fully confident that we will secure a baccalaureate degree in nursing at Penn State Berks, the College of Nursing is currently going through accreditation and in doing so they have asked for us to be silent at this time; they take their accreditation very seriously. He acknowledged and thanked all those involved in the planning process, including Kim Berry's leadership, for their hard work during this process. The Chair called for a vote. The results were 15 in favor, 20 against; *the motion failed*.

9. Informational Reports from Committees

- **Strategic Planning and Budget – Report on Faculty Salaries (Appendix C)** – An overview of both reports was provided. The reports were reviewed and discussed. The Chair clarified the purpose for the report, noting the committee wanted to determine, through discussion/feedback, if faculty felt that there should be a recommendation should the model change. Background pertaining to summer compensation shared. Discussion followed in-regard to summer compensation and the salary range based on enrollment numbers. The Chancellor commented that the university's budget model is currently under review; while he supports the ongoing conversation, the outcome remains unknown. The Chair asked if there was support in sending this back to the committee for a recommendation and called the question. *The report will go back to committee for further recommendation.*
- **Strategic Planning and Budget – Meeting Minutes, January 25, 2019 (Appendix D)**

10. Other Legislative Business – None

11. Comments for the Good of the Order – None

12. Adjournment

(APPENDIX A)
Executive Committee
Report on Retention and Accessing of Senate Documents

Background

The Penn State Berks Senate has existed since 1972. During this time, the Senate has published many documents. Referencing these documents to find specific information is often cumbersome. It is desirable, then, to have a system by which Senate records can be effectively stored and searched for efficient reference.

Proposal

The records of the Penn State Berks Senate shall be archived using the Penn State Berks Campus Intranet storage system (<https://sp.psu.edu/psu/bkwebfm/SitePages/Home.aspx>). There shall be a folder on the main page of this system titled “Penn State Berks Senate Archives.” Within this folder there shall be four sub-folders: Senate Meeting Binders, Committee Rosters, Committee Chargers, and Administration Responses. Specific topics can then be found in these records using a simple search box that is available on the main page of the intranet storage system. On the Penn State Berks Senate webpage (<https://berks.psu.edu/penn-state-berks-senate>), a link to the Penn State Berks Senate Archives folder will be placed at the bottom of the vertical panel on the left side of the page (this panel contains links to the records of the Penn State Berks Senate for the most recent 5 years of activity).

Implementation

All Senate binders (i.e., .pdf files sent with Penn State Berks Senate meeting announcements) will be placed in the “Senate Binders” sub-folder of the Penn State Berks Senate Archives folder on the intranet. Similarly, files of past Senate Committee Rosters and Committee Charges shall be placed in their appropriate sub-folders. Finally, Administration Responses for the last several years will be added to its appropriate sub-folder. The intranet storage system has ample storage to hold all Senate records.

It is projected that this work shall be completed by June of 2019.

Rationale

This archiving of Senate data will provide a convenient and efficient storage of pertinent documents of the Penn State Berks Senate. The documents will be available to all Penn State Berks Senate personnel (with login credentials) while simultaneously being protected from outside access by Penn State software security procedures. Thus, any member of the Penn State Berks community will have one central location to find and access all documents of the Penn State Berks Senate.

(APPENDIX B)
Executive Committee
Proposal to Amend the Standing Rules

Background

Faculty members have busy schedules divided among teaching, research, and service. It is not always easy to find faculty members to fill all Senate committee positions with the time to devote meaningful service to those positions. In addition, when faculty members have committed to serving on a committee, their commitment and time should be valued by asking them to do meaningful and necessary work. For several years, the Intercollegiate Athletics Committee has not had many substantive charges assigned by the Executive Committee. Finally, as a member of the NCAA, the Berks campus follows and is mandated to follow many specific procedures regarding its athletic program; to comply with NCAA and university rules, the Berks campus has an active Director of Athletics.

Motion

The Executive Committee proposes to amend Article II, Section 2, and Article VI Sections 4 and 6 as follows:

Article II

SECTION 2 STANDING COMMITTEES

The Standing Committees of the Penn State Berks Campus Senate shall include the following:

- (a) Executive Committee;
- (b) Academic Affairs;
- (c) Faculty Affairs Committee;
- ~~(d) Intercollegiate Athletics~~
- (e) Physical Facilities and Safety Committee;
- (f) Strategic Planning and Budget Committee;
- (g) Student Life Committee.

Article VI

~~SECTION 4 INTERCOLLEGIATE ATHLETICS COMMITTEE~~

~~(a) Membership:~~

- ~~(1) Two faculty members from each Division shall be appointed by the Berks Executive Committee for a period of two years (with one faculty member serving as the Committee Chair)~~
- ~~(2) One undergraduate student senator from the Berks SGA;~~
- ~~(3) Faculty Athletic Representative to the National Collegiate Athletic Association;~~
- ~~(4) Director of Intercollegiate Athletics at Berks (non-voting);~~
- ~~(5) Senior Women's Administrator for Intercollegiate Athletics (if the AD is not~~
_____femal
e) Senior Men's Administrator for Intercollegiate Athletics (if the AD is notmale)
(non-voting);
- ~~(6) Two student athletes (one male and one female) on Berks varsity~~

athletics teams (who are also members of the Student Athlete Academic Committee);

(7) Coach of one of the Berks varsity athletic teams (non-voting).

(b) Duties:

1. Responsible to the Berks Senate for all intercollegiate athletic programs at the Berks Campus as they relate to the University's academic and educational objectives.
2. Shall include all teams and individuals representing the Berks Campus with significant off University activity.
3. Shall consider policies on eligibility of students for intercollegiate athletics; approve intercollegiate athletic schedules as they affect academic standards and distribute this approval to the University wide Intercollegiate Athletics Committee; and help promote a sound academic climate for the intercollegiate athletic programs at Berks campus.
4. Shall meet with responsible administrators and others concerning the intercollegiate athletic programs at Penn State Berks that offer intercollegiate competition. It shall make a particular effort to seek the views of students participating in these intercollegiate athletic programs.
5. Shall serve also as an advisory committee to the Chancellor of the Berks campus on the operation of the intercollegiate programs.
6. Subject to the general authority of the Chancellor of Berks, it shall initiate new policies, or review existing policies, which govern these intercollegiate athletic programs. While these policies shall guide the Department of Intercollegiate Athletics and administrators at Berks, the Committee shall not act in an administrative or executive capacity.
7. Shall develop recommendations to the Chancellor of the Berks campus on matters affecting the North Eastern Athletic Conference (NEAC), the other Penn State Division 3 campus athletic programs, the University wide Intercollegiate Athletic Committee, the NCAA, and other national athletic governance bodies in which the University holds membership and shall work closely with the faculty representatives in establishing the University's formal vote to these organizations.
8. At the request of the Chancellor of the Berks campus the committee may consider other issues affecting the various athletic programs under the Chancellor's jurisdiction.
9. Shall report on its activities to the Berks Senate at least annually.

(c) Rules of Procedure:

The Intercollegiate Athletics Committee shall excuse all non-voting members of the committee prior to further discussion and voting.

SECTION 6 STUDENT LIFE COMMITTEE

(a) Membership:

1. Two (2) faculty from each division;

2. *Faculty Athletic Representative to the National Collegiate Athletic Association.*

3. One at large faculty (This position will be considered only after (1) is fulfilled and as needed);

4. Director of Student Affairs or representative, ex officio, non-voting;
5. 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 (*see #5, below*);
 - 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. *Shall review with the Berks campus Director of Athletics annually all aspects of student athletic programs, including but not limited to intercollegiate and intramural athletics programs, scheduling of programs, eligibility for participation, impact of athletics on student life.*

Rationale

This amendment is recommended for the following reasons: to better and more efficiently use faculty member's time; to make service on Senate committees meaningful and purposeful; to respect the time and work of the Director of Athletics; and to continue on-going reviews of athletic programs as they affect the lives of students and the core mission of Penn State Berks.

(APPENDIX C)

Physical Facilities and Safety Senate Committee Charge 8 Report Spring 2019

Charge #8: Investigate accessibility for all people in and out of various buildings and throughout the campus. Prepare legislative report with suggested changes or accommodations.

Background Investigation:

The committee consulted with Kim Berry who provided maps of accessible and ADA compliant walkways on campus (See attached). Additionally, Mr. Berry provided information about the substantial updates that have been made over the past fifteen years to increase the accessibility of the campus, including power door openings, Luerssen renovations, and an added elevator to Perkins. Additionally, Mr. Berry reported accommodations are made for special events like graduation or student orientation to ensure there are ramps or pads to increase accessibility. The soccer field is accessible and includes top-loaded bleachers. The remaining athletic fields are not, as they are accessed via a gravel pathway. However, there are handicap parking spaces available in the lot immediately adjacent to these fields.

Certain walkways on campus are considered “barrier-free” because of they do not include stairs, however, these walkways are not ADA compliant due to the steep slope. One such location is students coming down the steep incline from the dorms to the campus buildings. The State Department of Education has identified this walkway as noncompliant and Mr. Berry reports addressing this walkway is part of the Beaver renovation plan. The committee agrees that all future renovations to the campus should integrate the use of ADA compliant walkways.

Other areas on campus have been identified as less accessible, including the older farmhouse buildings which include narrow hallways and lips at entrances. Staff located in these buildings accommodate students by meeting in the central academic buildings, but these locations can remain a challenge for staff themselves.

A third area of campus which is problematic is for students, faculty and staff who are moving from Franco to Gaige (or vice versa). In order to avoid the stairs, students must travel back to the Library to access the ADA compliant pathway. A student utilizing a wheelchair previously requested her classes be moved from Gaige for this reason. However, an engineering study to make the passageway from Franco to Gaige more accessible determined that a switchback path would be necessary, and the ADA compliant pathway is of similar length, therefore no improvement in student travel time would have been achieved. An alternative solution to permit handicap parking in the faculty lot to the rear of Franco/Gaige would allow students to more easily access Gaige. However, Mr. Berry reports the walkway from that parking lot to Gaige is not ADA compliant due to the steep slope, and therefore, a handicap space is not permitted. Therefore, while Gaige itself is an accessible building, accessing Gaige is incredibly difficult due to inaccessible walkways, stairs, and a lack of proximal handicap parking.

The committee also consulted with the Student Disability Resources center on campus which provided information on the number of students who have registered with the center for a physical

disability in the past five years. Center staff highlights that students are not required to register with SDR and many students with mobility issues may be present on campus, but not known to the center.

Additionally, SDR supports the students who are participating in the GO-60 program (which allows older adults to take courses at Penn State Berks). In adults over the age of 60, mobility issues are more common, and this represents another group, beyond our traditional students, faculty and staff, who require an accessible campus.

Five History of Students with a Physical Disability Who Registered with SDR

	Physical Wheelchair	Physical Other*	Hearing	Vision
FA 2014/SP 2015	3	0	1	1
FA 2015/SP 2016	3	1	4	1
FA2016/SP 2017	3	1	6	1
FA 2017/SP2018	2	1	6	1
FA 2018/SP2019	2	3	2	1

*Physical Other: Encompasses students who have a mobility issue but do not utilize a wheelchair specifically (may use canes, walker, arm crutches, etc.)

Additionally, the center reported the following complaints they have heard from students in the recent past, which highlights student issues with accessibility:

“In the past, here are some concerns that we have come across.

- Access from Residence Halls to the Perkins in a wheelchair, the grade of the hill seems steep to travel down and up
- Having enough room to ambulate freely in a classroom
- Access to parking lot located behind the Gaige/Franco buildings would allow students in wheelchairs access to Gaige lots without having to travel (unassisted) from the Franco accessible parking, down the hill to Thun, and then back up the hill to get to the Gaige Building. Create an accessible space to Gaige, Gaige is accessible, but it is challenging to get TO Gaige.
- Parking lot spaces for the disabled are narrower compared to those off campus, even for the spaces with the additional area for a ramp.
- Difficulty with people parking in disabled labeled parking spots them without appropriate tags and/or using flashers to run into Gaige.
- Access to events hosted on the grass outside of Perkins should have flooring allowing access to all (graduation, orientation)
- SDR staff has, on several occasions, had to assist a student in a wheelchair, pushing them up the hill from Thun to Gaige or Thun to Franco for classes, as the grade was too steep for them to manually push themselves (if their motor was broken or died while on campus).
- Timely snow removal and treatment have been questionable when not operating on delay in inclement weather for students in wheelchairs”

It is important to note that individuals with disabilities may be underrepresented on campus until the campus is fully accessible. If the campus is perceived as inaccessible, the students and their families will not come to Penn State Berks and we will be unaware of them. It is not until a location becomes fully accessible that we can assess how many individuals with physical disabilities would utilize or select our campus. Therefore, it appears that making things accessible only as students require them result in us losing potential consumers. We commend the efforts to make the campus and events more accessible and hope this remains a campus priority.

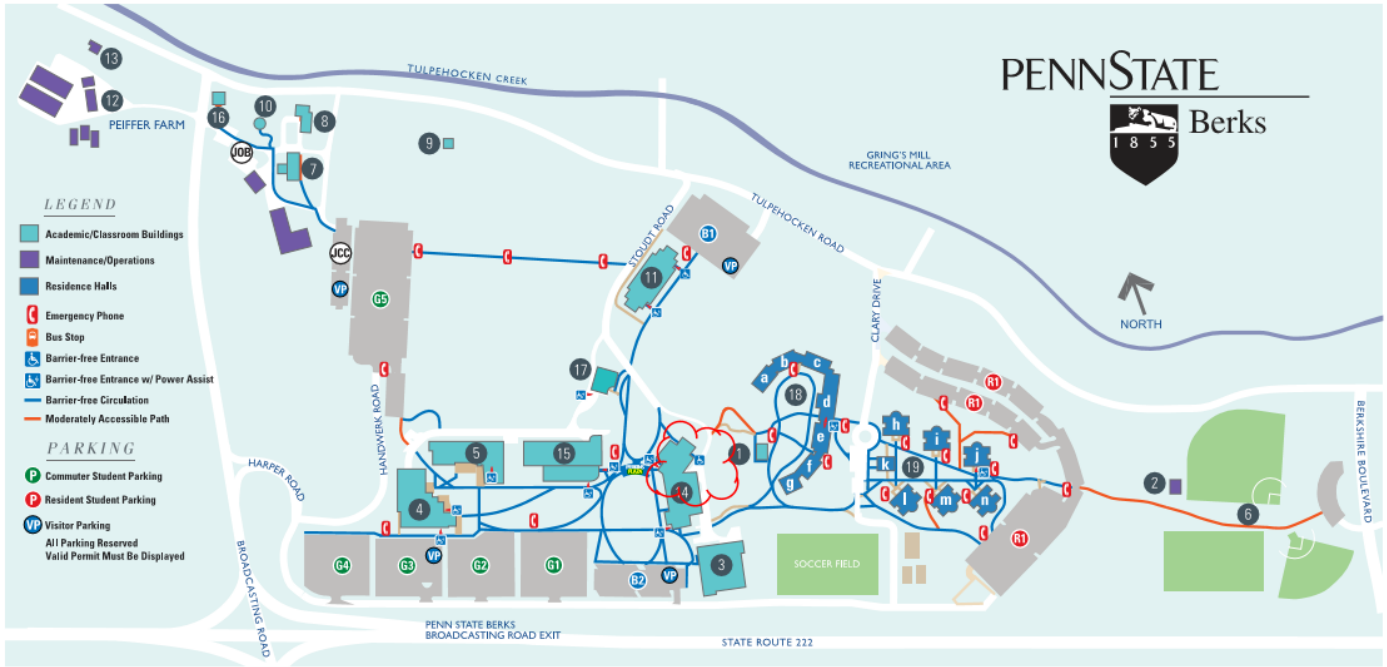
In summary, while many improvements have been made in the recent past, the campus can continue to improve accessibility. Four areas of campus are particularly problematic for students and family members:

1. Travel from the dorms to the campus core has the barrier of a non-compliant, extremely steep slope.
2. Access to Gaige is problematic.
3. Travel between Franco and Gaige requires students to first travel to the Library in order to access the ADA compliant walkway.
4. The sports fields (baseball, softball, etc.) include a packed gravel pathway, which is not ADA compliant.









The issue of number one can easily be addressed in the Beaver renovation plan. The committee recommends that numbers two through four be kept in mind as future campus renovations are undertaken, as there are no easy (and inexpensive solutions) to these issues and therefore the current budget situation precludes additional recommendations.

Recommendations:



1. The committee recommends that as renovations are performed (particularly to the new Beaver center), that all new walkways should be ADA compliant (grade).
2. Increase consideration of students of all ability levels when judgements about delays and campus closures are made. Individual faculty can also consider students of different ability levels when the decision to hold classes is made.



LEGEND

-  Academic/Classroom Buildings
-  Maintenance/Operations
-  Residence Halls
-  Emergency Phone
-  Bus Stop
-  Barrier-free Entrance
-  Barrier-free Entrance w/ Power Assist
-  Barrier-free Circulation
-  Moderately Accessible Path

PARKING

-  Commuter Student Parking
 -  Resident Student Parking
 -  Visitor Parking
- All Parking Reserved
Valid Permit Must Be Displayed

PENN STATE BERKS
BROADCASTING ROAD EXIT

STATE ROUTE 222