

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
July 16, 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
Mrs. Susanne Burns
Mr. R. Lee James
Mr. James Kifer, Chairperson
Mr. Randy Seitz
Mr. Howard Shreckengost
Ms. Donna Oberlander

The following Trustees were absent:

Ms. JD Dunbar
Mr. Jeffrey Szumigale

The following members of the University administration attended the meeting:

Mr. Len Cullo, Vice President for Finance and Administration
Mr. James Geiger, Vice President for University Advancement
Ms. Roxanne Gonzales-Walker, Executive Dean, Venango Campus
Dr. Ronald Nowaczyk, Provost and Academic Vice President
Dr. Karen Whitney – President

II. Minutes

A motion was made by Mr. Seitz, seconded by Mr. Howard Shreckengost that the minutes of the April 23, 2015 regular meeting and the May 29, 2015 special meeting of the Council of Trustees be approved as distributed by mail. The motion carried unanimously.

III. COMMUNICATIONS

A. Public Comments

Bob Balough and Dave Cyphert shared the upcoming events for the Clarion County Airport Authority's planned aircraft show and requested the university's support of the airport's C-54, B-25 and SNJ demonstration and flyover to be held August 15 and 16, 2015. This year's theme is Women in Aviation. They will be having airplane and helicopter rides. Also, new this year, they have added a candy drop from the aircraft. Events are free and open to the public. They noted that the Clarion University graphic art class participated in the design and layout of their book. Also, university students built the airport's database for their flight schedules.

B. Report of Student Senate

Student Senate President Jarrett Boxley announced they are planning a retreat in August. He is working with the committee chairs for ideas for the upcoming semester.

C. Report of Faculty Senate

Faculty Senate Chairperson Mr. Joseph Croskey introduced himself to the Council and thanked the faculty for all their hard work throughout the year. He mentioned that he will be working closely with student senate in the upcoming year.

D. Council Chairperson's Report

No report

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Action Item

1. Approval of Order of Succession Plan

Dr. Whitney reported that under Board of Governors Policy 1983-14-A: *Appointing Interim and Acting Chief Executive Officers* PASSHE universities were required to obtain annual approval from their Councils of Trustees for their campus Order of Succession Plan. Dr. Whitney noted that a copy of the succession plan and the resolution seeking the trustees' approval had been included in the agenda for the July meeting.

A motion was made by Dr. Syed Ali Zaidi, seconded by Mrs. Sue Burns that the following resolution be approved. The motion carried unanimously.

WHEREAS, Board of Governors Policy 1983-14-A: *Appointing Interim and Acting Chief Executive Officers*, requires that each PASSHE university president develop and publish an Order of Succession identifying, in rank order, members of its university's executive management team who will act on behalf of the president in his/her absence; in the event the president is temporarily unable to fulfill the responsibilities of the position; or in the event there is a vacancy; and

WHEREAS, Board of Governors Policy 1983-14-A, *Appointing Interim and Acting Chief Executive Officers*, requires that prior to the beginning of each academic year, the president deliver the university Order of Succession Plan to the Chancellor after a resolution and vote by the university's Council of Trustees; and

WHEREAS, the attached Order of Succession Plan provided by the President of Clarion University, lists in rank order the members of President Karen Whitney's executive management team to act on her behalf in her absence or in the event she is temporarily unable to fulfill her responsibilities, or in the event there is a vacancy;

RESOLVED, that the Council of Trustees, Clarion University, approved the proposed Order of Succession Plan as submitted by the President on 16th day of July 2015 and directs the President Karen Whitney to deliver the Succession Plan to the Chancellor, in accordance with Board of Governors Policy 1983-14-A.

Information Items

1. PASSHE Update

K. Whitney reported that she, Ron Nowaczyk, and Jim Kifer traveled to the Dixon Center to facilitate to the BOG about Clarion's Action Plan. A workshop is scheduled in September to go over this plan with the leadership on campus. She will also meet with various other constituents on and off campus.

K. Whitney noted that all university presidents expressed concerns over financing. Our challenges are enrollment, revenue and the overall financial model. Clarion is restructuring programs, building

and renovating new facilities and we are also in the phase of under going a fundraising campaign. She is confident Clarion is in a good position.

Whitney stated The Board of Governors voted for a tuition increase of 3.5 percent for 2015-2016 school year. Bills will be going out to students in July.

Whitney explained the Governor Tom Wolf has not approved the appointments for the student trustees from any of the PASSHE schools. She hopes to hear something very soon.

2. Presidential 500-Day Plan V.3. July Status Report

Dr. Whitney called the trustees' attention to copies of her Presidential 500-Day Plan V.3. which had been set at their places. She mentioned most of the work is in progress. Whitney is working with community colleges serving Pennsylvania's Northern Tier to better serve future students with hopes to partner with Clarion University.

3. Points of Pride

Pointing to the July list of Points of Pride for Clarion University. Dr. Whitney recognized two individual athletes. Senior diver Kristin Day was named the Capital One NCAA Division II Academic All-America of the year for Division II athletics. She graduated with 4.0 GPA in Chemistry/Biochemistry.

Pete Vuckovich former Clarion baseball standout will be honored by the Altoona Curve in August. Collin Vest and Emily Gynegen were honored at the July 9th PASSHE Board of Governor's meeting for their national championship in diving.

4. Retirement.

Dr. Whitney announced Ms. Linda Campbell's retirement from Clarion University as of June 26, 2015.

Additionally, Whitney took this opportunity to welcome Dr. Susanne Fenske, Vice President of Student Affairs and Ms. Kristin Stiglitz as the new Executive Assistant to the President.

B. Academic Affairs

Information Items

Dr. Nowaczyk introduced Dr. Pamela Gent, Associate Vice President of Academic Affairs. She is the liaison with the state system for getting new academic programs approved. She will be focusing on first-year student retention plan. She is working closely with Dr. Nowaczyk with the Becht hall renovations and department moves that will begin in August.

Dr. Nowaczyk reported that the Board of Governors unanimously approved the three new programs: MS in Applied Data Analytics, BS in Sport Management, and BSBA in Paralegal Studies.

Dr. Nowaczyk added that five new degree programs are in the review process and is hoping for those to be ready for recommendation for the September trustee's meeting and the BOG in October.

R. Nowaczyk will report on the five new degree programs at the September meeting.

1. Enrollment

Dr. Nowaczyk presented Interim Dean of Enrollment Management Dr. David Behrs to provide an enrollment update. Dr. Behrs reported that freshman applications are running ahead of last year. Application are up for health science, education and psychology majors.

Dr. Behrs also discussed efforts to recruit students. He offered a two-day program in June for guidance counselors. The focus was on financial aid and preparing families for NCAA eligibility. Dr. Behrs mentioned he is looking to develop and maintain working relationships with guidance counselors, athletic directors and coaches. He has representatives attending college fairs.

Behrs has begun opening the lines of communications with the class of 2016. He has 540 students registered for July 17 visit day. Laura King, Director of Alumni Relations, is working to get an alumni recruitment group and engaging these folks in social media campaigns.

K Whitney praised Behrs for the report of the increase in education majors and praised the faculty, chairs, and deans on all the work in turning around the education department.

Mr. R. Lee James and Mr. Randy Seitz asked Dr. Behrs to provide them with a list of guidance counselor who attended his workshop from Venango County.

Dr. Behrs was pleased to announce the hiring of Mr. David McFarland, Director of Scholarships. He will be responsible for administering the University's scholarship programs. K. Whitney reported the Director of Scholarships position is being funded for five years. At that time, the position will be evaluated to determine its continuance. She thanked the Foundation Board for this position.

C. Finance and Administration

Information items:

1. Budget Update

L. Cullo reported we are currently in fiscal year 2015-16. For fiscal year 2014-15 we are looking better than the budget approved by the Board of Trustees. Moving forward, we are driven by enrollment and we are going in the right direction with enrollment.

2. Status of Facilities

L. Cullo reported the building inspectors have completed the inspection for Becht and we should be getting the occupancy permit this week. The Becht move has been pushed back to the week of August 10th.

DGS is rebidding for the Tippin Gymnasium project. We are doing some redesign work for this project. It is projected to move forward for spring 2016. L. Cullo noted that Clair Heidler has been approached to facilitate the Tippin Gymnasium project.

D. Student Affairs

Dr. Susanne Fenske thanked the trustees for touring the Suites on Main earlier this evening. She mentioned her office is ready for the move to Becht hall in a few weeks.

E. University Advancement

Information Item

1. Fund-raising Report

Mr. Geiger reported they are advertising two major gifts officer positions. This position will focus on developing relationships with faculty and alumni.

2. Commercial

Mr. David Love, Director of Marketing and Communications, showed a new commercial that will be aired in Erie, Western Pennsylvania and Pittsburgh.

Whitney asked how they will market the TV commercial. J. Geiger noted they will run the commercial on TV and on our website telling stories of our students when they graduated.

V. REPORT OF COMMITTEES

A. Executive Committee

Mr. Kifer noted that the trustees Executive Committee met on July 10, 2015 and copies of the minutes will be sent to the trustees.

B. Finance Committee

Action Item

1. Approval of Finance Committee Report

The Finance Committee meeting was cancelled for July 10, 2015. No report.

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

A motion was made by Ms. Milissa Bauer, seconded by Mrs. Sue Burns to approve the Finance Committee's Report on July 16, 2015. The motion carried unanimously.

C. Nominating Committee

No order of business

D. Facilities Committee

R. Seitz, Chairman of the Facilities Committee presented the Annual Facility Report. The Committee's 2015 inspection addressed the five University buildings at the Venango Campus: Frame, Rhoades, and Montgomery Hall, the Suhr Library, and the Maintenance building. Subjects discussed with regard to each building included the condition of building system components, recent maintenance and repair projects, current facility deficiencies, and plans for correcting those deficiencies. J. Kifer thanked the committee for going to Venango Campus and providing the inspection report. R. Seitz added that the chemistry lab also needs renovations and updated. R. L. James suggested we consider these renovations, as well. S. Burns suggested the trustees tour the chemistry lab and library at the September meeting held on Venango Campus.

Kristin Stiglitz will schedule a tour of said facilities at the September meeting.

A motion was made by Mr. R. Lee James to accept the Annual Facilities Report, seconded by Mr. Howard Shreckengost. The motion carried unanimously.

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS – None

VIII. ADJOURNMENT

Ms. Oberlander made a motion to adjourn the meeting, second by Mr. James. The meeting was adjourned at 8:21pm

Respectfully submitted



Milissa Steiner Bauer, Secretary
Council of Trustees