

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
APRIL 15, 2010
ROOM 204 CARLSON LIBRARY, CLARION CAMPUS
CLARION, PA 16214

7:00 P.M.

I. RECORDING OF ATTENDANCE

The meeting was called to order by Mr. James, Chairperson, with the following Trustees present:

Dr. Syed Ali-Zaidi
Mrs. Susanne Burns
Mr. Ross Cioppa
Ms. J.D. Dunbar
Mr. R. Lee James, Chairperson
Mr. James Kifer, Vice Chairperson
Mr. Kyle McMunn
Mr. Larry Pickett
Mr. Howard Shreckengost, Secretary
Mr. Jeffrey Szumigale

The following trustee was absent from the meeting:

Ms. Donna Oberlander

The following members of the University administration attended the meeting:

Mr. Paul Bylaska, Vice President for Finance and Administration
Dr. Jocelind Gant, Assistant to the President for Social Equity and Assistant Vice President for International Programs
Dr. Joseph Grunenwald, President
Dr. Valentine James, Provost and Academic Vice President
Dr. Christopher Reber, Executive Dean, Venango Campus
Mr. Harry Tripp, Vice President for Student and University Affairs

II. MINUTES OF THE REGULAR MEETING OF FEBRUARY 18, 2010

A motion was made by Mr. Szumigale, seconded by Mr. Pickett, that the minutes of the February 18, 2010 regular meeting of the Council of

Trustees be approved as distributed by mail. The motion carried unanimously.

III. COMMUNICATIONS

A. Public Comments - None

B. Report of Student Senate

President Heather Puhalla reported on the upcoming Student Senate elections, a meeting of Student Senators and Clarion Borough Mayor Nancy Freenock regarding the Senate's Good Neighbor Program, and the Senate's participation in the annual " Safety Walk" to identify lighting, tripping and other hazards across campus for improvement.

C. Report of Faculty Senate

Dr. Laurie Occhipinti, Chair of Faculty Senate, reviewed activities of her group, including faculty participation in the Presidential Search, curriculum changes, movement toward outcomes based General Education, Senate elections, and the annual reception for retiring faculty.

D. Council Chairperson's Report

Mr. James called on Mrs. Burns for an update on the Presidential Search. Mrs. Burns noted that the Search Committee would be meeting on May 5 to finalize its recommendation to the Council on candidates for the Presidency. She further noted that the Council of Trustees would meet on May 6 to review that recommendation and to vote on the candidates.

Mrs. James reported that interviews for a replacement for Student Trustee Kyle McMunn were scheduled for April 23. He noted that Mr. McMunn was departing the university to enter pharmacy school next Fall. Mr. James reminded trustees that the Spring PACT Conference would be hosted by East Stroudsburg University on April 21-22. He also reminded them that Clarion University's Spring 2010 Commencement would be on Saturday, May 8, with ceremonies at 10 a.m. and 2 p.m.

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Action Item

1. Approval of Proposed Revisions to the Sexual Harassment Policy and Procedures and the Non-Discrimination Policy and Procedures

Dr. Grunenwald reviewed Board of Governor mandated changes to the university' s Sexual Harassment Policy and Procedures and its Non-Discrimination Policy and Procedures. He noted that Clarion' s policies had been revised to address requirements related to the provision of crisis counseling options for employees and students; the inclusion of a statement of risk pertaining to relationships in which there is a power or control dynamic (i.e., supervisor and supervisee; faculty and student); the obligation to conduct employee training yearly in addition to training for new students and employee orientations; and procedural provisions for the reporting of complaints when allegations involve the office charged with conducting investigations or the Office of the President.

A motion was made by Mr. Szumigale, seconded by Ms. Dunbar, to approve the following resolutions. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the proposed revised Sexual Harassment Policy and Procedures, as submitted by the President on this 15th day of April, 2010.

RESOLVED, that the Council of Trustees, Clarion University, approve the proposed revised Non-Discrimination Policy and Procedures, as submitted by the President on this 15th day of April, 2010.

Information Items

1. Enrollment Update

Dr. Grunenwald indicated that the university was within 25-30 applications of the number received last year at this time, down

about 40 deposits, and slightly better in transfers. He predicted an enrollment increase of 2% over last year.

2. Commonwealth 2010-2011 Budget

Dr. Grunenwald discussed the state's budget, which he termed "very austere" and noted his goal of leaving the university with an in-base balanced budget for 2010-2011 and \$2.5-3 million in reserves. He acknowledged that fewer and larger-sized classes would be inevitable.

3. Class of 2010 and other Outstanding Student Accomplishments

Dr. Grunenwald highlighted outstanding accomplishments of the Clarion University Class of 2010 and students at large. He noted that the students had achieved their success in the face of national competition.

B. Academic Affairs

Information Items

1. National Survey of Student Engagement

Dr. James reported that Clarion University was once again participating in the National Survey of Student Engagement (NSSE), used to gather data on first-year and senior students. He noted that results would be shared with the university community next Fall.

2. Assessment Monitoring

Dr. James noted that the University Wide Assessment Committee, led by Dr. Jamie Phillips, was working on a follow-up report to Middle States detailing the university's efforts in the assessment of student learning and institutional effectiveness. Dr. James further noted that the report was due to Middle States by October 1

3. Middle States Self-Study Visit

Dr. James reported that a steering committee for the university's upcoming Middle States Self-Study had been formed and would be chaired by Dr. Colleen McAleer. The

group' s first meeting is on May 10, 2010. Noting the need for a trustee representative on the steering committee, Mr. James asked Council members to consider serving in the role and to notify him of their interest.

4. Program Moratorium

Dr. James indicated that the Post-Baccalaureate Secondary Education Certification program had been placed in moratorium due to a PA Department of Education ruling.

5. Academic Excellence Series

Dr. James reviewed the purpose of the university' s annual celebration of recognition and research—the Academic Excellence Series. He thanked the trustees for their participation in presentations earlier in the evening by senior Honors students and invited them to attend Academic Excellence events throughout the week.

6. Title II Pass Rate Report – AY 2008-2009

Dr. James reported that the university had achieved an institutional pass rate of 99-100% in basic skills and academic content areas of the Title II Exams.

C. Finance and Administration

Action Item

1. Approval of Proposed Emergency Operations Plan

Mr. Bylaska provided background on the development of the university' s Emergency Operations Plan (EOP). He noted that while Clarion University had first formulated a plan for emergencies in 2001, the PASSHE' s emergency management consultant URS had recently advised all PASSHE member universities to update their emergency plans to be consistent with PEMA and FEMA requirements. Mr. Bylaska noted that the trustees had already approved a Hazardous Mitigation Plan and that the university also had a Pandemic Plan. He further noted that given the nature of the Emergency Operations Plan, it would not be posted to the university' s web site. He added, however, that the smaller Emergency Guidebook would be

widely shared with the university community as a useful resource for responding to a range of emergency situations.

Dr. Grunenwald indicated that Clarion' s EOP was being used as a model by the PASSHE. He indicated that after every incident, the university' s response is examined and the plan reviewed.

A motion was made by Mr. Kifer, seconded by Mr. McMunn, to approve the following resolution. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the proposed Emergency Operations Plan.

Information Items

1. Budget Update

Mr. Bylaska noted that estimated costs of retirements in future years had been skyrocketing. He indicated that the university had a plan for addressing the increased costs.

2. Status of Facilities Report

Mr. Bylaska reviewed projects on the Status of Facilities report attached to the trustees' agenda. With regard to the feasibility plan for Tippin Gymnasium, J. Grunenwald noted that five different scenarios were being considered. He indicated that as the planning moved forward, the new President would want to engage the trustees and others on needs within the new or renovated facility.

D. Student and University Affairs

Action Item

1. Approval of Proposed 2010-2011 Health Center Fee

Mr. Tripp reviewed the proposed establishment of a \$5.00 Health Center co-payment fee to address a projected deficit in the Health Center operation. He noted that despite operational efficiencies and a reduction in the Center' s staffing and hours, revenue generated by the Health Center fee (3.3% of tuition) had not kept pace with inflation. In response to a question from

J. Kifer about the expected impact of the co-pay on student usage, Mr. Tripp indicated that no issues had been encountered at other PASSHE universities that had introduced a co-payment.

A motion was made by Ms. Dunbar, seconded by Mr. Cioppa, to approve the following resolution. The motion carried unanimously.

RESOLVED, by the Council of Trustees, Clarion University, that a \$5.00 co-payment be imposed on each Health Center visit per students, effective with the Fall semester, 2010.

Information Items

1. Fund-raising Report

Mr. Tripp reported that private support to the Clarion University Foundation, Inc. stood at \$2.6 million for the fiscal year as compared to \$2.2 million last year at this time.

V. REPORT OF COMMITTEES

A. Executive Committee

Mr. James reported that the Executive Committee had not met in April.

B. Finance Committee

Mr. Bylaska reported that the Finance Committee had not met in April.

C. Nominating Committee

Mr. James presented the Nominating Committee' s recommendations for the 2010-2011 Council of Trustees officers:

Chairperson – R. Lee James
Vice Chairperson – James Kifer
Secretary – Howard Shreckengost

A motion was made by Mr. Cioppa, seconded by Ms. Dunbar, that the nominations be closed and that the recommendations of the Nominating Committee be accepted. The motion carried unanimously.

D. Facilities Committee

P. Bylaska indicated that he would work with Facilities Committee Chair J. Kifer to schedule the annual tour of facilities for trustees in July.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS

A. Resolutions of Appreciation

1. Resolution for Mr. Kyle McMunn

A motion was made by Mrs. Burns, seconded by Mr. Kifer to approve the following resolution. The motion carried unanimously.

WHEREAS, Kyle D. McMunn has been a member of the Council of Trustees of Clarion University of Pennsylvania since July 22, 2008, and must terminate his membership on the Council due to his matriculation next Fall into the School of Pharmacy at Belmont University, Nashville, Tennessee; and,

WHEREAS, Mr. McMunn, during his tenure on the Council of Trustees, has consistently manifested a mature understanding of the role of Council in the governance of the University; and,

WHEREAS, Mr. McMunn has conscientiously discharged his responsibilities as a Trustee, achieving an admirable melding of his role as an advocate of student interests with his responsibility for directing his judgment and influence toward the concerns and challenges of the whole institution; and,

WHEREAS, Mr. McMunn has provided outstanding service to campus and community organizations, including the Clarion University Student Senate, Clarion Student Association, and the Boy Scouts of America; now, therefore, be it

RESOLVED, that the Council of Trustees of Clarion University of Pennsylvania expresses appreciation to Kyle D. McMunn for his loyal and effective service as a member of the Council and for

his contributions as a student leader and extends to Mr. McMunn its very best wishes for continued success and happiness; and be it further

RESOLVED, that this Resolution shall be made a matter of formal record in the Minutes of the Council of Trustees for April 15, 2010.

2. Resolution for President Joseph Grunenwald

A motion was made by Dr. Ali-Zaidi, seconded by Mr. Shreckengost, to approve the following resolution. The motion carried unanimously.

WHEREAS, President Joseph P. Grunenwald has had a long and respected record of professional service to Clarion University as a professor of marketing, department chair, interim executive dean of the Venango Campus, director of continuing education, dean of the college of business administration, provost and academic vice president, and, since July 1, 2003, as the university' s 15th President; and

WHEREAS, in each of his roles, Dr. Grunenwald worked tirelessly to promote academic excellence and high-quality programs and services with an unparalleled commitment to serving students and meeting regional needs; and

WHEREAS, challenging and supporting students to work hard and achieve their potential have been cornerstones of President Grunenwald' s distinguished tenure as manifested by his emphasis on student scholarship and service, strong support for the university' s Honors program, commitment to *Transitions* and other student success programs, and signature challenge to Clarion University students to “*Fly, Eagles, Fly;*” and

WHEREAS, President Grunenwald has been a driving force for enhancing diversity as a means to achieving institutional excellence through the recruitment and retention of underrepresented students, faculty, and staff and support for programs and services that infuse diversity into the curriculum and co-curriculum and into administrative structures and practices; and

WHEREAS, President Grunenwald has helped to ensure that high-quality, efficient, and sustainable academic and auxiliary facilities were available to support teaching and learning and student services through an unprecedented number of construction and renovation projects, including five facilities currently in commissioning for Leadership in Energy and Environmental Design (LEED) certification; and

WHEREAS, President Grunenwald has proactively guided the university to meet the difficult challenges of changing demographics and declining state support through aggressive recruitment of students, expansion of program offerings, generation of new revenue sources, and success in external fundraising, that during his presidency achieved an historic high of more than \$22 million dollars; and

WHEREAS, under President Grunenwald' s unfailing leadership, Clarion University has expanded access to educational opportunities through innovative and entrepreneurial programs and partnerships that help leverage resources and expertise, utilize unique service delivery models, and increase the university' s visibility and standing across the region, Pennsylvania State System of Higher Education, the nation, and beyond; and

WHEREAS, President Grunenwald championed the university' s leadership role in community and regional economic development through its outreach to schools, hospitals, local governments, and non-profit organizations; consulting services and other assistance to small businesses and entrepreneurs; and the establishment of a regional science and technology agenda and biotechnology business development center; now, therefore,

BE IT RESOLVED, that the Council of Trustees expresses its deepest appreciation of President Joseph P. Grunenwald and his many years of distinguished service to Clarion University and extends to him its most sincere wishes for a rewarding retirement; and

BE IT FURTHER RESOLVED, this resolution be made a part of the Council of Trustees minutes of the meeting of April 15, 2010, with copies delivered to President Grunenwald and

another placed in the permanent archives of Clarion University of Pennsylvania.

B. Recommendation for President Emeritus Status

Mr. James indicated that the recommendation that President Grunenwald be accorded President Emeritus Status by the PASSHE Board of Governors was not needed as the Board had voted at its April 8, 2010 meeting to confer such status on Dr. Grunenwald. Mr. James read the Board resolution.

VIII. ADJOURNMENT

A motion was made by Mrs. Burns, seconded by Mr. McMunn to adjourn the meeting. The motion carried unanimously.

Mr. James announced that the next regular meeting of the Council of Trustees would be held on July 15, 2010.

Respectfully submitted

Howard Shreckengost,
Secretary
Council of Trustees