

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
NOVEMBER 15, 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. Kifer, Secretary, with the following Trustees present:

Dr. Syed Ali-Zaidi
Mrs. Milissa Bauer
Mrs. Susanne Burns
Ms. JD Dunbar
Mr. James Kifer, Secretary
Mr. Randy Seitz
Mr. Howard Shreckengost, Acting Vice Chairperson
Mr. Jeffrey Szumigale

The following trustees were absent for part or all of the meeting:

Mr. R. Lee James, Chairperson (arrived at 7:45 p.m.)
Ms. Donna Oberlander

The following members of the University administration attended the meeting:

Mr. Peter Fackler, Interim Vice President for Finance and Administration
Dr. Ronald Nowaczyk, Provost and Academic Vice President
Dr. Karen Whitney, President

Mr. Kifer, Council Secretary, indicated that Council Chairperson Lee James would be arriving late to the meeting due to his attendance at a required meeting in Harrisburg for newly elected State Representatives. Mr. Kifer welcomed and introduced three new members of the Council—Mrs. Milissa Bauer, Mr. Randy Seitz, and Mr. Darren Young. Mr. Kifer noted that Mr. Young, who had been appointed by Governor Corbett as Clarion's Student Trustee, was attending the meeting as an observer since he had not yet received the oath of office and other required paperwork from the Governor's Office.

II. Special Election – Acting Vice Chairperson

Mr. Kifer indicated that due to the fact that Mr. Larry Pickett's term on the Council had expired on October 1, a vacancy existed in the Council Vice Chairperson position. Mr. Kifer noted that an election would be held to fill that vacancy and he invited nominations from the floor.

A motion was made by Dr. Ali-Zaidi, seconded by Mr. Seitz, that Susanne Burns be elected to serve as Council Acting Vice Chairperson.

A motion was made by Ms. Dunbar, seconded by Mrs. Burns that Howard Shreckengost be elected to serve as Council Acting Vice Chairperson.

A motion was made by Ms. Dunbar, seconded by Mr. Szumigale to close the nominations.

The election for Acting Council of Trustees Vice Chairperson was conducted through a show of hands with the following results:

Susanne Burns	2 votes
Howard Shreckengost	5 votes

Mr. Kifer congratulated Mr. Shreckengost and thanked him on behalf of the Council for his willingness to serve in the Acting Vice Chair role. In the absence of Chairperson James, Mr. Shreckengost took over as presiding officer of the meeting.

III. Minutes

A motion was made by Mr. Szumigale, seconded by Mrs. Burns, that the minutes of the September 19, 2012 regular meeting of the Council of Trustees be approved as distributed by mail. The motion carried unanimously.

IV. COMMUNICATIONS

A. Public Comments - None

B. Report of Student Senate

Clarion Student Senate President Sara Dickson reported that the Student Senate sponsored Equity Banquet and Awards event had attracted over 300 attendees. She noted that former Trustee Larry Pickett had served as keynote speaker for the evening. Ms. Dickson also reported on the Clarion Student Organization's freeze of its appropriation account that provides funds to student organizations due to the loss of revenue related to the 7.3% decline in enrollment.

C. Report of Faculty Senate

Faculty Senate Vice Chairperson Dr. Stephen Johnson provided a brief report in the absence of Dr. Ellen Foster, Senate Chairperson, who was attending a conference. Dr. Johnson discussed his group's activities, including a review of Faculty Senate bylaws, approval of a proposed university statement on equity and diversity, examination of General Education Council recommendations on student learning outcomes, and planned participation in university budget discussions.

D. Council Chairperson's Report

Mr. Shreckengost thanked trustees Sue Burns and Lee James for representing the Council at the Fall 2012 Pennsylvania Association of Councils of Trustees (PACT) Conference at Millersville University. Mrs. Burns, who serves as PACT Secretary, reviewed the tentative schedule for the Spring 2013 PACT Conference at the Harrisburg Hilton on April 16-17. She noted that national speakers would be featured. K. Whitney noted that the Harrisburg location provided an excellent opportunity for trustees to chat with legislators and tell the Clarion University story. Mrs. Burns reminded trustees that the Fall 2013 PACT Conference would be hosted by Clarion University on October 9-10.

Mr. Shreckengost reminded trustees that Winter Commencement was Saturday, December 15. He also reminded trustees that President Whitney's 2012-2013 performance evaluation would be a triennial (or formal) evaluation for which the Chancellor's Office would be appointing an external consultant.

V. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Information Items

1. Introduction of Interim Vice President for Finance and Administration

Dr. Whitney introduced Mr. Peter Fackler, Interim Vice President for Finance and Administration. She noted that Mr. Fackler would serve in his new role for 20 months as a replacement for Mr. Paul Bylaska, who had been granted a professional development leave and would be transitioning to a new role as administrative fellow in the Provost Office.

Dr. Whitney noted Mr. Fackler's extension experience in university finance and administration that included positions at Bates College in Lewiston, Maine; Alfred University, Alfred, NY; West Chester University of Pennsylvania; and the School of Visual Arts in New York City. She further noted that Mr. Fackler had an undergraduate degree in economics from Duke University, MBA from the University of Michigan, and had done post-graduate study at Teachers College, Columbia University; and Harvard's Institute for Educational Management.

2. Entrepreneurial Efforts

Dr. Whitney reported that university representatives had participated in a recent PASSHE webinar on new opportunities under the Higher Education Modernization Act, signed by Governor Corbett. She noted that the legislation would enable PASSHE faculty, staff and students to be more entrepreneurial by providing them with greater opportunities to work directly with businesses to develop commercial applications for inventions they might develop in the course of their research. She further noted that Clarion University was already a leader in entrepreneurship thanks to the work of its Barnes Center for Biotechnology and Business Development.

3. Strategic Planning Update

Dr. Whitney shared that the university's divisions had been working on their strategic plans, which would be presented to the Council of Trustees in July 2013. She noted that the divisional strategic plans would help to inform the identification of priorities for the university's upcoming capital campaign.

4. Risk Management Assessment Project

Dr. Whitney provided an update on the university's participation in a 2011-2012 Risk Assessment Project facilitated by the PASSHE Office of Internal Audit and Risk Assessment. She noted that the administration was preparing a written response to a summary of top risks within the divisions as perceived by Clarion University employees who had participated in the assessment process.

5. AGB Membership

President Whitney sought input from the trustees on the usefulness of the university's membership in the Association of Governing Boards (AGB). She noted that in addition to its printed publications,

the AGB maintained a robust web site. She distributed information to the Council members on accessing the site and its resources and asked them to forward their feedback to Ms. Linda Campbell.

B. Academic Affairs

Information Items

1. Enrollment and Retention Update

Dr. Nowaczyk reported that applications for Fall 2013 were up 37% over the previous year. He further reported that accepted applications with paid deposits were up on both the Clarion and Venango campuses. He shared copies of a chart on variables that drive enrollment and discussed the notion of “value proposition” in attracting prospective students and their families.

In reviewing retention efforts, Dr. Nowaczyk noted that at the completion of pre-registration, 500 Clarion undergraduates had not yet registered for Spring 2013, 260 of which were found to have had financial holds. He indicated that students experiencing financial problems were being encouraged to work with Student Accounts personnel.

2. Efforts to Balance FY12-13 Budget

Dr. Nowaczyk reported that he had been working with the deans on a plan to cover FY12-13 deficits in their units with loans from the Provost’s responsibility center. He also noted his collaboration with deans, department chairs, and faculty on additional steps to address the deficits through the reduction of temporary faculty, scheduling modification, program moratorium, and the development of new programs.

3. Report on Barnes Center for Biotechnology Business Development (BBDC)

Dr. Nowaczyk introduced Ms. Cindy Nellis, Associate Director of the Clarion University Small Business Development Center (SBDC) and Mr. Fred Maroni, Chief Operating Officer at Clarion Research Group (CRG). Dr. Nowaczyk noted that both organizations were housed at the university’s Barnes Center for Biotechnology Business Development (BBDC).

Ms. Nellis reviewed the work of the SBDC, noting that in 2011 it had assisted over 800 clients with either start-up or existing

businesses. She indicated that the Center's consultants provided services to a 10-county area in addition to offering seminars, workshops, and special programs. She also discussed the new Entrepreneurial Leadership Center that encourages innovation and entrepreneurship through curriculum and training options for students, staff and faculty across disciplines.

Mr. Fred Maroni discussed research projects underway at CRG related to bone growth, hormone salivary diagnostics, and venipuncture. He stressed the importance of developing relations with the university's faculty to help them bring innovative ideas to market.

4. The Harrisburg Internship Semester (THIS) Program Report

Dr. Barry Sweet, Clarion coordinator for The Harrisburg Internship Semester (THIS) Program, briefly described the internship through which students have the opportunity to work with a state agency and also complete a major research paper while earning 15 credits. Dr. Sweet introduced Sharon Moser, a philosophy major, who spoke to the trustees about the value of her THIS experience with the State Board of Probation and Parole and her plans to apply to law school.

C. Finance and Administration

Information Item

1. Report on Campus Crime Statistics

Mr. Fackler introduced Ms. Glen Reid, Chief of the Clarion University Police, who provided a power-point presentation on the university's reporting of campus crime statistics for the Uniform Crime Report and Clery Report. She reviewed a breakdown of various crimes reported and indicated that the university's numbers were very good. In response to a question from Trustee Dunbar regarding trends in the data, Chief Reid indicated that domestic disputes and violence seemed to be on rise. She noted that she referred students who needed help with conflict management to the Dean of Student Life Services. Trustee Shreckengost asked if the University Police received special training to deal with domestic and sexual offenses. Chief Reid indicated that her officers trained with local agencies related to prevention and services for sexual assault and domestic violence. She also indicated that the University Police would be looking at outreach services for returning veterans.

2. Status of Facilities Report

Mr. Fackler introduced Mr. Ric Taylor, Director of Facilities Planning and Management, who provided updates on the Facilities Master Plan, Becht Hall renovation into a comprehensive student services center, Tippin Gymnasium construction/renovation project, and Rhoades Center brickwork repair.

E. Student and University Affairs

Action Item

1. Certification of Foundation Compliance with Board of Governors Policy 1985-04, University External Financial Support

Mr. Michael Keefer, CEO of the Clarion University Foundation, Inc., reported that for FY11-12, the Foundation had provided nearly \$5.5 million in support to Clarion University, while the University had funded the Foundation \$723,871 in support of its operation. Trustee Dunbar applauded the return on investment for the university.

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 of Pennsylvania, upon recommendation of the President, hereby certifies that the Clarion University Foundation, Inc., complies with the Board of Governors Policy 1985-04.

Information Item

1. Fund-raising Report

Mr. Keefer reported that the Clarion University Foundation, Inc. had raised a total of \$1.1 million in private support during the first quarter of FY12-13, an increase of \$700,000 over the previous year first quarter. He further reported that the Foundation was recruiting four new development officers.

VI. REPORT OF COMMITTEES

A. Finance Committee

Action Items

1. Approval of the Finance Committee Report

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

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee report for November 15, 2012.

2. Approval of Change in Procurement Approval Procedure

Mr. Fackler presented a recommendation from the Trustees Finance Committee that the university's procurement approval procedure be modified to align with new state legislation that had increased bid limits for project contracts and for contracts awarded by PASSHE Presidents.

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

RESOLVED, that the Council of Trustees Finance Committee review and approve Clarion University contracts and purchases of \$35,000 and above and that the Finance Committee submit a report to the full Council of Trustees of all purchases over \$18,500 at each regularly scheduled Council meeting.

VII. UNFINISHED BUSINESS - None

VIII. NEW BUSINESS - Call for Executive Session

The trustees entered into executive session at 9:12 p.m. to discuss personnel issues and returned to public session at 9:35 p.m.

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

Respectfully submitted

James Kifer, Secretary
Council of Trustees