I. **Acceptance of Minutes**: Unless there are corrections, we shall enter the minutes of the December 5, 2014 meeting as approved. Accepted.

II. **New P.A.Ts**: Lynnette Lawrence
Angel Ekstrom, back as PAT at the SAGE Center.

III. **Guest Speakers**: Steve Barba & Janet Capaul - Presentation of PSU Legislative Advocacy
Been doing advocacy work for a few years. System used to have an advocacy person campus participation as needed. A few years ago that changed, the system wanted each institution to have an advocacy team. The campuses participate every week via teleconference around advocacy. Also utilizes State Net, a bill tracking system that keeps track on bills that could impact institution or system. Each campus is responsible for building a constituency, we need 1000 members, not there yet. We need people to sign up and say you are in support of higher education institutions in NH. Low commitment, just sign up, may be asked to write a letter or make a call about the issues that impact our institution. PSU is following 5 bills, they have been assigned to us by the advocacy team. Steve goes to the hearings and takes notes on the 5 bills. One bill is a voter registration bill, others are the right to know law, arrest of police officer that has violated the law, installation of cameras in police vehicles, and establishing a right to know commission. The system has proposed to Governor and finance committees our request for appropriation. Appropriation was cut a few years ago, a couple of years ago partially restored, 7 million comes to PSU, 84 million to the system in total. In 2009 the system received 100 million. System is proposing that if the appropriation is raised back to 100 and then up 5 more, tuition would be frozen for a number of years following. NH is ranked 50th in state support (even if support doubled would still be in 50th) and 1st in amount of student debt, 50th in number of students that leave NH to go to college in another state. Urge you to think about signing on to support higher education. We are currently at 850. If you sign up as an advocate, your name does not go anywhere, it stays at PSU, the campaign is in house. When you sign on you will receive updates about the budget process and prompts to help keep the action in the right direction. Actions could include going to a public hearing, some happening in March, could also include sharing information with others, or writing the paper. All institutions asked supporters to contact Governor’s office to support higher ed, it was successful. Cards were handed out, website is on the card.

Ted Wisniewski would like to see the amount of appropriation that comes to PSU changed. Steve Barba recommends writing a letter to the Board of Trustees. Noelle Ferris, can go to UNH website to see budget breakdown. Janet Capaul, info also available on website on card.

IV. **Speaker's Report**: Kim Bownes
Last leadership meeting was cancelled. Nothing to report from that. President Steen’s SOUA will be in Hanaway Theatre on March 25th, at 3:35pm, last address.

V. **Update on Enrollment**: Undergraduate (Written by Andy Palumbo) & Graduate (Lynnette Lawrence)
Lynette, at the graduate level registration in courses is what drives numbers, for Winter still trying to make up some ground 1333 for last winter, 1321 this winter. Winter term is still happening. Spring is looking great, 788 registrations compared to 775 last year. Goal is 1763 registrations. Spring is longest term so we can hopefully meet goal and make up some ground. Admissions, last year at this time 525 had been admitted, 400 had enrolled in courses. This year 500 have been admitted 416 have been enrolled. Already admitted 16 for next fiscal year. Re-org in grad studies, working our tails off to meet goals and surpass in FY 16.
Written report from Andy Palumbo: Admissions Update

As of this week, we have seen 5100 first-year applications and admitted over 3,000 students. Many of the remaining applicants are still working on providing us with materials that will complete their applications and prepare them for review. Finally, we have 91 first-year deposited students for Fall 2015 as of Thursday morning.

To put these first-year numbers in perspective, the largest applicant pool that PSU has ever had was 5274 in 2011. PSU has a rolling admissions deadline so we expect a fairly steady stream of applications through, at least, April 1. I project that we will surpass our all-time application record on Monday or Tuesday of next week. This is very exciting. Also, for the first time in many, many years, Plymouth State has more overall applications than Keene State (by about 250). Public and private colleges in NH are generally reporting that their applicant pools are flat or slightly down this year (noting that this is one of the worst projected years for a decline in graduating seniors in the Northeast). The USNH schools are the outliers in this group.

In our monthly USNH admissions reports: UNH, with its application deadline now past (it was Feb 1st), is reporting that it is ending with approximately 4.8% more applications this year than last year. KSC is reporting that it has about 12% fewer applications than last year. PSU is reporting that it has almost 30% more applications this year than last year. Keene has 47 deposits as of Feb 1, UNH has 86 as of Feb 1, and PSU had 90 as of Feb 1. This means PSU has about twice as many deposits as KSC and for the second month in a row, we have more deposits than UNH!!! Don’t expect us to continue trending ahead of UNH though… seeing how their average class is designed to be three times the size of ours.

On the transfer side of things for Fall, it’s typically very early to expect to see more than a few dozen applications at this point. That said, the dynamic duo of Tony Trodella and Marylynn Cote have already surpassed 160 applications and are quickly closing in on 200. The tremendous amount of growth in this population is mirroring the efforts and results on the first-year recruitment side of things as well.

While this is all great news and we are very pleased to be seeing record numbers across the board, it’s still early. We rely on all PATs as well as our OS and Faculty colleagues to assist us in enrolling these future Panthers so we can end with a very strong (if not “record”) year for new students. It’s not just the “big things” that can help like leading an open house panel or staffing a table at an event, but it’s also the little things like saying hello when you see one of our two daily tours on campus, it’s picking up the stray “soda” can that may be seen on the ground on a Friday morning, and everything else that many of you do every day to make this community and this campus so special.

Many thanks from the admissions team for all that you do on behalf of the recruitment effort. We appreciate the enthusiasm and support that you all have shown us and, most importantly, the prospective families that we work with every day.

Did I mention that we have more deposits than UNH right now? ; )

VI. Update on Presidential Search: Written by Andy Palumbo: Presidential Search

The position was officially posted in late December. An advertisement was placed in the Chronicle of Higher Education in January to solicit applications, inquiries about the position, and recommendations. The Isaacson Miller search team has been hard at work speaking with potential candidates as well as references for potential candidates during this time. Originally we were supposed to have a mid-search check in meeting to discuss candidates that we have collected to date as well as those that are still having conversations with Isaacson Miller but have not officially decided to become a candidate. Due to weather, this meeting was postponed until next week. We have been given credentials to view the candidates in a secure online portal. I personally have
reviewed all of the candidates as of early this week and am pleased with the overall amount as well as the caliber of individuals included in the search to this point. I can’t speak to any more specifics at this time, but will let PATs know if our committee were to disagree with my own assessment of the candidate pool next week and we were to change course and/or timeline as a result.

VII. Committee Reports:

1. Athletic Council: Denise Normandin, John Scheinman—Very good meeting on Monday, 5 key areas: academics, current events, team records, NCAA conference, and mental health issues. Full minutes are posted. Academic criteria has been very successful, 3rd in league for athlete GPA. 29 football players achieved academic honor roll, Patrick Cate sent a good email about athlete support. Events, department out on 4 significant events, honored coach from U.Mass with a book of pictures and donation to cancer center. Next event was with Plymouth State teacher and coach, Jim, battling cancer, named a wrestling match after him. Salute to the Troops night was held last weekend. Honored former team member that passed away. Team records, win-loss aren’t great, women’s Ice Hockey won their game and came just short to beating Norwich. Dennis McManus is retiring and Clay Jenkins will be taking over—baseball. Student senate voted an increase in fee for athletics. NCAA conference, women’s volleyball is now D3 sport, arguments for non-season football. Main conversation—mental health, balancing athletics and academics. Other business, the need for students with concussions to have cognitive rest, professors may not be informed properly, may need a policy around this to help athletes recover.

Mary Campbell, is it expected that students communicate with faculty about concussions? Kim, Courtney is working with head Athletic Trainer, Mark Legacy will work with David Zehr. Mary, will a notice go out to faculty. Courtney, it is a work in progress based on level of concussion. Mary, happy to hear we are being more proactive.

Sam Wisel, been working closely with Lauren Lavigne, we increased fundraising by 273% for current athletic teams. Goal to raise $200k per year. Hired 3 student athletes to contact alums of their teams.

2. Fundraising and Benevolence: John Scheinman, Angie Ricciardi, Lauren Lavigne, Leslie Castonia—we raised over $3300 with PAT Raffle and silent auction.


4. Honorary Degrees and Awards: Rodney Ekstrom—No report

5. Media Advisory Board: Dave Carpentiere—We may want to take it off the agenda until there is something to report. No report for 4 to 5 years. Lynnette, there have been issues in the past? Dave, it is primarily run by the faculty, but not sure anymore of the charge. Media Advisory Board convenes when there is an issue with student media but unsure about the level or reporting structure. Do we need anyone in the position? Ad Hoc? Not sure we even have the right to remove ourselves. Kerry, HUB plays a role with Media Advisory Board when needed due to media organizations under the HUB, also includes Student Senate. We may need to meet because student orgs will be losing office space, or minimizing office space. Understanding is if and when there are issues. Recently there as a Clock article that was an issue but that was handled in house, rare that MAB would get together. Patrick Cate, PAT is now advising the Clock instead of faculty.

6. Nominating and Balloting: Kimberly Gammons, Lisa Ladd, Joyce Larson, Phil Atkinson, Tom Weeks—No report

7. Observer to Operating Staff (OS) Jessica Dutille—after URSA meeting, spoke about budget issues and transparency issues. We are already in a better position for this year. OS welcomed Phil King. Open positions on President’s Commission for Diversity, Fundraising, and Speaker Elect. Pat Cate spoke about
the Center for Student Success and stressed the importance of recognizing every person on campus as an important part of a student’s college experience, positive or negative. Barbara LaJeunesse spoke about how it takes everyone to support student success and encouraged everyone to reach out to students.

8. **Observer to Student Senate:** Sara Grady, Justin Thibeault, Sam Wisel, Terri Potter—Senate did a Super Bowl party, big success, first meeting on Sunday.

9. **Parking Committee:** Brendon Hoch, Ted Wisniewski—No report

10. **Planning and Budget Leadership Group (PBLG):** Pat Cate, Rich Grossman—URSA includes PBLG, main focus will be URSA. The URSA project will be encompassing, look at all the functions of the university.

11. **Professional Development:** Deb Tobine, Patti May, Lauren Lavigne, Sarah Robertson, Alan Baker—No report, we have money! Jen Hall, has the funding stayed the same? Deb Tobine, it is still the same.

12. **Representative to the Faculty:** Mary Campbell—The Faculty approved the following motions:
   - create a Marketing academic minor, offered by the College of Business Administration
   - create a Sustainability academic minor, offered by the Sustainability Council
   - Revise the Early Evaluation system that currently applies to students who have earned 47 or fewer credits (first year through second year sophomore classifications), to now apply to all students. Effective Fall 2015 all students will be “evaluated at the end of the first six weeks of classes during the fall and spring semesters. Instructors of full-semester courses submit grades on students’ performance. Students are urged to discuss these grades with their advisors and instructors. All first semester, first year students (those who have attempted fewer than 12 credits), after consultation with the advisor and instructor(s), may drop full-time course(s) within two weeks after notice of the early evaluation.”

13. **Safety:** Janette Wiggett, Kerry Keating—No report

14. **Scholarship:** Sara Grady, Deb Tobine, Patti May, Jess Morel—Meeting on Feb. 18th to start the process. Working to find out how much money they have so they can determine awards. Awarded between 2-4, $1500 scholarships in the past. The more money contributed, the more money we can use to help our students.

15. **System Personnel Policy Council (SPPC):** Phil Atkinson,—Met 3rd Thursday of January, had a total of 30 people throughout the system to take advantage of ACA insurance, more than 300 were eligible. Most people may have turned to state based exchanges because of the subsidies. Total for PSU was about 5 or 6. Big topic moving forward is 2018 which is when the Cadillac tax goes into effect. 40% excise tax will be applied to insurance plans that pass a threshold. SPPC is going away to be SHRC, Systems Human Resource Committee, same membership, going from 5 set meetings to 3 a year. Three dates are open, will meet before open enrollment the other two are open.


**VIII. Old Business:** None

**IX. New Business:**

Denise Normandin, health audit is closing at 5pm, only takes 2-3 minutes. Healthy PSU is also a community based research project, and it will help program planning and determining tools. Focus groups will be coming up. Next Friday, Healthy PSU goes RED day, centers around coming together as a community to support health and wellness, esp Heart Health. Next Friday, wear your red in front of the HUB at Noon.
X. **Announcements:** Diane Tiffany, PSU held an event to honor Governor Lynch and use his name to fundraise for students and get PSU’s name out. No cost to PSU, funded by other businesses. Students participated. 400 in attendance, and great opportunity to expose PSU, Advancement and Marketing, and Creative Services will be following up.

Laurie Wilcox, Keep in mind the compounding impact of enrollment beyond first year students. We still struggle with overall enrollment picture, good that new student numbers are up, but overall enrollment for FY 16 is not up. Lynette, got to pay attention to all students and focus on retention of Sophomores and Juniors. On May 1st one PAT will be honored as the Distinguished PAT member, in the next couple of weeks be thinking about nominations.

Caryn Ines, would like to congratulate Denise Normandin on being named one of the top 100 wellness professionals in the country.

XI. **Motion to adjourn:**

*If you are a committee chair and will not be present to make the report, please ask someone else to do so, or send your report via e-mail to Ashley Phillips @ arphillips1@plymouth.edu in advance of the meeting.*