

Clarion University
Council of Trustees' Regular Meeting
108 Eagle Commons
Clarion, PA 16214
Friday, December 14, 2018
1:30 p.m.
Agenda

Pledge of Allegiance

Call Meeting to Order and Roll Call of Board Members

Public Comments

Consent Agenda Chair, JD Dunbar

1. Approval of the September 20, 2018, meeting minutes – See Item 1
2. Approval of the Certification of Foundation Compliance – See Item 2
3. Approval of the Certification of the CSA Compliance – See Item 3
4. Approval of the Finance Committees Report – See Item 4

RESOLVED, that the Council of Trustees, Clarion University, approve the Consent Agenda for December 14, 2018.

Report of the University Audited Financial Statements for the Year Ending 2018 Nancy Gunza, CliftonLarsonAllen, LLP

Report of Student Affairs Susanne Fenske

Report of Academic Affairs Pam Gent

Report of PACT Milissa Bauer

Report of the President Dale-Elizabeth Pehrsson

Report of Clarion Student Senate Brianna Shepherd

Report of Faculty Senate Jim Lyle

Remarks of the Council Chair Chair, JD Dunbar

Report of Enrollment Management David Dollins

Update of the Opioid Treatment Specialist Certificate Program Ray Feroz

Report of the Board of Governors..... Neil Weaver

Report of Finance, Administration and Facilities Len Cullo

1. Grant Awards and Contracts – See Item 5
2. Status of Facilities Report – See Item 6

Report of University Advancement Jim Geiger

Committee Reports

1. Executive Committee Chair, JD Dunbar

Other Business Chair, JD Dunbar

1. Unfinished Business
2. New Business

Human Resources – See Item 7

Important Dates

1. All Boards Reception – Wednesday, December 12, 5-7pm
2. Winter Commencement – Saturday, December 15, 10am & 2pm
3. Upcoming meetings of the Council of Trustees’ - February 21, April 18, July 18, 2019
4. President Pehrsson’s Inauguration – April 5, 2019, 11am-4pm
5. Spring PACT – April 11 & 12, 2019
6. Spring Commencement – Saturday, May 4, 2019

Adjournment

**MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
THURSDAY, SEPTEMBER 20, 2018
SUHR LIBRARY - VENANGO CAMPUS
OIL CITY, PA 16301
PUBLIC MEETING
7:00 P.M.**

I. RECORDING OF ATTENDANCE

Chairwoman Dunbar called the meeting to order at 7:08 p.m. with the following Trustees present:

Mrs. Milissa Steiner Bauer, Vice Chairwoman
Mrs. Sue Burns
Ms. JD Dunbar, Chairwoman
The Honorable R. Lee James
Mr. James Kifer, Secretary
The Honorable Donna Oberlander
Mr. Randy Seitz
Mr. Neil Weaver
Mr. Tree Zuzzio

The following Trustees were absent:

Dr. Syed Ali-Zaidi
Mr. Howard Shreckengost

The following members of the University administration attended the meeting:

Dr. Dale-Elizabeth Pehrsson, President
Dr. Jeff Allen, Dean, Health and Human Services
Mr. Len Cullo, Vice President, Finance and Administration
Ms. Merrilyn Dunlap, Senior Associate Vice President, Enrollment Management
Dr. Pam Gent, Interim Provost and Academic Vice President
Dr. Susanne Fenske, Vice President, Student Affairs
Dr. Phillip Frese, Dean, College of Business and Information Sciences
Mr. Jim Geiger, Vice President, University Advancement
Dr. Steve Harris, Interim Dean, College of Arts, Education and Sciences

II. PUBLIC COMMENTS – None.

III. APPROVAL OF CONSENT AGENDA

1. Approval of the July 19, 2018, meeting minutes
2. Approval of the Annual Budget – FY2018-2019
3. Trustees' Finance Committee Purchasing Report

A motion was made by Mr. Seitz, seconded by Mr. Zuzzio, to approve the Consent Agenda. The motion carried unanimously.

Chairwoman Dunbar indicated that the Council's agenda would be re-ordered to allow for the students-in-the-spotlight.

Dr. Fenske introduced Jim McGee, Director of the Center for Wellness, and Stephan Brooks, Coordinator of Health Promotions, who spoke of their roles and focus on delivering health and wellness information to students across the campus. In turn, Peer Wellness Coaches, Tiffany Bunch and Nicole Shreve, also spoke to the trustees on their Clarion experiences. Their role as a student in the program is to help students manage their stress level, assess "pre-diabetes" standards, overall fitness, and achieve healthy life styles.

IV Report of Academic Affairs

Dr. Gent reported we recently opened a "Drop In Math Tutor Center" We have 51 students who have used the service this week, alone. We are working to offer an ASN in Somerset County. We hired 10 new tenure track faculty and we have a scholar visiting Clarion from China working in the Marketing Department.

She introduced Dr. Mark Lepore and Dr. Ellen Foster, who traveled with students over the summer to Morocco to help clinical mental health students from this culture.

V. Report of the President

Dr. Dale reported that it has been 100 days since she and Dr. Bob moved to Clarion and she has been out-and-about across the state. She recently attend the PSAC conference at Lock Haven University and BOG meeting in Harrisburg. She delivered the State of the University's Address to the employees on September 10. Her focus is on three initiatives – enrollment, fundraising, and community partnerships in the region, including Venango county.

She has meetings scheduled with different departments, their faculty and chairs, Alumni and Foundation Boards. We will soon be launching two searches –

Provost and Dean of Arts, Education, and Sciences. Recently, she launched the CUPresident Instagram account.

Dr. Greenstein, Chancellor, will be on Clarion campus on October 16 and she encouraged all to participate in the day's events. Dr. Terry Latour and Dr. Adam Roberts are Co-chairs for the "True North" initiative, our four-year plan for moving the university forward.

Merrilyn Dunlap, Senior Associate Director of Admissions, was present and provided a Fall 2018 enrollment overview.

VI. Report of Venango Campus

Ms. Sobina reported on the Venango campus happenings and their program enrollment numbers. She 's working to develop a partnership for the plastic apprenticeship. We received funding to put students through this program. We recently assisted on move-in day for our on campus residents.

VII. Report of Venango Student Senate

Kinsey Green, President for Venango Student Senate, provided the trustees with an update on the focus areas and goals for Senate including extended library hours, and parking on campus. They will be hosting Pizza with the President, a retreat for new and returning students, and a Resource Fair.

VIII. Report of Clarion Student Senate

Student Trustee Tree Zuzzio provided the Clarion Student Senate report in Brianna Shepherd's absence. He noted that the Senate participated in Welcome Week for freshman. 350 students recently participated in Wingo. We concluded Senate elections and happy to announce we have four freshman sitting on Student Senate. We will be attending our annual retreat in Camp Whitehall, Emlenton, PA. Finally, we are encouraging all students to get out and vote in the upcoming elections.

IX. Remarks of the Council Chair

Trustee Dunbar captioned her Chair Report, "The Eagle Has Landed." Ms. Dunbar welcomed Student Trustee Tree Zuzzio to his first official meeting. She reported that the trustees recently attending Convocation for new incoming students. She attended the football game at Highmark Stadium and she announced the upcoming Trustees' Hybrid Retreat will take place on October 18

& 19 in Clarion. She commended the Venango Chamber who reached out to her for the Leadership Program curriculum for a start-up in this area.

Ms. Bauer provided her PACT report. The Annual fall workshop will take place October 12 in Harrisburg. Both Trustee Bauer and Trustee Dunbar will sit on separate panels to speak about Post Redesign and Best Practices. Trustee Dunbar also was influential in securing the keynote speaker for the conference, and will provide his introduction.

X. Report of Student Affairs

Dr. Fenske highlighted some happenings in Student Affairs including the new cardio equipment installed in the Rec Center, the volleyball team posted its ninth win for the season, and 300 junior and senior students are currently living in our residence halls. We are keeping a close watch on mental health issues with our students as the semester progresses. We recently opened a walk-in counseling service for our students and we have resources off campus to assist them, as well.

XI. Report of University Advancement

Mr. Geiger reported, we have implemented our "Pehrsson-in-Person" road tours that will kick-off in Erie, Florida, and other areas around the country. Our alumni relations wants to be recognized as a chapter and are focusing on community service and assisting with recruitment of new students by providing 'send-offs' to these students in respective hometowns before they come to Clarion. Homecoming is September 29 – October 6 and he invited all to attend the football game. We will be launching our athletic mini-campaign at Homecoming. We are hosting the Distinguished Awards Banquet on October 5 where six guests would be recognized. We are in the process of refreshing our logo and updating our website. We recently received a donor gift of \$125,000 to help students in western Pa who are in financial need.

XII. Report of the Board of Governors'

Trustee and Board of Governor Weaver provided the BOG report. The next meeting will be October 6 at IUP. The subcommittees continue to work on system redesign and giving the power back to the universities and their Presidents. We will also be discussing tuition. Chancellor Greenstein has started in his role and has been exceeding our expectations. He is visiting all the

universities in his first 101 days and Trustee Weaver will be attending several of these visits along with him.

XIII. Report of Faculty Senate

Dr. Jim Lyle, Chair, Faculty Senate, reported that Senate has been working with Dr. Fenske to address the Seifert Cultural Series and we continue discussions on college affordability for our students and how faculty can assist in the cost affordability.

XIV. Report of Finance, Administration and Facilities

Mr. Len Cullo noted that he presented his annual FY2018-19 budget overview at the workshop prior tonight's meeting. He also provided the trustees with an update, along with photos, on the Tippin renovations.

XV. Committee Reports

The Trustees' Executive and Finance Committees met on September 14, 2018, and those minutes will be distributed to the trustees.

XVI. ADJOURNMENT AND NEXT MEETING

A motion was made by Ms. Bauer, seconded by Mr. Zuzzio, that the meeting be adjourned at 8:46 p.m. The motion carried unanimously.

The next meeting of the Council of Trustees would be Thursday, November 15, 2018, on the Clarion campus.

Respectfully submitted




James L. Kifer, Secretary
Council of Trustees



Clarion University Foundation, Inc.

Seifert-Mooney Center for Advancement
 Clarion University of Pennsylvania
 840 Wood Street, Clarion, PA 16214-1232
 Phone: 814-393-2572 • Text Telephone (TTY/TDD): 814-393-1601
 www.clarion.edu/foundation

Memo to: Leonard Cullo, Vice President, Finance/Administration, Clarion University

From: Michael R. Keefer, FACHE, Chief Executive Officer 

RE: Annual Certification of Compliance of Clarion University Foundation, Inc. with PASSHE Policy 1985-04-A

Date: October 26, 2018

CC: Jim Geiger, Vice President, Advancement, Clarion University

In accordance with part D-6 of PASSHE Board of Governors' Policy 1985-04-A: University External Financial Support (attached), I am writing to request Clarion University recommend to the Clarion University Council of Trustees to certify Clarion University Foundation, Inc., an affiliated organization as defined, is in full compliance with the Policy. The text of the Policy is attached for your reference.

To address the specific requirements of the Policy:

- The Foundation makes financial contributions to the University annually. (D-1-a)
- The Foundation is audited by an independent firm of Certified Public Accountants (D-1-b).
- The memorandum of understanding between the University and the Foundation meets PASSHE requirements (D-3)

The Foundation's support for the University includes:

- Direct financial contributions to fund student aid awards, campus activities, and programs;
- Fundraising and administrative activities;
- Funding and management of student housing facilities;
- Management, acquisition, and administration of other real estate;
- Management of a portfolio of investments (the endowment);
- Maintaining the databank of alumni, friends, and donors;
- Providing alumni engagement programming;
- Being the legal "home" of the Clarion University Alumni Association;
- Participation in University Committees and Task Forces;
- Acquiring/administering grants;
- Furthering economic development, equity stake activity, etc.

CUF, Inc.: PASSHE Policy 1985-04-A - Annual Certification of Compliance

October 26, 2018

Page Two of Two

The Foundation's audited financial statements are attached, which include the Statement of Activities. Total costs incurred by the Foundation in support of the University totaled \$8,206,094 for the year ended June 30, 2018. Financial support by the University to underwrite the Foundation's fund-raising and administrative activities totaled \$250,000.

Enclosed are the following documents to fulfill the Compliance Reporting for the PASSHE Board of Governors Policy 1985-04-A:

- Memorandum of Understanding between Clarion University and Clarion University Foundation, Inc.;
- Certificates of Liability Insurance and Workers' Compensation Insurance;
- Clarion University Foundation, Inc.'s audited financials dated June 30, 2018;
- A list of the 2018-2019 Clarion University Foundation, Inc. Board of Directors;
- By-laws for Clarion University Foundation, Inc., last amended February 4, 2016.

Not Included: A Sole Source Contract with Certification for the fiscal year ending June 30, 2019 is currently unavailable.

Please let me know if you have any questions or concerns or require further information to complete this process. Thank you.

Very truly yours,



Michael R. Keefer, FACHE
Chief Executive Officer

Attachments



Clarion University
 840 Wood Street
 Clarion, Pennsylvania 16214-1232
 Phone: 814-393-2000
 Text Telephone (TTY/TDD): 814-393-1601
 WWW.CLARION.EDU

Memo to: Council of Trustees, Clarion University of Pennsylvania

From: Leonard Cullo, Vice President, Finance and Administration, Clarion University *LC*

Re: Annual Certification of Compliance of Clarion Students' Association with PASSHE Policy 1985-04-A

Date: November 15, 2018

Cc: Sandra Machokas, Clarion Students' Association Executive Director;
 Susanne Fenske, Vice President, Student Affairs, Clarion University

In accordance with part D-6 of PASSHE Board of Governors' Policy 1985-04-A: University External Financial Support, I am requesting the Clarion University Council of Trustees to certify that the Clarion Students' Association (CSA), an affiliated organization as defined, is in full compliance with the Policy. The text of the Policy is attached for your reference.

To address the specific requirements of the Policy:

- CSA makes financial contributions to the University annually. (D-1-a)
- CSA is audited by an independent firm of Certified Public Accountants (D-1-b).
- The memorandum of understanding between the University and CSA meets PASSHE requirements (D-3)

CSA support for the University includes:

- Direct financial contributions to fund student activities and programs,
- CSA organizations' expenses.

Total costs incurred by CSA in support of the University totaled \$1,519,180 for the year ended June 30, 2018. Financial support by the University to CSA totaled \$112,691.

**Information Items for November 15, 2018, Council of Trustees' Meeting
List of Purchases \$19,400 and Above**

Approved by Trustees' Finance Committee - August 10 & September 14, 2018

Vendor	General Description	Department	Purchase Order Total	Contract Begin Date	Contract End Date
Cbord Group	Maintenance hardware and software fee Cbord System	Student Affairs	\$52,600.00	upon approval	6/30/2019
Intelligent Video Solutions, LLC	CSD Monitoring System	Computer Services	\$54,409.00	7/16/2018	6/30/2019
Premiercomm LLD	Cisco Smartnet Maintenance	Computer Services	\$94,810 3 year renewal	7/24/2018	6/30/2021
Webster's Fitness Products, Inc.	Cardio Equipment	Student Affairs	\$62,397.00	5/24/2018	6/30/2019
Clarion University Foundation	Fundraising and Support Services	Center for Wellness	\$500,000/2 years		6/30/2019
Dagostino Electronic Services, Inc	Alcatel Network Switches	Computer Services	\$65,526.50	6/20/2018	8/8/2019
Advantage Design Group	Orientation Software	Student Affairs	\$232,000.00	6/20/2018	6/30/2022
Candoris Technology LLC	Application Delivery Ccontrollers/Load Balancers	Computing Services	\$77,686.40	7/20/2018	6/30/2022
Mar-Allen	Harvey Steam Tunnel Rebuild	Facilities	\$175,423.00		
Haertland ECSI	Tuition Recovery Solution	Student Financial Services	\$50,000.00	7/20/2018	6/30/2023

Clarion University of PA
New Grants and Contracts
Awarded between 09/1/2018 and 10/31/2018

Item 5

Grant Name	Amount	Director
Foundation for Pa Watersheds	\$ 6,050	Dr. Andrew Turner
Upward Bound Stem Supplement	\$ 22,400	Ms. Rhonda McMillen-Toth

Clarion University
Information Items for November 15, 2018, Council of Trustees' Meeting
Status of Facilities Projects

Building	Project	Number	Fund Source	Amount	Status	Project Completion Date
Tippin Gym	Renovation/Construction	CL-696	CA	\$41,900,000	UC	Sept - 2019
	Project Total					
Stevens/Moore Hall	ADA Accessibility Improvements	CL-775	CA	\$5,000,000	ID	TBD
Still Hall	Roof Replacement	CL-786	DM	\$150,000	ID	August-2019*
Still Hall	Server Room Fire Extinguishing	CL-796	DM	TBD	B	Decmeber 2018
Clarion Campus	Sidewalk Repairs	CL-797	DM	\$150,000	P	August-2019**
Venango Suhr Library	Feasibility Study	CL-790	SR	\$39,587	C	April-2017
Steam Vaults	Repair of Steam Tunnel Vaults	CL-	DM	\$250,000	UC	November 2018

*** Project deferred to Summer 2019 for proper review and design prior to work completion**

**** Project deferred to Summer 2019 due to funding availability**

Source of Funds	Status
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EG = Education & General Funds

AX = Auxiliary

DM = Deferred Maintenance

CA = Capital Appropriation

G = Grants

SA = Student Assessment

SR = Special Revenue (e.g., Parking Fees, etc.)

CL = Cancelled

P = Planning

ID = In Design

B = Bidding/Contracting

UC = Under Construction

C = Complete

AF = Awaiting Funds

AS = Awaiting Scheduling

RB = Rebid

A. Academic Affairs

1. Appointments

Faculty – E & G Funded

Brandford-Dixon, Arica; 25%-time Instructor (Step 1), Nursing Department
August 18, 2018 through May 24, 2019

Godlewski, Jill; 50%-time Instructor (Step 1), Library Services Department
October 15, 2018 through May 24, 2019

Juli, Sharon; 25%-time Instructor (Step 1), Social Science Department
January 5, 2019 through May 24, 2019

Smith, Brenda; 50%-time Instructor (Step 1), Nursing Department – Pittsburgh Site
October 15, 2018 through December 21, 2018

Williams, Drew; 50%-time Instructor (Step 1), Visual and Performing Arts Department
September 25, 2018 through December 14, 2018

Manager

Shoemaker, Benjamin, Manager 180, Full-Time, Regular, Computing Services, October 22, 2018

Support Staff

Reinsel, Trudy, University Registered Nurse, Full-Time, Regular, Northwest Alliance, October 29, 2018.

2. Retirements

Faculty

Jolley, Janina; Psychology Department, January 4, 2019

Roth, Kevin; Management and Marketing Department, January 4, 2019

3. Resignation

Manager

Coulson, Bradley, Computing Services, Resignation, October 24, 2018

4. Classification

Support Staff

Carlson, Chanin, Clerk Typist 3 (from Clerk Typist 2) TRIO & Upward Bound, May 16, 2018

B. Finance and Administration

1. Appointment

Support Staff

Mason, Robert, Clerk 1, Full-Time, Regular, Facilities Management - Warehouse, September 10, 2018
 Courtney, Scott, Clerk 2, Full-Time, Regular, Public Safety, October 15, 2018
 Miller, Jamie, Temperature Controls Technician, Full-Time, Regular, Facilities Management,
 November 6, 2018

2. Appointment – Temporary

Support Staff

Kiel, William, Security Officer 1, Part-Time, Temporary, Public Safety, October 1, 2018

3. Retirements

Support Staff

Cotherman, Thomas, Facilities Management, October 12, 2018
 Baily, James, Facilities Management, October 12, 2018
 Johnson, Bruce, Facilities Management, October 31, 2018

4. Resignation

Support Staff

Woodworth, James, Facilities Management, November 2, 2018

C. Student Affairs

1. Appointment

Administrator

Fleming, Catelyn, State University Administrator 2, Leadership & Involvement, Full-Time,
 Regular Status, 9-month cyclical, September 12, 2018

2. Appointment, Temporary

Manager

Lopez, Joseph, Manager 160, Athletics, Full-Time, Temporary, October 15, 2018
 Neiman, Deron, Manager 140, Athletics, Part-Time, Temporary, October 3, 2018
 Sullenberger, Jared, Manager 160, Sports Information; Athletics, Part-Time, Temporary,
 October 1, 2018

3. Appointment, Temporary - Extension

Administrator

Lahr, Melanie, State University Administrator 3, Residence Life, Full-Time, Temporary,
September 11, 2018

4. Resignations

Manager

Aubele, Emily, Venango Student Affairs, October 1, 2018

Coach

Niggel, Maxwell, Assistant Swim Coach, Athletics, September 5, 2018

Support Staff

Raehsler, Kara, Residence Life, Resignation, October 24, 2018