

**COUNCIL OF TRUSTEES  
CLARION UNIVERSITY OF PENNSYLVANIA**

**JULY 21, 2016  
ROOM 14 A & B SUITE ON MAIN SOUTH  
CLARION, PENNSYLVANIA 16214**

**7:00 P.M.**

**AGENDA**

**REVISED**

Pledge of Allegiance

- I. Roll Call
- II. Approval of Minutes of the Regular Meeting of April 21, 2016.
- 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. President's Response - Triennial Review – Attachment B
3. Presidential 500-Day Plan V.3. July Status Report – Attachment C
4. Points of Pride
5. Appointments

#### Manager

Gatesman, Robert, Business Analyst (Full-Time, Regular), Institutional Research,  
April 18, 2016

Pfannestiel, Todd, Interim Provost (Full-Time, Regular), Provost Department, May 9, 2016

Gatesman, Brooke, Budget Analyst (Part-Time, Temporary), Institutional Research,  
March 28, 2016

6. Resignation

#### Manager

Nowaczyk, Ronald, Provost, Academic Affairs, May 9, 2016

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

## Information Items

1. Enrollment Management Update
2. Appointments

### Faculty – E & G Funded

Allgeier, Catherine; 100%-time Instructor (Step 7), Accountancy Department  
August 20, 2016 through May 26, 2017

Anderson, Wayne; 2 credit-time Instructor (Step 3), Human Services, Rehabilitation, Health  
and Sports Sciences Department; May 9, 2016 through August 12, 2016

Brandford-Dixon, Arica; 3 credit-time Instructor (Step 1), Nursing Department;  
June 27, 2016 through August 12, 2016

Brzoza-Lewis, Kristina; 92%-time Instructor (Step 1), Biology & Geology Sciences  
Department, August 20, 2016 through January 7, 2017

Coradi, Amanda; 25%-time Instructor (Step 1), Education Department;  
August 20, 2016 through May 26, 2017

Dworek, Kristina; 3 credit-time Instructor (Step 11), Communication Sciences and Disorders  
Department; June 6, 2016 through July 8, 2016

Gallagher, Sarah; 4 credit-time Instructor (Step 5), Communication Sciences and Disorders  
Department; June 6, 2016 through July 8, 2016

Goss, Rachel; 25%-time Instructor (Step 1), Justice, Law, Technology and Liberal Arts  
Department; August 20, 2016 through October 28, 2016

Hasselback, James; 3 credit-time Professor (Step 12), Accountancy Department;  
June 2, 2016 through July 8, 2016

Hollis, Mary; 3 credit-time Instructor (Step 1), Justice, Law, Technology and Liberal Arts  
Department; July 11, 2016 through August 11, 2016

James, Judy; 3 credit-time Instructor (Step 12), Communication Sciences and Disorders  
Department; July 11, 2016 through August 11, 2016

Jensen, Natalia; 50%-time Instructor (Step 1), Visual and Performing Arts Department;  
August 20, 2016 through January 7, 2017

Karimi, Bobak; 2 credit-time Instructor (Step 1), Biology and Geosciences Department;  
May 9, 2016 through June 1, 2016

Last, Kerri; .3333-per student Instructor (Step 1), Nursing Department;  
May 9, 2016 through August 26, 2016

Lavan, Timothy; 3 credit-time Instructor (Step 1), Justice, Law, Technology and Liberal Arts  
Department; July 11, 2016 through August 11, 2016

Mease, Miranda; 50%-time Instructor (Step 1), Economics Department;  
August 20, 2016 through May 26, 2017

Mohney, Kayla; 50%-time Instructor (Step 1), Special Education Department,  
August 20, 2016 through January 7, 2017

Pikna, Leigh; 3 credit-time Instructor (Step 1), Communication Sciences and Disorders  
Department; July 11, 2016 through August 11, 2016

Schmitkons, Jonathan; 2 credit-time Instructor (Step 1), Biology and Geosciences  
Department; May 9, 2016 through June 1, 2016

States, Richard; 25%-time Instructor (Step 1) Justice, Law, Technology and Liberal Arts  
Department; August 20, 2016 through May 26, 2017

Turri, Scott; 25%-time Instructor (Step 1), Visual and Performing Arts Department;  
August 20, 2016 through January 7, 2017

Underwood, Heidi; 42.5%-time Instructor (Step 1), Communication Science Disorders  
Department, August 20, 2016 through May 26, 2017

Yemba, Boniface; 100%-time Instructor (Step 1), Economics Department;  
August 20, 2016 through May 26, 2017

Zemaitis, Mary; 3 credit-time Assistant Professor (Step 4), Nursing Department-  
Pittsburgh; April 11, 2016 through June 24, 2016

Zemaitis, Mary; 25%-time Assistant Professor (Step 4), Nursing Department;  
August 15, 2016 through April 15, 2017

#### Grant Funded

Aiello, Maria; 8 credit-time Instructor (Step 1), Academic Enrichment Department;  
June 6, 2016 through July 29, 2016

Beers, Shawn; 36%-time Instructor (Step 1), Academic Enrichment Department-Upward  
Bound; June 20, 2016 through July 22, 2016

Bradley, Connie; 4 credit-time Instructor (Step 7), Educational Talent Search Department;  
June 4, 2016 through July 1, 2016

Craig, Jason; 45%-time Instructor (Step 1), Academic Enrichment Department- Upward  
Bound; June 20, 2016 through July 22, 2016

Burgard, Beth; 43%-time Instructor (Step 1), Academic Enrichment Department-Upward  
Bound; June 20, 2016 through July 22, 2016

Defranco, Lisa; 4 credit-time Instructor (Step 1), Educational Talent Search Department;  
June 4, 2016 through July 1, 2016

Doverspike, Tami; 5 credit-time Instructor (Step 5), Educational Talent Search Department;  
May 28, 2016 through July 1, 2016

Doverspike, Tami; 100%-time Instructor (Step 5), Educational Talent Search Department;  
August 20, 2016 through May 26, 2017

Evans, Kenneth; 67%-time Instructor (Step 1), Academic Enrichment Department Upward-  
Bound; June 20, 2016 through July 22, 2016

Griffin, Tim; 7 credit-time Instructor (Step 1), Academic Enrichment Department;  
June 11, 2016 through July 29, 2016

Hudson, Shintrika; 7 credit-time Instructor (Step 1), Academic Enrichment Department;  
June 11, 2016 through July 29, 2016

Hudson, Shintrika; 100%-time Instructor (Step 1), Academic Enrichment Department;  
August 20, 2016 through May 26, 2017

McKinstry, Valerie; 40%-time Instructor (Step 1), Academic Enrichment Department-Upward  
Bound; June 20, 2016 through July 22, 2016

McMillen-Toth, Rhonda; 3 credit-time Assistant Professor (Step 10), Educational Talent  
Search Department; May 14, 2016 through June 3, 2016

McMillen-Toth, Rhonda; 7 credit-time Assistant Professor (Step 10), Educational Talent  
Search Department; June 11, 2016 through July 29, 2016

McMillen-Toth, Rhonda; 100%-time Assistant Professor (Step 10), Educational Talent Search  
Department; August 20, 2016 through May 26, 2017

Silvis, Shelly; 2 credit-time Assistant Professor (Step 13), Academic Enrichment Department;  
May 14, 2016 through May 27, 2016

Sloan, David; 48%-time Instructor (Step 1), Academic Enrichment Department-Upward  
Bound; June 20, 2016 through July 22, 2016

Snyder, Donna; 24%-time Instructor (Step 1), Academic Enrichment Department-Upward  
Bound; June 20, 2016 through July 22, 2016

Stants, Nicole; 48%-time Instructor (Step 1), Academic Enrichment Department-Upward  
Bound; June 20, 2016 through July 22, 2016

#### Management /Staff

Manager

Smith, Daniel, Director of Budgets & Academic Planning (Full-Time, Regular), Provost's Office, July 11, 2016  
 Nellis, Cynthia, Interim Director of the Small Business Development Center (Full-Time, Temporary; Interim), Small Business Development Center, June 13, 2016  
 Smith, Bruce, Interim Dean, College of Arts, Education & Sciences (Full-Time, Temporary; Interim) June 1, 2016  
 Welch, James, Systems Analyst (Full-Time, Regular), Computing Services, May 31, 2016  
 Bloom, Sue, Student Financial Services Director (Full-Time, Regular), Student Financial Services, May 2, 2016  
 Dunlap, Merrilyn, Interim Director of Enrollment Management (Full-Time, Temporary), Enrollment Management, March 28, 2016  
 Radaker, Ronald, Director Student Success Center (Full-Time, Regular), University Advising Services, March 21, 2016

Staff Support

Carlson, Chanin, Clerk Typist 2 (Full-Time, Regular), TRIO; Upward Bound, June 20, 2016  
 Shank, Brenda, University Registered Nurse (Full-Time, Regular), N/W Alliance, April 25, 2016  
 Schlueter, Marcy, Management Technician (Full-Time, Regular), International Programs, May 31, 2016  
 Sigworth, Deb, Clerk Typist 3 (Full-Time, Regular), Psychology & Women Genders lateral transfer from School of Education, June 13, 2016

## 3. Retirements

Faculty

La Rue, G. Michael; Social Science Department, May 27, 2016  
 MacDaniel, Elizabeth; English and Modern Language Department, July 9, 2016  
 McAleer, Colleen; Communication Science and Disorders Department, January 7, 2017  
 Oliver, Thomas; Accountancy Department, August 20, 2016  
 Schlueter, Dave; Psychology Department, January 7, 2017  
 Truitt-Bean, Gayle; Health and Physical Education, May 27, 2016  
 West, Angela; Nursing, June 11, 2016

Staff

Lauer, Debra; English and Modern Languages Department, June 24, 2016  
 Schill, Lori; Carlson Library, June 24, 2016

Staff Support

Steiner, Nancy, Applications Developer, Computing Services, March 22, 2016  
 Arbogast, Linda, Fiscal Assistant, Student Financial Services, June 24, 2016  
 Hepfl, Lynn, Management Technician, International Programs, June 24, 2016  
 Shirey, Kathy, Clerk Typist 3, Chemistry, Mathematics & Physics, June 24, 2016  
 Kennedy, Marlene, Management Technician, Student Financial Services, June 24, 2016  
 Schill, Lori, Information Technology Technician, Carlson Library Services, June 24, 2016

Busch, Cynthia, Clerical Supervisor 2, Venango Administration, June 29, 2016

4. Temporary Appointment – Conclusion

Ensle, Kay, Call Center Manager, Admissions, May 27, 2016

5. Resignation

Faculty

Nix, Shannon; Biology and Geosciences Department July 1, 2016

Manager

Behrs, David, Director of Enrollment Management, March 25, 2016

Staff Support

McNaughton, Lisa, Clerk Typist 2, Nursing Department, May 31, 2016

6. Faculty Promotions

The faculty listed below were promoted by the President, effective August 27, 2016:

Associate Professor to Full Professor

Foster, Ellen	English
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The faculty listed below were promoted by the President, effective August 27, 2016:

Assistant Professor to Associate Professor

Apple, Peggy	Education
Ha, YooJin	Library Science
Love, Amy	Special Education
Shifflet, Daniel	Mathematics

7. Chairperson

Faculty

The faculty listed below were appointed as Chairperson

Martin, Basil; Library Services Department, effective February 26, 2016 through April 30, 2017  
 McCullough, John; Education Department, effective June 20, 2016 through June 30, 2017

## 8. Faculty Tenure

The faculty listed below were granted tenure, effective August 29, 2016

Apple, Peggy	Education
Aristeguieta-Trillos, Simon	Library Science
Farnsworth, Duane	Mathematics
Knaust, Jacqueline	Mathematics
Love, Amy	Special Education
Overmoyer, Kate	Mathematics
Shifflet, Daniel	Mathematics

## 9. Reclassification

### Administrator

Nettleton, Lacy, State University Administrator 2 (from a SUA 1), Admissions, December 1, 2015

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

### Information Items

1. Status of Facilities Report – See Attachment D.
2. Appointments

### Manager

Shaffer, Shelley, Facilities Operations Manager (Full-Time, Regular), Facilities Management, June 13, 2016

### Support Staff

Baumcraz, Betty, Custodial Supervisor (from Custodial Worker 2), Facilities Management, May 31, 2016  
 Felicetty, Crystal, Clerk Typist 2 (Full-Time, Regular), Human Resources, May 2, 2016

3. Appointment – Temporary

### Staff Support

Dukes, Jordan, Custodial Worker 1; Summer appointment; Facilities Management, May 16, 2016  
 Thoma, Richard, Custodial Worker 1; Summer appointment; Facilities Management, May 16, 2016  
 Thompson, Daniel, Custodial Worker 1; Summer appointment; Facilities Management, May 16, 2016  
 Edmonds, Peter, Maintenance Repairperson 1; Summer appointment, Facilities Management, May 16, 2016

Hummell, Ramona, Painter; Summer appointment, Facilities Management, May 16, 2016

#### 4. Classification

##### Staff Support

Henry, Duane, Clerk 2 (from Clerk 1), Mail and Receiving, February 22, 2016

Steele, Jeffrey, Clerk 2 (from Clerk 1), Mail and Receiving, March 21, 2016

#### 5. Retirement

##### Staff Support

Hogue, R. Allen, Maintenance Repairperson 2, Facilities Management, June 24, 2016

Eisenman, Steve, Clerical Supervisor 1, Mail and Receiving, June 29, 2016

#### 6. Grants Awarded between April 2, 2016 – June 30, 2016

<u>Grant</u>	<u>Amount</u>	<u>Director</u>
PASSHE Business Plan FY16	\$ 2,250	Ms. Cynthia Nellis
DCNR Register	48,015	Dr. Kurt Register
Saremi Healthcare	500	Mr. James McGee
University of Pittsburgh	1,000	Mr. James McGee
SBDC 2016	299,116	Ms. Cynthia Nellis
Science in Motion FY16	87,805	Dr. Bruce Smith
HRSA-White Part C	408,500	Dr. David Miller-Martini
Federals Aids	884,870	Dr. David Miller-Martini
State Aids	420,780	Dr. David Miller-Martini
HOPWA	263,827	Dr. David Miller-Martini

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

##### Information Items

1. Student Affairs Update

2. Appointments

##### Faculty

Snodgrass, Wendy, Athletic Director (Full-Time, Regular), Intercollegiate Athletics,  
July 1, 2016

Bevevino, David, Interim Assistant Athletic Director (Full-Time, Temporary; Interim),  
Intercollegiate Athletics, June 27, 2016

##### Manager

Dutkiewicz, Jennifer, Director of Residence Life (Full-Time, Regular), Residence Life,  
July 18, 2016



Staff Support

Zacherl, Jessica, Management Technician (Full-Time, Regular), Conference and Events,  
June 6, 2016

## 3. Classification

Administrator

Crissman, Thomas, State University Administrator 2 (from SUA 1), Counseling Services,  
February 22, 2016

## 4. Retirement

Staff Support

Nick, Carolyn, Management Technician, Conference and Events, June 24, 2016

## E. University Advancement – Mr. Geiger, Vice President

Information Items

## 1. Fundraising Report

## 2. Appointment

Staff Support

Parsons, Deborah, Copy Machine Operator (Full-Time, Regular), Publications Department,  
May 2, 2016

## V. Report of Committees

## A. Executive Committee

## B. Finance Committee

Action Item

## 1. Approval of Finance Committee Report – See Attachment E.

RESOLVED, that the Council of Trustees, Clarion University, approve the  
Finance Committee Report for July 21, 2016.

## 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 2016 Annual Facilities Report.

- VI. Unfinished Business
- VII. New Business
- VIII. Next Meeting (September 15, 2016 at Venango College) and Aournment