

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
APRIL 19, 2012
108 EAGLE COMMONS
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. James Kifer, Secretary
Mr. Chris Myers
Ms. Donna Oberlander
Mr. Larry Pickett, Vice Chairperson
Mr. Howard Shreckengost
Mr. Jeffrey Szumigale

The following trustee was absent from the meeting:

Mr. Ross Cioppa

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 Associate Vice
President for International Programs
Dr. Ronald Nowaczyk, Provost and Academic Vice President
Dr. Christopher Reber, Executive Dean, Venango Campus
Mr. Harry Tripp, Vice President for Student and University Affairs
Dr. Karen Whitney, President

II. MINUTES

A motion was made by Dr. Ali-Zaidi, seconded by Ms. Dunbar, that the minutes of the February 16, 2012 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

On behalf President Joanna Catalano, who was presenting her senior Honors Program capstone project as part of the university's Academic Excellence Series, the Student Senate report was provided by Vice President Jesse Snyder. Mr. Snyder indicated that 63 students had attended an academic forum with Provost Nowaczyk sponsored by Student Senate at which concerns about course scheduling were voiced. Mr. Snyder also discussed elections that would be held to fill eight seats on Senate for next fall.

- C. Report of Faculty Senate

Chair Mark Franchino reviewed the activities of his group, including the completion of a new syllabus policy, attendance at the RC budget presentations, and plans for the annual Faculty Retirement Reception. Dr. Whitney thanked Professor Franchino for his leadership as Faculty Senate Chair for 2011-2012.

- D. Council Chairperson's Report

Mr. James reminded members about the university's Spring 2012 commencement ceremonies on Saturday, May 12. He noted that Trustee Chris Myers would be graduating and that honorary degrees would be awarded to Jane France and Chris Allison while a President's Medallion award would be made to Mrs. Janice Grunenwald.

Mr. James called on Mrs. Burns to provide a report on the Spring 2012 PACT Conference in Harrisburg. Mrs. Burns shared that the conference had featured excellent speakers from all over the country and had been a valuable experience for trustees. She noted that the Fall 2012 PACT Conference would be hosted by Millersville University while the Spring 2013 event would be back in Harrisburg.

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

- A. President

Information Items

1. Presidential 500-Day Plan April 2012 Status Report

Dr. Whitney reviewed items from her April 2012 status report on her 500-day plan. With regard to the implementation of Responsibility Center Budgeting, she noted that two full days of RC budget presentations had been held and that task forces were being formed to review scorecard data for the academic and infrastructure RCs. She added that the scorecards would be used as a tool to help the university address a 2012-2013 budget shortfall that could range from \$1.7 to \$5.7 million. In response to a question from Mr. James about the progress of the Governor's blue-ribbon panel on Pennsylvania Higher Education, Dr. Whitney noted that the committee had met once and that three representatives from PASSHE served on the group.

Dr. Whitney also provided an update on the university's progress in undertaking a new facilities master planning process, noting that a short list of firms to oversee the plan development was being finalized. She also announced that the Middle States Commission on Higher Education had determined that Clarion University meets all 14 standards of excellence. She noted that the Middle States evaluation team had made several suggestions and recommendations for the university's continued progress. She also thanked everyone who had contributed to the re-accreditation effort. Mr. James thanked Trustee Jim Kifer for representing the Council on the Middle States Steering Committee.

2. Class of 2012 and other Outstanding Student Accomplishments

Dr. Whitney shared a list of accomplishments related to acceptances to graduate school, positions secured, and various honors garnered by the university's Class of 2012 and students at large. She noted the impact of high-impact educational practices such as opportunities for undergraduate research on the success of Clarion students.

3. Council Self-Study Workshop

Dr. Whitney noted that she hoped to work with Trustee Susanne Burns on the planning for a half-day board workshop to occur in August. Dr. Whitney noted Mrs. Burns' awareness of best practices in trusteeship through her service on the PACT Executive Board.

B. Academic Affairs

Action Items

1. Approval of Proposed Academic Calendar for 2013-2014

Dr. Nowaczyk presented the proposed Academic Calendar for 2013-2014, noting that it aligned with the PASSHE Common Calendar.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the Academic Calendar for 2013-2014 as submitted by the Division of Academic Affairs.

2. Small Business Development Center (SBDC) Grant Proposal to the United States Department of Agriculture (USDA)

Dr. Nowaczyk provided background information on a resolution related to a grant effort of the university's Small Business Development Center (SBDC). He noted that the SBDC had been awarded \$90,000 from the U.S. Department of Agriculture to provide increased consulting and training services to the distressed areas of Potter, Cameron, and McKean counties and that the resolution stipulated the conditions under which those services would be provided.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the following resolution:

WHEREAS, Clarion University of Pennsylvania (hereinafter called public body) desires to obtain financial assistance under the Rural Business Enterprise Grant (RBEG) from the United States Department of Agriculture, pursuant to Section 310 B of the Consolidated Farm and Rural Development Act, for the purpose of providing increased consulting and training service capacity through the Small Business Development Center (SBDC) of Clarion University of Pennsylvania to work more directly with potential entrepreneurs and existing businesses in Potter, Cameron, and

McKean counties. The office of the SBDC of Clarion University is hereafter referred to as the facility.

As a condition to and in consideration of receiving financial assistance from the Rural Development this resolution is being adopted.

THEREFORE, in consideration of the premises the public body agrees as follows:

- a. No private business enterprises shall be allowed to use or occupy the facility if such use or occupancy would be calculated to, or is likely to, result in the transfer from one area to another of any employment or business activity provided by operations of the private business enterprises. This limitation shall not be construed to prohibit use and enjoyment of the facility by such private business entity through the establishment of a new branch, affiliate, or subsidiary if the establishment of such branch, affiliate, or subsidiary will not result in the increase in unemployment in the area of original location (or in any other area where such entity conducts business operations), unless there is reason to believe that such branch, affiliate, or subsidiary is being established with the intention of closing down the operations of the existing business entity in the area of its original location (or in any other area where it conducts such operation).
- b. No private business enterprises shall be allowed to use or occupy the facility if such use or occupancy would be calculated to, or is likely to, result in an increase in the production of goods, materials, or commodities, or the availability of services or facilities in the area, where there is not sufficient demand for such goods, materials, commodities, services, or facilities to employ the sufficient capacity of existing competitive commercial or industrial enterprises, unless such financial or other assistance will not have an adverse effect upon existing competitive enterprises in the area.

Prior to allowing the use or occupancy of the facility by any private business enterprise, the public body shall clear such use or occupancy with the Manpower Administration, Department of Labor, Washington, DC, by submitting information required by the Department of Labor for certification under the Act. This information shall be submitted to Rural Development for transmittal to the Department of Labor. The public body agrees to make no final commitment with any private business enterprise regarding

such use or occupancy if the Department of Labor issues a negative certification under the Act. The public body shall obtain prior clearance in this matter for a period of three years after the date of an affirmative certification by the Department of Labor on the application for financial assistance now pending before the Rural Development.

Information Items

1. Report on the College of Education and Human Services

Dr. Nowaczyk introduced Dr. John Groves, Dean of the College of Education and Human Services, who provided a brief report on structure and programs of the college. Dr. Groves noted the college had five departments that served 36% of the university's undergraduates and 75% of its graduates. He indicated that the college had just completed a re-accreditation review by the National Council for Accreditation of Teacher Education (NCATE) and had met all standards for re-accreditation. He discussed areas of potential growth, including the Speech Pathology program and new concentration in Court and Community Services for the Bachelor of Science in Rehabilitative Sciences. He also shared that the Department of Library Science's on-line master's degree in Library Science was the fourth largest in the country. Dr. Groves noted that while current state funding cuts to education had resulted in a downturn in the market for teacher education, a degree in education provided valuable leadership, organization, and time management skills that were useful for a variety of career choices. Mr. James thanked Dr. Groves for this informative presentation.

2. The Harrisburg Internship Semester (THIS) Report

Noting the value of internships as a high-impact educational practice, Dr. Nowaczyk introduced Dr. Barry Sweet, faculty coordinator for Clarion University's participation in The Harrisburg Internship Semester (THIS) program. Dr. Sweet introduced Ms. Abby Norton, a senior liberal studies major and art studio minor. Ms. Norton discussed her placement with the Pennsylvania Bureau for Historic Preservation and noted the academic seminars and individualized research project that she completed as part of the THIS program requirements. She thanked the trustees for their continued interest in and support of the THIS program.

3. Enrollment Management Update

Dr. Nowaczyk provided an update on recruitment for fall 2012, noting that deposits were down about 80, primarily in Education due to the downturn in that market. He described recruitment efforts, including phone calls to prospective students, letters to cyber school students about the university's Virtual Campus offerings, placement of additional programs on line, and reduced non-resident tuition rate to attract out-of-state and International students. He also distributed copies of the program for the Senior Honors Program Presentations.

C. Finance and Administration

Information Items

1. Budget Update

Mr. Bylaska noted that the President had already covered the budget in her presentation. He indicated that the university would present the trustees with a balanced budget for FY2012-2013 in September.

2. Status of Facilities Report

Mr. Bylaska reviewed projects on the Status of Facilities Report, including review of the final design of the Becht Hall Student Success Center, brickwork on Becker Hall and the Bell Tower, masonry work on Rhoades Student Center, and elevator replacements. In response to a question from Trustee Szumigale concerning the nature of the Tippin project, Mr. Bylaska noted that it would involve a combination of new construction and renovation.

D. Student and University Affairs

Action Items

1. Proposed 2012-2013 Room and Board Rates

Mr. Tripp recommended a residence hall room increase of 4% for 2012-2013 based on assumptions that included a 9.4% average increase in benefits, approximately 50% increase in retirement costs, and a 3% increase in utilities. He further recommended a 3% increase in students' meal plans to meet an increase of 2.93% in the contractor reimbursement rate and increases in utilities and operating costs. Mr. Tripp presented data that showed that with the

proposed increases, Clarion would rank 10th 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.

Mr. Tripp noted that under its current contract with Chartwells, students had a lot of meal plan options. He shared that the company had just completed a roundtable review of its performance that included interviews with students and university administrators to determine their level of satisfaction with the dining and customer service provided. Mr. Tripp added that Chartwells' 48-year association with Clarion University was the longest in the company's history.

A motion was made by Mr. Shreckengost, seconded by Mr. Szumigale, that the following resolutions be approved. The motion carried unanimously.

RESOLVED, by the Council of Trustees, Clarion University, that room rates be set as follows, effective with the Fall semester, 2012:

Double Room Semester	-	\$2445
Double Room Summer Session	-	\$ 815
Double Room Summer Weekly	-	\$ 163
Single Room Semester	-	\$3134
Single Room Summer Session	-	\$1045
Single Room Summer Weekly	-	\$ 209

RESOLVED, by the Council of Trustees, Clarion University, that board rates be set as follows, effective with Summer I semester, 2012:

19 Standard	-	\$1148 semester
19 Meal Flex	-	\$1408 semester
14 Meal Flex	-	\$1365 semester
10 Meal Flex	-	\$1106 semester
5 Meal Flex	-	\$ 791 semester
Block 175 Flex	-	\$1313 semester
Block 75 Flex	-	\$ 824 semester
Summer Session	-	\$ 383
Summer Weekly	-	\$ 77

Information Item

1. Fund-raising Report

Mr. Tripp reported that while private fundraising had fallen short of FY11-12 goals in the fall due to Phonathon problems stemming from a lightning strike at the Seifert-Mooney Center, efforts were back on track this spring and had surpassed goals by 33%. He also reported that an RFP for the next phase of the on-campus suites had been issued.

V. REPORT OF COMMITTEES

A. Executive Committee

Mr. James reported that the Executive Committee had met on April 10, 2012, and that copies of those minutes would be forwarded to the trustees.

B. Nominating Committee

Action Item

1. Election of Officers

Mr. Szumigale reported that the Nominating Committee had met earlier in the day and that all Council incumbents had agreed to continue in their current offices. Mr. Szumigale presented the Nominating Committee's recommendations for the 2012-2013 Council of Trustees officers:

Chairperson – R. Lee James
Vice Chairperson – Larry Pickett
Secretary – James Kifer

The floor was opened for additional nominations. There being none forthcoming the nominations were closed and a vote taken.

The recommendations of the Nominating Committee for Council of Trustees officers for 2012-2013 were accepted unanimously.

C. Facilities Committee

Mr. Bylaska indicated that the Trustees Facilities Committee would be completing its annual inspection tour of university facilities prior to the July 2012 Council of Trustees meeting. He added that all trustees would be invited to participate in the tour.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS

Action Item

A. Resolution of Appreciation

A motion was made by Mr. Szumigale, seconded by Ms. Dunbar, that the following resolution be approved. The motion carried unanimously.

WHEREAS, Christopher Scott Myers has been a member of the Council of Trustees of Clarion University of Pennsylvania since July 12, 2010, and must terminate his membership with the Council because of his graduation from the University with the degree of Bachelor of Science in Business Administration on May 12, 2012; and,

WHEREAS, Mr. Myers, 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. Myers 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. Myers has provided outstanding leadership and service to campus organizations, including the Clarion University Student Senate, Clarion Student Association Board of Directors, University Activities Board, Clarion University Web Advisory Committee, Clarion University Traditions Council, and the Inaugural Planning Committee for President Karen Whitney's inauguration; now, therefore, be it

RESOLVED, that the Council of Trustees of Clarion University of Pennsylvania expresses sincere appreciation to Christopher S. Myers for his loyal and effective service as a member of the Council and for his contributions as a student leader and extends to Mr. Myers 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 19, 2012.

The trustees entered into executive session at 8:40 p.m. to discuss legal issues and returned to public session at 9:35 p.m.

VIII. ADJOURNMENT - The meeting was adjourned at 9:35 p.m.

Respectfully submitted



James Kifer, Secretary
Council of Trustees