

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES  
CLARION UNIVERSITY OF PENNSYLVANIA  
JULY 11, 2013  
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, Chairperson, with the following Trustees present:

Dr. Syed Ali-Zaidi  
Mrs. Milissa Bauer, Secretary  
Mrs. Susanne Burns  
Ms. JD Dunbar, Vice Chairperson  
Mr. R. Lee James,  
Mr. James Kifer, Chairperson  
Mr. Randy Seitz  
Mr. Howard Shreckengost  
Mr. Darren Young

The following trustees were absent from the meeting:

Ms. Donna Oberlander  
Mr. Jeffrey Szumigale

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. 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 Mr. Seitz, seconded by Mrs. Bauer, that the minutes of the April 18, 2013 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

Mr. Todd Garrett, President of Student Senate, reported that over the summer months, he had been developing various committee assignments. He indicated that in fall, Student Senate elections would be held to fill some vacant seats. He also noted his work with the Board of Student Government Presidents in planning that group's next conference.

- C. Report of Faculty Senate - None
- D. Council Chairperson's Report

Mr. Kifer thanked Past Chairman Lee James for his outstanding service to the Council as its chair for the past eight years. Mr. Kifer reminded the trustees about their August 21 Summer Workshop in 107-108 Eagle Commons. He also reminded the trustees about the Fall 2013 PA Association of Councils of Trustees (PACT) Conference that Clarion University will host on October 9-10. Mrs. Burns reviewed activities planned for the conference, which will focus on high-impact educational practices. Dr. Ali-Zaidi suggested that the university feature its new scanning electron microscope as part of the conference agenda.

### IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

- A. President

#### Information Items

- 1. Miscellaneous

Dr. Whitney presented thank-you gifts to Past Chairman Lee James for his service to the Council and to the university. She also introduced Mr. James Geiger, new Vice President for University Advancement, who had assumed his duties on July 8. Dr. Whitney suggested that trustees let Harry Tripp know of any individuals with whom Mr. Geiger should be meeting in getting oriented to the university's campuses and the communities.

- 2. Points of Pride

Dr. Whitney called attention to a "Points of Pride" handout at the trustees' places.

### 3. PASSHE Update

Dr. Whitney expressed gratitude to Representatives Lee James and Donna Oberlander for their support for state funding for PASSHE universities. Dr. Whitney reported that while the Legislature had approved flat funding for the System for FY13-14, Clarion University would receive fewer state dollars for the current year due to the effect of the university's enrollment loss on the appropriation formula. She further reported that the Board of Governors had approved a 3% tuition increase. She noted that Clarion University was facing a \$7.64 million deficit for FY13-14. She indicated that the Provost and Vice Presidents had been holding extensive meetings with departments and the university's unions to identify a broad, systemic solution to the budget problem.

Trustee Seitz asked about the Creative Rural Class Conference hosted by the university in June. Dr. Whitney noted that over 100 people had attended the event which explored the relationship between creative workers and rural economic development, small business growth, and overall quality of life. She added that the university wanted to know what new credentials were needed in the region. Dr. Nowaczyk indicated that attendees had expressed a desire for the university to provide opportunities for entrepreneurs to meet and network.

## B. Academic Affairs

### Information Items

#### 1. Enrollment Management Update

Dr. Nowaczyk distributed a deposit comparison chart for PASSHE universities showing mid-June deposit figures for the past two years. He noted that while Clarion University was down 25 deposits compared to mid-June 2012, its drop was the lowest among the western PASSHE universities. He further noted that the university expected to be down 3-4% in credit hour production for the coming fall.

Dr. Nowaczyk shared good news related to student retention, indicating that first to second year retention was now at 73-74%. He added that the university expected to achieve a 50% increase in its out-of-state enrollment. In response to a question from Trustee Dunbar about states being targeted for recruitment, Dr. Nowaczyk noted that northeast Ohio was being developed as a pipe line. Mr.

Kifer asked about the university's degree completion program agreement with Butler County Community College and which institution would receive the revenue stream. Dr. Nowaczyk indicated that students in the program would enroll with Clarion University for their junior and senior years and Clarion would receive the revenue.

Dr. Ali-Zaidi distributed a newspaper article on Robert Morris University's conversion of a former hotel near campus into student housing. Dr. Nowaczyk noted that he would review the information.

C. Finance and Administration

Information Items

1. Budget Update

Mr. Fackler reported that due to last fall's enrollment decline, Clarion University's share of the state appropriation to PASSHE would be down 2.4% from the prior year. He indicated that the university's Responsibility Center (RC) managers had been advised to plan their FY13-14 budgets based on a worst-case scenario. He noted that as cost pressures continued to mount, the university, budgets would be considered for the next three years vs. a single year.

2. Status of Facilities Report

Mr. Fackler reviewed projects on the Status of Facilities Report that had been attached to the trustees' agenda.

D. Student and University Affairs

Mr. Tripp presented a report on private support, noting that for the year ended June 30, 2013, gifts stood at just under \$4 million, an increase of \$1 million over the prior year. Dr. Whitney asked the trustees to thank Mr. Tripp for his outstanding work in university advancement, which had helped to transform the university.

## V. REPORT OF COMMITTEES

### A. Executive Committee

Mr. Kifer reported that the Executive Committee had met on July 2, 2013, and that copies of the minutes from that meeting would be forwarded to trustees.

### B. Finance Committee

#### Action Item

#### 1. Approval of Finance Committee Report

A motion was made by Mr. James, seconded by Mr. Seitz, that the following resolution be approved. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee report for July 11, 2013.

### C. Facilities Committee

#### Action Item

#### 1. Approval of Annual Facilities Report

As chair of the Facilities Committee, Mr. Kifer presented the committee's report on its inspection of seven University buildings as well as exterior landscaping, lighting, and pathways. He noted that while most of the facilities toured had been rated by a recent Deferred Maintenance Study as being good to fair, a new location was needed for the university's Public Safety Department. Trustee Bauer noted her agreement with Trustee Burns that landscaping was needed in the center of campus. Dr. Whitney noted that the university's Master Planning would focus on landscaping needs. She congratulated Mr. Ric Taylor, Director of Facilities Planning and Management, on his talent in working with very little funds to improve the university's buildings and grounds.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the 2013 Annual Facilities Report.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS - None

VIII. ADJOURNMENT - The meeting was adjourned at 8:15 p.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Milissa Bauer".

Milissa Bauer, Secretary  
Council of Trustees