

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES  
CLARION UNIVERSITY OF PENNSYLVANIA  
FEBRUARY 17, 2011  
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  
Ms. JD Dunbar  
Mr. R. Lee James, Chairperson  
Mr. Chris Myers  
Mr. Larry Pickett  
Mr. Howard Shreckengost, Secretary

The following trustees were absent from the meeting:

Mr. Ross Cioppa  
Mr. James Kifer, Vice Chairperson  
Ms. Donna Oberlander  
Mr. Jeffrey Szumigale

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. Christopher Reber, Executive Dean, Venango Campus  
Dr. Susan Turell, Associate Provost  
Mr. Harry Tripp, Vice President for Student and University Affairs  
Dr. Karen Whitney, President

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

A motion was made by Mr. Shreckengost, seconded by Mr. Myers, that the minutes of the November 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 of Student Senate Ben Sturtz indicated that his group had approved three new Recognized Student Organizations (RSO' s), voted on five supplemental budget requests, and mailed out budget packets to all RSO' s and Recognized University Organizations (RUO' s). He also announced that the annual Reinhard Awards for student service would be held on April 27.

C. Report of Faculty Senate

Dr. Todd Pfannestiel, Chair, reported that in addition to its regular business, including preparations for upcoming elections, Faculty Senate was becoming more involved with the development of the university' s new Responsibility Centered Management budgeting model. He noted that Senate would use its existing committee structures to assist the administration.

D. Council Chairperson' s Report

Mr. James reminded trustees on the Council' s Nominating Committee (Jeff Szumigale, Chair; Sue Burns; Howard Shreckengost; and Lee James), that the committee would need to prepare its recommended slate of officers for next year prior to the Council' s April 21<sup>st</sup> meeting. He reminded all trustees to submit their Statement of Financial Interests Forms to the State Ethics Commission by May 1. Mr. James indicated that the Spring 2011 PACT Conference would be held at Edinboro University on April 27-28.

Mr. James also thanked Mr. Myers for sharing his report on the PASSHE student trustees' meeting at the 2010 Fall PACT Conference at Kutztown University.

### IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

## Information Items

### 1. Enrollment Update

Dr. Whitney reported that Spring 2011 enrollment was flat based on the prior year but looking promising for Fall 2011. She noted that the university was considering structural improvements to its financial aid operation, including how the area is staffed.

### 2. Briefing on Financial Planning

Dr. Whitney provided a condensed version of her presentation to the university community on “Funding Clarion Now and For the Future.” She discussed the benefits of and timeline for implementing a financial model based on Responsibility Centers in order to promote disciplined financial decision making, entrepreneurial activity, shared fundraising, and accountability.

### 3. Board Development

Dr. Whitney asked the Council if they would want a summer retreat that would allow deeper discussion about RCM and its benefits. Mrs. Burns suggested a joint retreat of the Council of Trustees and Foundation Board of Directors.

### 4. February Status Report on 500-Day Plan

Dr. Whitney shared copies of a report outlining progress on her 500-Day Plan. She highlighted her work on a collaborative Department of Labor grant targeting dislocated workers and adult learners and her discussion with Clarion Borough about doing a joint master plan.

### 5. Update on Searches

Dr. Whitney introduced Dr. Susan Turell, new Clarion University Associate Provost, who began her new duties in the Division of Academic Affairs on February 1. Dr. Whitney also announced that Dr. Todd Pfannestiel had been appointed as a Faculty Fellow for Planning, Assessment, and Improvement (PAI) and that he would assume his new role in summer 2011.

Council of Trustees Chairman James suggested that the agenda be reordered to allow a presentation from the auditors, who had traveled to the meeting from State College, PA. The following Information Item was moved from the Finance and Administration portion of the agenda:

B. Finance and Administration

1. Auditors' Report for Year Ended June 30, 2010

Mr. Bill Kelly of ParenteBeard reviewed his firm's audit of the university's financial statements for the year ended June 30, 2010. He noted that the university's assets had increased from \$94 to \$98 million due, in part, to federal stimulus funds that had been received. He further noted that liabilities had also increased owing in large part to uncompensated absences and post-retirement benefits. Mr. Kelly summarized the university's finances as having a good solid year and he commended efforts to hold the line on expenses.

B. Academic Affairs

Action Item

1. Revised 2011-2012 Academic Calendar

Dr. Turell presented a request to approve a revised 2011-2012 Academic Calendar. Mr. Sam Puleio, Assistant Vice President for Computing Services, noted that the revision had been needed to align the university's calendar with the PASSHE Common Calendar. He explained that the Spring 2012 semester start date had been changed to Monday, January 23, and that all related dates would slide forward one week.

A motion was made by Dr. Ali-Zaidi, seconded by Mr. Myers, to approve the Revised 2011-2012 Academic Calendar. The motion carried unanimously.

Information Items

1. The Harrisburg Internship Program

Dr. Turell introduced Dr. Barry Sweet, Clarion University coordinator for The Harrisburg Internship Program (THIS). Dr.

Sweet introduced student Mark Liberto, who related his internship experiences during the Fall 2010 semester with the PA Bureau for Historic Preservation, which identifies and protects the architectural and archaeological resources of the state. Mr. Liberto thanked the trustees for their continuing support of THIS.

2. New Natural Gas Concentration in Venango AAS-IT Degree

Venango Campus Executive Dean Chris Reber announced that the campus would be launching a new concentration in natural gas in its Applied Technology area that would fit well with the growing Marcellus Shale industry. Professor Bill Hallock, Chair of the Department of Applied Technology, reviewed the proposed curriculum, noting that it integrated technical credits provided by Precision Manufacturing Institute of Meadville with leadership and career development courses provided by Venango Campus.

Mr. James noted the potential benefits of the Marcellus Shale industry for the area and asked about the efforts of some Clarion campus groups that appeared to be working against the industry. Noting the public nature of the university, Dr. Whitney said it was a place of ideas and open to a variety of viewpoints. Dr. Rachelle Prioleau, Dean of the College of Arts and Sciences (CAS) indicated that her faculty supported the Venango proposal. She noted a February 28<sup>th</sup> panel presentation sponsored by CAS that would present the full spectrum of thought on the natural gas industry and invited the trustees to attend.

3. Trustee Ali-Zaidi Report on Visit to Grunenwald Center for Science and Technology

Dr. Ali-Zaidi distributed copies of a report on his visit to the Grunenwald Center for Science and Technology and meetings with Dr. Kurt Regester of the Department of Biology, Dr. Vasudeva Rao Aravind of the Department of Physics, and Dr. Chunfei Li of the Department of Physics. Dr. Ali-Zaidi proposed a collaboration of PASSHE universities including Clarion, IUP, Slippery Rock, and Edinboro in securing an electron microscope to help increase enrollment in the sciences, mathematics, and science education.

C. Finance and Administration

Action Item

1. Approval of Capital Program Submissions, 2011-2012

Mr. Bylaska indicated that the list of Capital Program Submissions, 2011-2012, that was Attachment A to the trustees' agenda, was the same list they had reviewed in February 2010, with some costs adjusted for rates of inflation. In response to a question from Mr. Shreckengost about changes made to the Tippin renovation and expansion project, Mr. Bylaska noted that staff had been asked to narrow the scope of the project to propose a facility that would have a greater chance of being approved. He further noted that the university's existing gym may be allowed to remain to serve as a practice facility. Mr. Bylaska indicated that projects listed on the Capital Program Submissions were in priority order and that \$120 million in state funds was available to address capital needs across the PASSHE.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the 2011-2012 Capital Program Submissions to the State System of Higher Education.

Information Items

1. Budget Update

Mr. Bylaska indicated that he had nothing further to report on the university's budget beyond information shared earlier by President Whitney. He noted that the Governor's proposed FY2011-2012 budget would be unveiled in March.

2. Status of Facilities Report

Mr. Bylaska reviewed projects on the Status of Facilities report attached to the trustees' agenda. He noted a loss of \$600,000 to \$1 million in Key93 funds to address deferred maintenance needs. He also noted plans to bring forth a proposal at the April

Council meeting that would help fund facilities projects at Venango Campus, including the ground water problem there.

D. Student and University Affairs

Action Items

1. Approval of Proposed 2011-2012 Room and Board Rates

Mr. Tripp recommended a residence hall room increase of 4% for 2011-2012 based on assumptions that included a 10% increase in benefits, a more than 70% increase in retirement costs, and a slight increase in utilities. Likewise, he recommended a 4% increase in students' meal plans to meet expected increases in utilities and operating costs. Mr. Tripp presented data that showed that with the proposed increases, Clarion would rank 8<sup>th</sup> among PASSHE schools in combined room and board rates when comparing costs for a double room with a 19-meal plan with flex. He noted that the university was expected to rank even lower in overall room and board costs once its sister institutions introduced their new rates.

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

RESOLVED, by the Council of Trustees, Clarion University, that room rates be set as follows, effective with the Fall semester, 2011:

Double Room Semester	-	\$2351
Double Room Summer Session	-	\$ 784
Double Room Summer Weekly	-	\$ 157
Single Room Semester	-	\$3013
Single Room Summer Session	-	\$1004
Single Room Summer Weekly	-	\$ 201

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

RESOLVED, by the Council of Trustees, Clarion University, that board rates be set as follows, effective with the Summer I semester, 2011:

19 Standard	-	\$1115
19 Meal Flex	-	\$1371
14 Meal Flex	-	\$1330
10 Meal Flex	-	\$1078
5 Meal Flex	-	\$ 772
Summer Session	-	\$ 370
Summer Weekly	-	\$ 71
Block 175 Flex	-	\$1279
Block 75 Flex	-	\$ 804

Information Item

1. Fund-raising Report

Mr. Tripp reported that just under \$1.9 million in private support had been raised by the Clarion University Foundation, Inc. for the fiscal year to date. He noted the amount was less than a year ago due to fewer large gifts.

V. REPORT OF COMMITTEES

A. Executive Committee

Mr. James reported that the Executive Committee had met on February 8, 2011, and that copies of the minutes from that session would be mailed to the trustees.

B. Finance Committee

A motion was made by Ms. Dunbar, seconded by Dr. Ali-Zaidi, that the following resolution be approved. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee Report dated September 14, 2010.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS - None



VIII. ADJOURNMENT - The meeting was adjourned at 9:30 p.m.

Respectfully submitted

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Howard Shreckengost, Secretary  
Council of Trustees