

**COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA**

**JULY 16, 2015
ROOM 108 EAGLE COMMONS
CLARION, PENNSYLVANIA 16214**

7:00 P.M.

AGENDA

Pledge of Allegiance

- I. Roll Call
- II. Approval of Minutes of the Regular Meeting of April 23, 2015, and the Special Meeting of May 29, 2015
- III. Communications
 - A. Public Comments
 - B. Report of Student Senate
 - C. Report of Faculty Senate
 - D. Report of Council Chairperson
- IV. Reports and Recommendations of the President
 - A. President Whitney

Action Item

1. Approval of Order of Succession Plan – See Attachment A

The Board of Governors Policy 1983-14-A: *Appointing Interim and Acting Chief Executive Officers* was revised by the Board on January 24, 2013. Under the revised policy, each university president is required to deliver the campus Order of Succession Plan to the Chancellor after a resolution and vote by the University's Council of Trustees. Clarion University's Order of Succession Plan

appears in Attachment A; the resolution to be approved by the trustees appears below:

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;

THEREFORE, BE IT RESOLVED, that the Council of Trustees approves and certifies the attached Order of Succession Plan 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
2. Presidential 500-Day Plan V.3. July Status Report – To be distributed at meeting.
3. Points of Pride
4. Retirement

Manager

Campbell, Linda; Assistant to the President, Office of the President, June 26, 2015

- B. Academic Affairs – Dr. Nowaczyk, Provost and Academic Vice President

Information Items

1. Enrollment Management Update – Dr. David Behrs

2. Appointments

Faculty – E & G Funded

- Aiello, Maria; 4 credit-time Instructor (Step 1), Academic Enrichment Department
June 20, 2015 through July 17, 2015
- Aiello, Maria; 1 credit-time Instructor (Step 1), Academic Enrichment Department,
July 18, 2015 through July 24, 2015
- Anderson, Wayne; 2 credit-time Instructor (Step 3), Human Services, Rehabilitation, Health
and Sports Sciences Department, June 1, 2015 through July 3, 2015
- Barbee, Sarah; 1 credit-time Instructor (Step 1), Communication Science Disorders
Department June 1, 2015 through August 7, 2015
- Barbee, Sarah; 25%-time Instructor (Step 1), Communication Science Disorders
Department, August 22, 2015 through May 28, 2016
- Beers, Shawn; 24%-time Instructor (Step 1), Academic Enrichment Department – Upward
Bound, June 22, 2015 through July 24, 2015
- Beni, Krisztina; 3 credit-time Instructor (Step 4), Human Services, Rehabilitation, Health and
Sports Sciences Department, July 6, 2015 through August 12, 2015
- Bilan, Robin; 100%-time Instructor (Step 1), Nursing Department,
August 22, 2015 through May 27, 2016
- Bladen, Laurie; 100% Tenure Track Assistant Professor (Step 6), Nursing Department,
August 22, 2015
- Bradley, Connie; 3 credit-time, Instructor (Step 7), Educational Talen Search Department,
June 1, 2015 through June 19, 2015
- Brzoza-Lewis, Kristina; 75% time Instructor (Step 1) Biology & Geological Sciences
Department August 22, 2015 through January 8, 2016
- Burgard, Beth; 43%-time Instructor, (Step 1), Academic Enrichment Department – Upward
Bound, June 22, 2015 through July 24, 2015
- Busch, Alyce; 3 credit-time Assistant Professor (Step 2), Justice, Law, Technology and Liberal
Arts Department, July 6, 2015 through August 6, 2015
- Cochran, Kathy; 88%-time Instructor (Step 1), Nursing Department
August 22, 2015 through May 27, 2016
- Danvers, Kreag; 3 credit-time Professor (Step 12), Accountancy Department,
June 1, 2015 through July 2, 2015
- Danvers, Kreag; 100%-time Tenure Track, Professor (Step 12), Accountancy Department
August 22, 2015
- Defranco, Lisa; 3 credit-time Instructor (Step1), Educational Talent Search Department,
June 1, 2015 through June 19, 2015
- Doverspike, Tami; 3 credit-time Instructor (Step 5), Educational Talent Search Department,
June 1, 2015 through June 19, 2015
- Dworek, Kristina; 3 credit-time Instructor (Step 11), Communication Sciences and Disorders
Department, June 1, 2015 through July 3, 2015

Dworek, Kristina; 100%-time Instructor (Step 1), Communication Sciences and Disorders Department, August 22, 2015 through May 28, 2016

Evans, Kenneth; 67%-time Instructor (Step 1), Academic Enrichment Department – Upward Bound, June 22, 2015 through July 24, 2015

Falsetti, Donna; 100%-time Tenure Track, Associate Professor (Step 6), Nursing Department, August 22, 2015

Flaherty, Debra; 100%-time Instructor (Step 1), Nursing Department, August 22, 2015 through May 28, 2016

Fuller, Dalyann; 80%-time Instructor (Step 1), Venango Student Affairs Department, August 22, 2015 through May 28, 2016

Fulton, Lacy; 100%-time Tenure Track Assistant Professor (Step 1), Communication Department, August 22, 2015

Gallagher, Sarah; 4 credit-time Instructor (Step 5), Communication Sciences and Disorders Department, July 6, 2015 through August 7, 2015

George, Randall; 25%-time Instructor (Step 1), Computer Information Sciences Department, August 22, 2015 through January 8, 2016

Greene, Amy; 25%-time Instructor (Step 1) Special Education Department, August 22, 2015 through May 28, 2016

Griffin, Tim; 4 credit-time Instructor (Step 1), Academic Enrichment Department June 20, 2015 through July 29, 2015

Guth, William; 3 credit-time Instructor (Step 1), Chemistry, Mathematics and Physics Department, June 1, 2015 through July 2, 2015

Hasselback, James; 3 credit-time Instructor (Step 1), Accountancy Department, May 11, 2015 through May 29, 2015

Hubler, Amber; 25%-time Instructor (Step 1), Special Education Department August 22, 2015 through May 28, 2016

Hudson, Shintrika; 7 credit-time Instructor (Step 1), Academic Enrichment Department June 13, 2015 through July 31, 2015

Hughes, Christopher; 2 credit-time Instructor (Step 1), Biology and Geological Sciences Department, May 11, 2015 through May 29, 2015

Hughes, Christopher; 100%-time Instructor (Step 1), Biology and Geological Sciences Department, August 22, 2015 through May 27, 2016

Jacobson, Karl; 5 credit-time each term, Instructor (Step 1), Visual and Performing Arts Department, June 1, 2015 through August 8, 2015

Janes, Judy; 3 credit-time Instructor (Step 12), Communication Sciences and Disorders Department, July 6, 2015 through August 7, 2015

Juli, Sharon; 3 credit-time Instructor, (Step 1), Social Science Department, July 6, 2015 through August 6, 2015

Klenovich, Rhea; 25%-time Instructor (Step 1), Justice, Law, Technology and Liberal Arts Department, August 22, 2015 through January 8, 2016

Last, Kerri; 4.8 credit-time Instructor (Step 1), Nursing Department, March 29, 2015 through May 29, 2015

McAdoo, Mitchell; 2 credit-time Instructor (Step 1), Biology and Geological Science Department, May 11, 2015 through May 29, 2015

McGonigal, Michelle; 50%-time Assistant Professor (Step 1), Nursing Department August 22, 2015 through January 8, 2016

McKinstry, Valerie; 40%-time Instructor (Step 1), Academic Enrichment Department – Upward Bound June 22, 2015 – July 24, 2015

McMillen-Toth, Rhonda; 2 credit-time Assistant Professor (Step 10), Educational Talent Search Department, June 1, 2015 through June 19, 2015

McMillen-Toth, Rhonda; 5 credit-time Assistant Professor (Step 10), Educational Talent Search Department, June 20, 2015 through July 29, 2015

Mohney, Kayla; 100%-time Instructor (Step 1), Special Education Department, August 22, 2015 through May 28, 2016

Morris, Kari; 1.5 credit-time Instructor (Step 1), Nursing Department, May 11, 2015 through August 20, 2015

Morris, Kari; 100%-time Instructor (Step 1), Nursing Department, August 22, 2015 through May 27, 2016

Pedlow, Michele; 1 credit-time Instructor (Step 1), Academic Enrichment Department, July 4, 2015 through July 10, 2015

Silvis, Shelly; 9 credit-time Assistant Professor (Step 13), Academic Enrichment Department June 1, 2015 through July 31, 2015

Sloan, David; 48%-time Instructor (Step 1), Academic Enrichment Department – Upward Bound, June 22, 2015 through July 24, 2015

Snyder, Donna; 24%-time Instructor (Step 1), Academic Enrichment-Upward Bound Department, June 22, 2015 through July 24, 2015

Stants, Nicole; 48%-time Instructor (Step 1), Academic Enrichment-Upward Bound, June 22, 2015 through July 24, 2015

Steele, Briana; 60%-time Instructor (Step 1), Venango Student Affairs Department-Counseling Services, August 22, 2015 through May 28, 2016

Strausser, Jody; 100%-time Instructor (Step 10), Computer Information Sciences Department, August 22, 2015 through May 29, 2016

Taylor, Timothy; 100%-time Instructor (Step 11), Applied Technology Department August 22, 2015 through May 28, 2016

Tharan, Krista; .333 credit-time Instructor (Step 1), Nursing Department, May 11, 2015 through August 21, 2015

Weidle, Christina; 100%-time Instructor (Step 1), Nursing Department, August 22, 2015 through May 27, 2016

Wolfe, Veryl; 25%-time Instructor (Step 1), Computer Information Sciences Department, August 22, 2015 through January 8, 2016

Yemba, Boniface; 100%-time Instructor (Step 1), Economics Department, August 22, 2015 through May 29, 2016

Zboran, Beth; 25%-time Instructor (Step 1), Computer Information Sciences Department, August 22, 2015 through January 8, 2016

Zemantis, Mary; 3 credit-time Assistant Professor (Step 4), Nursing Department-Pittsburgh Site, April 13, 2015 through June 26, 2015

Manager

Gent, Pamela; Associate Vice President Academic Affairs, July 5, 2015 through June 30, 2017

Administrator

Conrad, Mark; State University Administrator 2, Student Affairs Department, Venango, May 24, 2015 through June 26, 2015

Domitrovich, Joshua; State University Administrator 2, coordinator for Career Mentoring and Internships, Career Services Department, May 26, 2015

Mount, Jodie, State University Administrator 2, (Full-Time, Regular) Financial Aid Advisor, Student Financial Services, May 4, 2015

Vickers, Kyle, Grant Funded Program Coordinator 2, (Full-Time-9-month, Regular)
Venango Student Affairs, August 17, 2015

Support Staff

Barry, Julie, Social Worker 1, (Full-Time, Regular) NW Alliance, June 1, 2015

3. Appointment – Temporary

Administrator

Domitrovich, Joshua, State University Administrator 2, (Full-Time, Temporary) Career
Services, May 26, 2015

Vickers, Kyle, Grant Funded Program Coordinator 2, (Full-Time, Temporary) Venango
Student Affairs, May 24, 2015

4. Classification

Support Staff

Beckwith, Amy, Clerk Typist 3, (Full-Time, Regular) from a Clerk Typist 2, Education
Department, September 29, 2014

5. Retirements

Manager

Puller, Ray; Interim Director of the School of Education, June 30, 2015

Faculty

Foster, Jay; Intercollegiate Athletics, January 30, 2015

Haines, Marite; Psychology Department, August 24, 2015

Kennedy, Cynthia; Social Science Department, August 26, 2016

Piott, Steven; Social Sciences Department, May 29, 2015

Staff

Lander, Elizabeth; Library Services, June 26, 2015

6. Resignation

Faculty

Moore, Shelly; Nursing Department, May 22, 2015

7. Faculty Tenure

The faculty members listed below were granted tenure, effective August 24, 2015:

Brennan-Caplan, Carol	Athletic Training
Ha, Yoojin	Library Science

Lepore, Mark Rehabilitation Science
 Pierce, Laurie Nursing

C. Finance and Administration – Mr. Cullo, Vice President

Information Items

1. Budget Update
2. Status of Facilities Report – See Attachment B.
3. Appointments

Manager

Clark, Richard, Manager 170, Staff Accountant (Full-Time, Regular), Accounting Department, June 8, 2015

4. Resignation

Support Staff

Seyler, Robert, Temporary Patrol Officer, Public Safety, May 7, 2015

5. Grants Awarded between April 1, 2015 and May 31, 2015

<u>Grant</u>	<u>Amount</u>	<u>Director</u>
PASSHE Grant-Land Reform Study	\$6,160.00	Dr. Inoussa Boubacar
PASSHE Grant-Amphibian Disease Surveillance Program	9,990.00	Drs. Regester, Hampikian, & Chambers
PASSHE Grant-Clarion Community Learning Workshop	8,000.00	Drs. Lane & Chambers
2 nd Place Award-FY15 PASSHE Student Business Plan Competition	5,000.00	Dr. Kevin Roth

D. Student and University Affairs – Dr. Susan Fenske, Vice President

Information Items

1. Appointments

Support Staff

Machokas, Sandra, Fiscal Assistant, (Full-Time, Regular), Residence Life, May 4, 2015

Zacherl, Jessica, Clerk Typist 1, (Part-Time, Regular), Conference & Events, June 8, 2015

E. University Advancement – Mr. Geiger, Vice President

Information Items

1. Fund-raising Report
2. Appointment

Manager

Wozniak, Amy, Manager 160, Web Content Writer, (Full-Time, Regular), Marketing & Communications, May 4, 2015

V. Report of Committees

A. Executive Committee

B. Finance Committee

Action Item

1. Approval of Finance Committee Report – See Attachment C.

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee Report for July 16, 2015.

C. Facilities Committee

Action Item

1. Approval of Annual Facilities Report – To be distributed at the meeting.

RESOLVED, that the Council of Trustees, Clarion University, approve the 2015 Annual Facilities Report.


VI. Unfinished Business

VII. New Business

VIII. Next Meeting (September 17, 2015 at Venango College) and Adjournment

MEMORANDUM
Office of the President

To: Members of the Clarion University Council of Trustees

From: Karen M. Whitney, President 

Re: Notice of Change to Trustee Email

Date: June 19, 2015

As some of you are aware, the university has been advised by PASSHE legal counsel that we provide university-issued email accounts to members of our Council of Trustees for use in all university email communication with you. These accounts would be similar to the email accounts that are provided for university faculty and staff. The rationale for this recommendation is outlined below.

Current Configuration for University Email to Trustees

The University's current approach to sending email to Trustees is to use the Trustee's personal or business email account. The implications of this approach are twofold:

1. If the University were to receive a request for information under the PA Right to Know Law (RTKL) involving Trustee communication, individual Trustees would have to search any email account used to conduct university business and provide the university with copies of all such email.
2. If a litigation hold were issued on a Trustee, the Trustee would be obligated to preserve electronically all emails and other documents related to the issue.

Recommended Change for University Email to Trustees

Per the recommended change, all university email to Trustees would be sent to their university-issued email accounts. This approach would result in the following:

1. Should the University receive a request for information under the RTKL involving Trustee communication, Trustees would **ONLY** need to search their university-issued email account and provide copies of all pertinent email **AND/OR** the University would complete a search of the university-issued email account and pull copies of all pertinent email. In addition, Trustees may be required to search any local copies of their university-issued email accounts.
2. If a litigation hold were issued on a Trustee, the Trustee would **ONLY** need to search his/her university-issued email account and the University would preserve electronically all emails and other documents identified by the Trustee on their university account related to the issue. The Trustee would also need to preserve electronically any personal copies of emails and other documents related to the issue from his/her university-issued account.

Implementation of Email Change

1. **On Thursday, July 16, 2015, from 4:30 to 5:30 p.m. in Room 108 Eagle Commons, the university will provide a work session where each Trustee will be provided with a university-issued email account that will be assigned a unique username and initial password. Computing Services staff will be on hand to provide support to help reset trustee passwords and, if desired, configure any mobile devices to access the university e-mail account and the university wireless network. If trustees are unable to attend the work session, written instructions, including their new username and initial password, will be provided to them via email.**

Please note that the new email accounts will go into effect on Monday, July 20, 2015.

Going forward, trustees can reset their passwords to a value of their choice through accessing the University's password management tools. The steps for resetting your password are as follows:

- a. Go to www.clarion.edu/computing.
- b. Select "Password Change" from the Web Services list on the right side of the page.
- c. Select "Change Your Password."
- d. Follow the instructions on the page.
 - 1.) Enter your Username (e.g. t_username@clarion.edu).
 - 2.) Enter your Old Password (i.e., the initial password provided to you by the University). Enter the password exactly the way it was provided to you.
 - 3.) Enter the New Password of your choice. Passwords must have a minimum of 8 characters and at least 1 number.
 - 4.) Select "Change Password."
- e. After the password is successfully changed, select "Click Here" to configure your "Forgotten Password Tool" option. Follow the instructions on the page –
 - 1.) Select Question 1 from the drop-down list; enter an answer.
 - 2.) For Question 2, enter a question of your choice; enter an answer.
 - 3.) Select "Submit A."

NOTE: For the Trustees' convenience, our Center for Computing Services has agreed to override the university's standard 90-day password reset requirement so that Trustees will only have to reset their passwords once a year.

Trustees may access their university email using the Outlook Web App interface. See www.clarion.edu/computing/exchange. This site also includes documentation about various other email features including settings to set up the email for a mobile device if desired. For questions/support concerning your university email account, please contact Sam Puleio, Associate Vice President for Computing Services at spuleio@clarion.edu.

Finally, the University will establish a listserv to provide a single email address that can be used to communicate with the full Council of Trustees. The listserv will be configured so that membership on the list would include the trustees, the President, and the Assistant to the President.

Please notify the President's Office if you have any questions about the changes outlined above.

Thank you.