

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
APRIL 23, 2015
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 Steiner Bauer, Secretary
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:

Mrs. Susanne Burns
Ms. Donna Oberlander
Mr. Jeffrey Szumigale

The following members of the University administration attended the meeting:

Mr. Len Cullo, Vice President for Finance and Administration
Dr. Jocelind Gant, Assistant to the President for Social Equity and Associate Vice
President for International Programs
Mr. James Geiger, Vice President for University Advancement
Dr. Colleen McAleer, Interim Executive Dean, Venango College
Dr. Ronald Nowaczyk, Provost and Academic Vice President

II. Minutes

A motion was made by Mr. Seitz, seconded by Dr. Ali-Zaidi, that the minutes of the February 19, 2015 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 Marissa Kealey reported the results of the election of Student Senate officers for 2015-2016 as follows: Jarrett Boxley, President; Marissa Kealey, Vice President; Dylan Rea, Treasurer; and Leah Henderson, Secretary. In response to trustee questions about the level of student participation in Student Senate, Ms. Kealey noted that her group had 21 members who applied to serve on the governance body in a number of ways. She also noted that Student Senate had participated in the PASSHE's annual Advocacy Day activities.

C. Report of Faculty Senate

Outgoing Faculty Senate Chairperson Dr. Jamie Phillips highlighted the work of his group during the 2014-2015 Academic Year, including the completion of proposed revisions to the Senate's Constitution and Bylaws; proposed changes to the university's General Education program; changes to academic policy; and the review of over 200 curriculum proposals. He indicated his hope that the proposed changes to the Senate Constitution and Bylaws and General Education program would be approved by the university administration and brought to the Council at its July 2015 meeting.

Dr. Phillips indicated that new Senate officers would be elected the following week. He further indicated that inquiry seminars for new freshmen were under consideration for the fall 2015 semester. Dr. Ali-Zaidi asked if any special training in advising were provided for faculty. Dr. Phillips noted that training for faculty advisors needed to be considered as well as a mechanism for evaluating advising.

D. Council Chairperson's Report

Mr. Kifer reminded the trustees that the university's Spring 2015 commencement ceremonies would be held on Saturday, May 9, at 10 a.m. and 2 p.m. on the Clarion campus and 7:00 p.m. on the Venango campus. He encouraged trustees to participate in the event.

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Information Items

1. Introduction of New Coaches

President Karen Whitney was unable to attend the meeting due to the death of her mother. On behalf of the President, Provost Ron Nowaczyk presented Mr. David Katis, Athletic Director, to introduce the following new Clarion University coaches:

Jana Ashely, Women's Basketball Coach
Jermaine Cooper, Assistant Women's Basketball Coach
Jesse Correll, Offensive Coordinator, Football
Sean Esterhuizen, Women's Soccer Coach
Keith Ferraro, Men's Wrestling Coach
Eric Laughlin, Women's Cross Country Coach
Chris Weibel, Head Football Coach
Marcess Williams, Men's Basketball Coach

Mr. Katis noted that all the coaches were working to increase enrollment at the university by growing the number of student athletes from its current level of approximately 400 to as many as the team operating budgets could support. The trustees thanked the coaches for attending the meeting.

Action Item

1. Approval of Proposed Clarion University Policy on Protection and Supervision of Minors on Campus

Dr. Jocelind Gant reviewed the impetus for the development of the university's new Policy on Protection and Supervision of Minors on Campus as well as the process by which it had been vetted by governance groups. She noted that PASSHE Board of Governors policy as well as state legislation (Act 153 of 2014) also mandated that university employees, student workers and volunteers obtain clearance checks.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the proposed policy on *Protection and Supervision of Minors*, as submitted by the President on the 23rd day of April 23, 2015.

Information Items, continued

2. PASSHE Update

Dr. Nowaczyk reported that a committee of Clarion personnel was working on completing a university action plan using a template developed by the PASSHE. He noted the plan was due to the System on May 15, 2015.

3. April 2nd Meeting with the Governor

Dr. Nowaczyk noted that Governor Wolf had met with the PASSHE Presidents to discuss his request to the Board of Governors that PASSHE tuition be frozen for 2015-2016. He indicated that the Board of Governors' position was that any tuition freeze would be contingent upon the Governor's success in delivering on his promise of a \$45 million appropriation to the PASSHE.

4. Advocacy Day and Spring 2015 PACT Conference

Dr. Nowaczyk thanked Trustees James and Oberlander for their hospitality in meeting with members of Clarion's Advocacy Team and arranging for the team to be recognized on the floor of the House during their visit to Harrisburg for the annual PASSHE Advocacy Day. Dr. Nowaczyk also thanked Board of Governors member Todd Garret, Clarion Student Trustee Darren Young, and Outgoing Student Senate President Marissa Kealey for doing a good job of representing the university at Advocacy Day activities.

Trustee Bauer reported briefly on the Spring 2015 PACT Conference held in Harrisburg. She noted that the conference had focused on student success and the need for high-quality student advising and retention efforts.

5. Class of 2015 and other Outstanding Student Accomplishments

Dr. Nowaczyk indicated that information was still being collected for the listing of 2014-2015 student accomplishments. He noted that the university's annual Academic Excellence Series was currently underway for the week, including student research poster sessions and presentations by Honors Program students.

6. Presidential 500-Day Plan v.3, April 2015 Status Report

Dr. Nowaczyk indicated that copies of the President's April status report on her 50-Day Plan v.3 would be provided to trustees at a later date.

B. Academic Affairs

Action Items

1. Approval of Proposed Bachelor of Science in Sport Management

Dr. Nowaczyk reviewed three academic programs that with the trustees' approval would be taken to the PASSHE Board of Governors for action at the Board's July 2015 meeting. He noted that the proposed B.S. in Sport Management was a name change for Clarion's former B.S. in Liberal Studies with a concentration in Sport Management.

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

RESOLVED, that the Council of Trustees, Clarion University of Pennsylvania, approve the Bachelor of Science in Sport Management to move forward to the Board of Governors of the State System of Higher Education for final approval.

2. Approval of Proposed Master of Science in Data Analytics

Dr. Nowaczyk indicated that the proposed M.S. in Data Analytics would be a 30-credit online program of applied study for working professionals.

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

RESOLVED, that the Council of Trustees, Clarion University of Pennsylvania, approve the Master of Science in Applied Data Analytics to move forward to the Board of Governors of the State System of Higher Education for final approval.

3. Proposed Bachelor of Science Business Administration/Paralegal Studies

Dr. Nowaczyk shared that the proposed B.S. in Business Administration/Paralegal Studies would build on Clarion's existing accredited associate degree program. He added that the B.S. degree was being recommended by the American Bar Association for paralegals wishing to work for corporations.

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 of Pennsylvania, approve the Bachelor of Science Business Administration in Paralegal Studies to move forward to the Board of Governors of the State System of Higher Education for final approval.

Information Items

1. Introduction of Dr. Roxanne Gonzales, Executive Dean of Venango College

Dr. Nowaczyk introduced Dr. Roxanne Gonzales, noting that she would begin her duties as Executive Dean of Venango College on July 1, 2015. He shared that Dr. Gonzales had been working as a special assistant in the Provost's Office for one month and drawing upon her 30-year experience in adult education to assist with the university's online and veterans educational programs.

2. Enrollment

Dr. Nowaczyk presented Interim Dean of Enrollment Management Dr. David Behrs to provide an enrollment update. Dr. Behrs reviewed a busy spring of student recruitment indicating that freshman applications were up 3.4%. In looking at overall enrollment, he noted that deposits were running 40 behind the prior year. He noted that over the next two weeks, his colleagues would be making many phone calls to further reduce the number of pending applications.

Dr. Behrs also discussed efforts to recruit student for fall 2016, noting information sessions that would be held this summer at Butler Community College as well as plans to upgrade the summer visit schedule.

C. Finance and Administration

Action Items

1. Approval of Fees for 2015-2016

Mr. Cullo outlined management's proposed fees for 2015-2016 as presented in detailed information provided to the trustees at the workshop held prior to their public meeting. He noted that the fee increases were for the most part 3% across the board.

Mr. Seitz expressed concern that Clarion University fees were higher than those of its competitors in the State System. Mr. James asked if the vote on the fees could be postponed pending the trustees' receipt of more substantiation for the proposed increases. Ms. Bauer noted that she would like to see comparative fee data for Clarion and the other PASSHE schools.

Mr. Cullo noted the challenge of cost increases at the same time the university was tracking to have a deficit this year and next. He noted that while he understood trustee concerns about maintaining affordable costs for students and their families, he was charged with safeguarding the university's financial viability.

Discussion followed related to the uncertainty surrounding the Commonwealth budget and when it might be approved and the timing for billing student tuition and fee charges. Ms. Dunbar noted her interest in hearing from students who were at the meeting. Student Marissa Kealey expressed concern about getting two bills for tuition and fees. Mr. Cullo noted that his division would do whatever it took to get the billing done efficiently.

A motion to postpone the vote on proposed 2015-2016 fees until the Council's July meeting was made by Ms. Dunbar, seconded by Dr. Ali-Zaidi. The motion carried.

2. Approval of Request for Flood Mitigation Grant

Mr. Cullo noted that the university was seeking trustee approval to apply for a state grant for funds to help with the dredging of West End Pond at Venango campus.

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

RESOLVED, that Clarion University of Pennsylvania of Clarion and Venango Counties hereby requests a Flood Mitigation grant from the Commonwealth Financing Authority of the Commonwealth of Pennsylvania to provide funding to support a \$222,725.00 project for Mitigation, Engineering, and Maintenance; and

BE IT FURTHER RESOLVED that Clarion University hereby designates Karen M. Whitney, President, and Leonard A. Cullo, Jr., Vice President for Finance & Administration, as the officials to execute all documents and agreements between the Clarion University of Pennsylvania and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

Information Items

1. Budget Update

Mr. Cullo reported that the university continued to expect a deficit for the current year. He added that the university's Responsibility Managers would be presenting their proposed FY15-16 budgets in early May.

2. Status of Facilities

Mr. Cullo called the trustees' attention to the Status of Facilities report that was attached to their agendas.

D. Student Affairs

No report.

E. University Advancement

Information Item

1. Fund-raising Report

Mr. Geiger reported that the next meeting of the university's Capital Campaign Steering Committee would be May 7, when the committee would be meeting with the university's deans.

2. Commercial

Mr. David Love, Director of Marketing and Communications, showed a new commercial featuring a recent Clarion University alumnus in the field of media.

VI. REPORT OF COMMITTEES

A. Executive Committee

Mr. Kifer noted that the Trustees Executive Committee had met on April 10, 2015, and that copies of the minutes of the meeting would be sent to the trustees.

B. Finance Committee

Action Item

1. Approval of Finance Committee Report

Mr. Cullo directed the trustees' attention to the report of the Finance Committee, which had been attached to their agendas.

A motion was made by Mr. Young, seconded by Ms. Bauer, to approve the Finance Committee's Report of April 23, 2015. The motion carried unanimously.

C. Nominating Committee

Action Item

1. Election of Officers

Reporting on behalf of Nominating Committee Chair Lee James presented the following proposed slate of Council of Trustees officers for 2015-2016:

Mr. James Kifer	Chairperson
Ms. JD Dunbar	Vice Chairperson
Mrs. Milissa Bauer	Secretary

The floor was opened for additional nominations. There were none forthcoming.

A motion to close the nominations was made by Dr. Ali-Zaidi, seconded by Mr. Seitz. The motion to accept the slate of officers for 2015-2016 as presented by the Nominating Committee carried unanimously.

D. Facilities Committee

Mr. Kifer reminded the Council that the annual trustees' inspection of facilities would be scheduled in advance of the next Council meeting on July 16, 2015 at which time the Facilities Committee would present its report.

VII. UNFINISHED BUSINESS – None

VIII. NEW BUSINESS

Action Items

A. Resolution of Appreciation

Chairperson Kifer noted that in light of her retirement from the university June 26, 2015, following 25 years of service, tonight's meeting would be the final Council of Trustees meeting for Ms. Linda Campbell, Assistant to the President and liaison to the Council of Trustees. Mr. Kifer asked Vice Chairperson JD Dunbar to read a resolution of appreciation in honor of Ms. Campbell.

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

WHEREAS, Linda R. Campbell has been the Assistant to the President at Clarion University initially having been appointed on October 23, 1990, has provided exemplary support and leadership to three Presidents over the course of 25 years and has submitted her intent to retire on June 26, 2015; and,

WHEREAS, Ms. Campbell, has provided vital and impeccable service as the principal liaison to the Council of Trustees, continually offering esteemed service through her efforts to draft and review hundreds of items of correspondence to and from the Council including organizing agendas, minutes and arrangements for dinners, meetings, orientations, workshops, and retreats,

WHEREAS, in addition to her service to the Council of Trustees, Ms. Campbell provided outstanding service to the Office of the President

where she assisted with the President's Executive Council and Responsibility Center Managers by organizing numerous meetings, preparing agendas, attending meetings, taking minutes, and working to ensure follow up on action items,

WHEREAS, Ms. Campbell, throughout her tenure in the Office of the President, has managed important communication efforts and has coordinated many events sponsored by the Office of the President such as dedications, receptions, memorial services for trustees and university leaders, all of which have advanced the vision and mission of the university,

WHEREAS, Ms. Campbell has served as Chair of the Commencement Committee with responsibility for overseeing all aspects of university commencements which have graduated approximately 23,000 students over the last 17 years; now, therefore, be it

RESOLVED, that the Council of Trustees of Clarion University of Pennsylvania expresses appreciation to Linda R. Campbell for her loyal and effective service to the Council and for her dedicated service to the Office of the President and extends to Ms. Campbell its very best wishes for continued happiness throughout her retirement; and be it further

RESOLVED, that this Resolution of great thanks and appreciation shall be made a matter of formal record in the Minutes of the Council of Trustees for April 23, 2015.

Mr. Kifer indicated that the Council would be going into Executive Session to discuss the President Whitney's Annual Performance Evaluation. He further indicated that the Council would return to public session for any related votes on that matter and then adjourn.

The trustees entered into executive session at 9:07 p.m. to discuss personnel matters and returned to public session at 9:30 p.m.

B. Presidential Leadership Review

A motion was made by Mr. Young, seconded by Mr. Seitz to approve the following motion. The motion carried unanimously.

MOVE that the Council of Trustees, Clarion University, recommend to the Board of Governors that the Chancellor be authorized to extend the contract of President Karen M. Whitney for one year.

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

Respectfully submitted

A handwritten signature in cursive script, appearing to read "M. Steiner Bauer", written over a horizontal line.

Milissa Steiner Bauer, Secretary
Council of Trustees