OS Speaker, Lori Armstrong opened the meeting with news of major snowstorm in Buffalo with over six feet of snow, noting that Niagara womens basketball team was stranded on a bus for over nine hours.

Lori introduced Sherry from Physical Plant who is the OS representative on the presidential search committee. Sherry stated that she has been employed at PSU as a gardener for about three years. She said she is looking forward to being on the committee and representing OS. If anyone has any questions or concerns regarding the search, they can contact her by email: sacovell@plymouth.edu.

Lori stated that there was an opening on the Planning, Budget and Leadership Group (PBLG) and Trudy Pelletier has been voted in. Trudy remarked about her background as a ‘number cruncher’ and in budgeting. Michelle Escobar is also on PBLG.

Jen Frank was speaker-elect and is stepping down due to lack of availability. Lori asked that if anyone is interested, to please contact her.

Committee Reports:

- Fundraising/Scholarship Committee has an opening. Lori requested that anyone interested should contact her. She will also send a survey requesting volunteers. Brenda Clayton spoke about the upcoming Festival of Trees. There were 22 so far and we had about 62 last year. Brenda requested volunteers for the event the weekend of December 5-6th. Registration can be completed on facebook – ‘PSU Festival of Trees’.
- Professional Development – Deb Underwood mentioned that anyone taking a class may be able to get reimbursed for textbooks and that there would be a credit union seminar in HUB 119 at 1pm today.
- Safety Committee – Mark Casale stated that a newsletter is forthcoming. There was discussion about icy walkways, proactive options, alerts for black ice conditions and distribution of salt/sand in advance. He also mentioned that the walkway between Boyd and Pemi was regraded to redirect water flow. A request was made for sand stations near Memorial Hall. Liability issues and correct mix of salt/sand were noted. Kathy Peverly mentioned barely avoiding hitting a pedestrian when her car slid uncontrollably on ice last year.
- Parking Committee – Roberta stated that they had one meeting and another is coming up next month. Looking at another park and pay or extending the current one. She mentioned that Rodney Ekstrom is hoping to have more spaces for alums and visitors. This is just being discussed; no voting at this time. Mark Casale said that they are shuffling student parking at AllWell North and there is parking available now at Belknap as the residence hall is closed.
- PAT Observer, Kathy Peverly reported on the last PAT meeting held November 7th:
  - New PATs were introduced as follows:
    - Kaleb Hart, Videographer Advancement
    - Steven Cramton, IT II Lamson Learning Commons
    - Thomas Janis, Global Education Office
    - No guest speaker due to the Pat Storer award presentation
  - Committee reports: The following gave reports
- Athletic Council: update on Allwell was provided. Field Hockey coach Bonnie Lord reached 100 wins, Tennis team won championship!
  - Fundraising and Benevolence: Raffle is happening right now. Scholarship fund tickets $2/ticket or 10 for $10. Calzones and parking spot up for auction. Have items to donate please email Angie.
  - Nominating and Balloting: Andy Palumbo is the rep to the Presidential search.
  - Observer to Student Senate: current speaker JJ Thepalma, stepping down, speaker elect will be stepping up this Sunday. Conversation about switching day of meeting has been tabled.
  - Welfare: two topics are being discussed- Presidential search regarding changing membership to allow for more representation from campus groups, maybe a standard set of questions that PATs ask all the candidates and funnel back to the reps. And Budget cuts, will they come from top or student services (does this mean no raises, and if so, does that mean this will put us in a position to have an equity problem compared to other campuses in the system that are getting raises).
  - Pat Storer award was presented to Leslie Castonia.
- Lori thanked Roberta for providing cookies for today’s meeting
- Service Committee – Jess Dutille
  - Jess said that the Presidents Commission on the Status of Women hosted the Young Women’s Conference where high school girls learned about body image, healthy relationships.
  - The Theo Kalikow award will be hosted in the Spring
  - Working on sexual harassment policy
- Jess stated that the president would like one OS representative on this Commission which meets the second Tuesday of each month from 12:30-1:30 in Lamson. If interested, please contact jadutille@plymouth.edu.
- Lori requested updates and there was no news from the following:
  - Bylaws Committee
  - Nominating Committee
  - Technical Committee
  - Benefits
  - Welcoming Committee- Babs Lajeunesse stated that there were no new hires.
  - Welfare Committee
  - Faculty Observer – (Kit Otto was not present)
  - Honorary Degrees
  - Presidents Commission on Diversity

Lori stated that the survey was completed by about 55-60 OS members (of approximately 110 total). Concerns were mostly about the budget and HR. The survey responses will be discussed at the next OS Executive meeting and questions will be addressed.

Next OS meeting will be December 10th at 10:00 a.m. in the Newfound Room. This meeting will include presentation of the Sara Jayne Steen Operating Staff Service Award following the business meeting. Lori said there was a phenomenonal response with many amazing nominations.

January meeting will include a presentation by Babs Lajeunesse and Patrick Cate re: Student Success.
Presentation by VP Paula Lee Hobson followed re: new marketing campaign and communications.

Highlights:

- Alumni Campaign – still counting but over 420 alums participated so far, with 124 of them new donors surpassing the goal on day 1. Additional challenges came forward and social media played a big part in the success.
- New ad on Youtube today where ads are targeted to 17-year-old audiences
- New Experience Education on website came from marketing strat ops last Spring, Strategic Plan Focus 20:20 and Scarborough consultants
- New Branding with six concepts from Millenium marketing firms which were tested in student focus groups and by alums
- We are one PSU sending four strong messages with integrated marketing communications
- PSU is investing $1.4M in marketing and tracking return on investment

Meeting was adjourned (32 attendees). Next meeting December 10th at 10:00 a.m. in the Newfound Room.