

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
SEPTEMBER 20, 2012
ROBERT W. RHOADES CENTER AUDITORIUM
VENANGO CAMPUS, OIL CITY, PA 16301

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 (via conference phone)
Mr. R. Lee James, Chairperson
Mr. James Kifer, Secretary
Ms. Donna Oberlander

The following trustees were absent from the meeting:

Mr. Larry Pickett, Vice Chairperson
Mr. Jeffrey Szumigale
Mr. Howard Shreckengost

The following members of the University administration attended the meeting:

Mr. Paul Bylaska, Vice President for Finance and Administration
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 Mrs. Burns, that the minutes of the July 19, 2012 regular meeting of the Council of Trustees be approved as distributed by mail. A roll call vote was taken. The motion carried unanimously.

III. COMMUNICATIONS

A. Public Comments - None

B. Report of Student Senate

1. Venango Campus

Venango Campus Student Senate President Beth Griebel outlined activities of her group, including a Meet 'n Greet for new students, a voter initiative, and leadership retreat.

2. Clarion Campus

Clarion Student Senate President Sara Dickson indicated that Senate elections would be held the following day. She noted that among the projects Senate would be undertaking in 2012-13 were a collaboration with the Black Student Union to embrace diversity, an effort to promote voting in the November National Election, and revisions to the Student Senate budget allocation process.

C. Report of Faculty Senate

1. Venango Forum

Dr. Jessica Crespo, Chair of the Venango Forum, spoke briefly about new programs and faculty at Venango College. She expressed the appreciation of Venango faculty and staff for the support of community and university boards and the university administration.

2. Clarion Faculty Senate

Chair Dr. Ellen Foster shared that in response to a recommendation of the Middle States evaluators who visited the university in Spring 2012, a committee of past Faculty Senate chairpersons and vice chairpersons would be reviewing the Faculty Senate's constitution and by-laws. Dr. Foster noted that a new syllabus policy had been implemented and that violations of the university's academic integrity policy would be reviewed. She also reported on the joint effort of the Faculty Senate Student Affairs Committee and the Subcommittee on Student Activities to present the Academic Speaker Series for Students.

D. Council Chairperson's Report

Mr. James thanked Executive Dean Chris Reber and the Venango College staff for hosting the Council of Trustees dinner and meeting. He also acknowledged members of the Venango College Advisory Council who were on hand.

Mr. James reported on Governor Corbett's nomination of two individuals to the Clarion University Council of Trustees. He indicated that Milissa Bauer of Clarion had been nominated to fill the seat vacated by Ross Cioppa and that Randy Seitz of Franklin had been nominated to replace trustee Larry Pickett, whose term expired in 2011. Mr. James further indicated that the Governor's nominations were subject to confirmation in the State Senate. Trustees noted the outstanding service of Mr. Pickett during his time on the Council. Mr. James indicated that a resolution of appreciation for Mr. Pickett would be considered later in the meeting.

Mr. James relayed news of the Fall 2012 PACT Conference, scheduled to be hosted by Millersville University on October 17-18. He reminded trustees that Clarion University would serve as host for the Fall 2013 PACT Conference and he asked that trustees hold their calendars for the dates of October 9-10, 2013 for the event.

Chairperson James indicated that since Trustee Dunbar was participating via conference phone, the agenda would be reordered to consider all Action Items before divisional reports. He further indicated that at the conclusion of the Action Items, Ms. Dunbar could either be excused from the meeting or remain on the line.

IV. ACTION ITEMS

A. Approval of the Annual Budget

In follow up to the presentation of detailed information at an afternoon budget workshop for trustees, Mr. Bylaska reported that the university had ended FY11-12 in a relatively healthy condition with a positive balance of approximately \$350,000 in its Educational and General Budget. He added that those funds would be looked at to help offset required reductions in FY12-13. Mr. Bylaska noted that for FY11-12 the General Operating Reserve stood at \$3.0 million. He reported that for FY12-13, the university had experienced a 3.5% decrease in appropriation which translated into a loss of \$760,000. He further noted that tuition and fee revenue was down \$3.3 million. Mr. Bylaska reviewed adjustments to the current year budgets of the university's Responsibility Centers (RC) and indicated that the university's FY12-13 budget had been balanced as a whole and by

RC. He acknowledged the work of Jill Spence, Interim Budget Director, and his office staff in preparing the budget presentation materials.

A motion was made by Mr. Kifer, seconded by Ms. Dunbar, that the following resolution be approved. A roll call vote was taken. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the annual budget for 2012-2013 and its submission to the State System of Higher Education.

B. Finance Committee Report

A motion was made by Mrs. Burns, seconded by Mr. Kifer, that the following resolution be approved. A roll call vote was taken. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee Report.

C. Resolution of Appreciation

A motion was made by Dr. Ali-Zaidi, seconded by Mrs. Oberlander, that the following resolution be approved. A roll call vote was taken. The motion carried unanimously.

WHEREAS, Mr. Larry C. Pickett has served his alma mater, Clarion University of Pennsylvania, as a member of its Council of Trustees since June 24, 2009; and

WHEREAS, Mr. Pickett, during his distinguished tenure on Council, provided leadership as its Vice Chairperson and also served as a member of the Council's Executive Committee, Facilities Committee, Finance Committee, and Presidential Leadership Review Committee; and

WHEREAS, Mr. Pickett has been a steadfast participant in the life of the university, faithfully attending campus events, such as University Convocation, Commencement, and Equity Week activities, as well as numerous other special events and celebrations; and

WHEREAS, Mr. Pickett has actively pursued trustee professional development opportunities, attending workshops and conferences of the Pennsylvania Association of Councils of Trustees (PACT), as well as supported the professional growth of Clarion University students sharing his management expertise with undergraduate classes; and

WHEREAS, Mr. Pickett, through his unwavering loyalty and dedication to the Council of Trustees and to Clarion University, has contributed to the institution, its students, and its faculty and staff; now therefore

BE IT RESOLVED, that the Council of Trustees and the President of the University express their deepest appreciation of Mr. Larry C. Pickett and his service to the University; and

BE IT FURTHER RESOLVED, that this resolution be made a part of the Council of Trustees minutes of the meeting of September 20, 2012, with copies delivered to Mr. Pickett and another placed in the permanent archives of Clarion University of Pennsylvania.

V. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Information Items

1. PASSHE Update

Noting her recent return from a meeting of PASSHE Presidents, Dr. Whitney indicated that the entire State System had been challenged with a system-wide enrollment drop of 4,100 students. She reported that she had just received some good news from the Chancellor's Office with the release of FY12-13 Performance Funding totaling \$1.8 million for Clarion University.

2. Strategic Directions Brochure

Dr. Whitney called the trustees' attention to brochures at their places outlining the university's mission, vision, core values, and strategic directions developed during the 2011-12 academic year. She noted that the university's Vice Presidents were leading efforts this year to establish divisional plans in support of Clarion's strategic plan.

4. Venango Campus Update

Dr. Whitney turned the podium over to Executive Dean Dr. Chris Reber who provided an update on Venango College. Dr. Reber reviewed programming and facilities renovations that had occurred over the summer, including work on the Nursing and Allied Health Simulation Lab, which had been visited by the trustees prior to their dinner and meeting. He also highlighted the college's strategic

planning, two new degrees, new faculty and staff, fundraising to construct additional student apartment buildings, participation in a \$15 million consortium grant proposal currently under review to support dislocated workers, and a Venango College All-Class Reunion attended by some 100 Venango Alumni. Dr. Reber introduced Dr. Joe Carrico, new chair of the Venango College Advisory Council. Dr. Carrico introduced other Council members who were present at the meeting and expressed gratitude for the transformational leadership provided by Dr. Whitney and Dr. Reber.

At the conclusion of the President's reports (8:07 p.m.), Trustee Dunbar left the meeting, with Chairman James expressing the Council's appreciation for her participation via phone.

B. Academic Affairs

Information Items

1. Report on Student Participation in the National Political Convention Experience

Dr. Nowaczyk introduced Dr. Kevan Yenerall, Professor of Political Science, who discussed the university's partnership with The Washington Center that had provided the opportunity for 16 Clarion students to participate in the 2012 national political conventions. He noted that the students had spent the week before each convention listening to speakers, including elected officials and media scholars, who helped to frame the election prior to students being placed with a media outlet, party organization or interest group. He further noted that after their return to campus, the students would integrate their convention experiences with classroom discussion and readings.

The trustees then heard presentations from Cassandra Hartman and Lauren Sigmund, who had participated in the Democratic National Convention in Charlotte, NC, and students John Owens and Michael Friend, who had participated in the Republican National Convention held in Tampa, FL. The students expressed appreciation for the opportunities their experiences had provided in gaining insight into the political process, learning how to network, and making connections with news outlets and other organizations for summer internships. Noting that Clarion University had sent more students to the conventions than any other Pennsylvania institution, Dr. Yenerall thanked the administration and trustees for their support of the program.

2. Enrollment Management

Dr. Nowaczyk distributed fall 2012 data for undergraduate and graduate enrollments based on college or area. He reported an overall decline in headcount of 6.7%, noting that the largest drop had occurred in the College of Education and Human Services. He reported that drops in Education had occurred across the PASSHE and that a System-wide conference of Education deans would be held to address the situation. Dr. Whitney noted the importance also of retaining current students.

3. NSF Grant

Dr. Nowaczyk announced that through the efforts of Professor of Physics Chunfei Li and a team of university faculty, the university had received notice from the National Science Foundation (NSF) that its grant application to acquire a scanning electron microscope had been funded at \$353,530. Dr. Nowaczyk indicated that once purchased, the high-quality microscope would be used for faculty-student research and instruction and made available on a contract-basis to area businesses who wished to do research.

C. Finance and Administration

Information Item

1. Status of Facilities Report

Mr. Bylaska reviewed items from the Status of Facilities Report attached to the trustees' agenda. He also invited the trustees to visit the new Starbucks patio area.

D. Student and University Affairs

Information Items

1. Fund-raising Report

Mr. Tripp reported that for FY12-13, the Clarion University Foundation, Inc. had thus far raised approximately \$447,000 through 705 gifts, a 10% increase over last year. Mr. Tripp expressed appreciation to President Whitney and Dr. Peggy Apple for their lead gift for the new soaring eagle sculpture installed in the atrium of Eagle Commons. He also thanked donors from the Council of Trustees and Clarion University Foundation who had provided monetary support for the sculpture.

2 Opening of the Fall 2012 Semester

Mr. Tripp shared that over 250 faculty, staff and students helped to welcome new students to campus and assisted them in moving into their residences on Discovery Weekend.

V. REPORT OF COMMITTEES

A. Executive Committee

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

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS

A. Call for Executive Session

The trustees entered into executive session at 8:52 p.m. to discuss personnel issues and returned to public session at 9:25 p.m.

VIII. ADJOURNMENT - The meeting was adjourned at 9:25 p.m.

Respectfully submitted

James Kifer, Secretary
Council of Trustees