

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
SEPTEMBER 18, 2008
ROOM 403 MONTGOMERY HALL, VENANGO CAMPUS
OIL CITY, PA 16301

7:00 P.M.

I. RECORDING OF ATTENDANCE

The meeting was called to order by Mr. James, Chairperson, with the following Trustees present:

Dr. Syed Ali-Zaidi
Mrs. Susanne Burns
Mr. Richard Hilinski, Secretary
Mr. R. Lee James, Chairperson
Mr. James Kifer
Mr. Kyle McMunn
Mr. Jeffrey Szumigale

The following trustees were absent from the meeting:

Mr. H. John Drayer
Mr. Howard Shreckengost, Vice Chairperson

The following members of the University administration attended the meeting:

Mr. Paul Bylaska, Vice President for Finance and Administration
Dr. Jocelind Gant, Assistant to the President for Social Equity and Assistant
Vice President for International Programs
Dr. Joseph Grunenwald, President
Dr. Valentine James, Provost and Academic Vice President
Dr. Christopher Reber, Executive Dean, Venango Campus

II. MINUTES OF THE REGULAR MEETING OF July 17, 2008

A motion was made by Mr. Kifer, seconded by Mr. Szumigale, that the minutes of the July 17, 2008 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

- 1. Venango Student Senate

Venango Student Senate President Jaimie Renwick reported on activities of her group, including efforts to strengthen clubs and organizations on the campus and to raise awareness about the 2008 Presidential election and voter registration. She noted that the Senate was also working with the Venango Campus administration and the Clarion Student Association to refurbish the student lounge on the fourth floor of Montgomery Hall.

- 2. Clarion Student Senate

Clarion Campus Student Senate Treasurer Heather Puhalla reviewed activities of her organization, including a Labor Day Weekend planning retreat, election of two freshman representatives, outreach program to Recognized Student Organizations (RSO's), voter registration drive, planning for annual Social Equity Banquet, and efforts to revamp the Student Senate Constitution.

- C. Report of Faculty Senate

- 1. Venango Faculty Forum

Reporting for Venango Faculty Forum Chairperson Dr. Ellen Foster, Assistant to the Executive Dean Kay Ensle reviewed various campus facilities improvements and programming initiatives. She noted that the Venango Campus Honors Program now has 25 students enrolled.

- 2. Clarion Faculty Senate

Clarion Faculty Senate Chairperson Dr. Sally Sentner reported that her group had been filling committee appointments and would be providing representatives for the Search Committee for Associate Provost. She also reviewed faculty activities, including the 2008-09 Faculty Author Series, a faculty art

exhibit at the university gallery until October 2, and the appointment of History Professor Dr. Todd Pfannestiel to the Pennsylvania Humanities Council.

D. Council Chairperson's Report

Mr. James thanked trustees Ali-Zaidi, Hilinski, and McMunn for their participation in the August 24th Freshman Convocation. He also reminded Council members that the Fall 2008 Conference of the Pennsylvania Association of Councils of Trustees (PACT) would be hosted by Shippensburg University on October 15-17.

V. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Information Items

1. Enrollment Management

Dr. Grunenwald reported that university overall headcount for Fall 08 was approximately 7,100, while FTE stood at 5,900. He noted increases in enrollment at off-campus teaching sites and for distance and graduate programs.

2. State System Update

Dr. Grunenwald touched on the following issues related to the implementation of Commonwealth statutes/legislation and PASSHE initiatives:

a. PA Clean Indoor Air Act

Dr. Grunenwald explained the PASSHE's position that the PA Clean Indoor Air Act prohibiting smoking in the workplace and in locations defined as "public places" extended to the entire grounds of PASSHE campuses. He noted that this interpretation had been echoed by the PA State Attorney General. He discussed the educational approach being used by the university to encourage compliance as well as plans for long-term enforcement for serial offenders.

b. PA Right to Know Law

Dr. Grunenwald reported on recent changes to the state's Right-to-Know legislation. He explained that the law now assumes that all forms of university reporting or correspondence, including email messages, are public information. Under the changes, he noted, the university must also electronically submit to the PA Treasury Department redacted copies of all contracts. The revised law also provides less turnaround time for responding to Right-to-Know requests and does away with the former restriction that requests can be made only by PA residents.

c. PASSHE Shared Administrative Software System

Dr. Grunenwald noted that the Board of Governors had requested that Chancellor Cavanaugh advance a recommendation to the board at its October 2008 meeting concerning a proposal developed by PASSHE presidents for an alternative to the Shared Administrative Software System.

d. Performance Indicator Funding

Dr. Grunenwald reported that Clarion University expected to earn its fair share of 08-09 Performance Indicator funding.

3. Venango Campus Update

Dr. Grunenwald turned the podium over to Executive Dean Chris Reber, who provided an update on progress at the Venango Campus. Dr. Reber reviewed Summer 2008 events and programs hosted by the campus, including the Second Annual National Birding Festival, National Hardwood Lumber Association's Lumber Grading School, Second Annual Barbara Morgan Harvey Community History Days celebration, and the Kids In College program. In academic news, Dr. Reber noted the campus's continuing collaboration with area medical centers to provide the Associate of Science in Nursing program; accreditation self-study for the Applied Technology program; review of possible partnership programming in areas including sustainability, alternative energy, and robotics; and proposals

underway for two new B.S. degree programs in Industrial Operations and Health Sciences. Outside the classroom, Dr. Reber reviewed plans for a new club sports program to be implemented in Fall 2009, progress on the renovation of the West End Pond, construction of two additional student apartment buildings, and renovations to the locker rooms and rest rooms in the lower level of Rhoades Center.

Dr. Reber introduced Mrs. Libby Williams, President of the Venango Campus Advisory Council, who discussed the Venango Campus Fall 2008 Cultural Arts and Events schedule and gifts and grants received for campus capital projects and its annual fund.

B. Academic Affairs

Information Items

1. International Efforts

Dr. James discussed the university's efforts to internationalize its curriculum and campus culture and enhance educational opportunities abroad for students and faculty. He noted that he would be traveling to China in October to meet with representatives of various universities, including Sanda University with which Clarion University recently signed an affiliation agreement.

2. Moratoriums

Dr. James reported that the School Nurse Certification Program had been placed in moratorium due to declining enrollment. He further reported that the Principal Preparation Program had been placed on a one-year moratorium to allow the department faculty and dean time to review, assess, and revise the program.

3. Paralegal Program Ranking

Dr. James noted that the university's Paralegal program was one of two in the state approved by the American Bar Association. Dr. Grunenwald added that the program had been recently cited among the best 100 paralegal programs in the US and Canada by *Paralegal News*.

C. Finance and Administration

Action Items

1. Annual Budget

In follow up to the presentation of detailed information at an afternoon budget workshop for trustees, Mr. Bylaska highlighted elements of the university's FY08-09 budget. He reported that the university had ended the prior fiscal year with an Education and General (E&G) surplus of \$834,000. He indicated that the E & G budget for FY08-09 of \$72 million was balanced at the start of the fiscal year and he thanked Comptroller John Frances and his staff for their good work, noting that Mr. Frances planned to retire in January, 2009.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the annual budget for 2008-2009 and its submission to the State System of Higher Education.

2. Clarion University Hazard Mitigation Plan

Mr. Bylaska provided background on the university's development of a Hazard Mitigation Plan. He noted the document had been prepared as a result of the need to develop a long-term approach to reducing the university's vulnerability to natural and human-caused hazards. He indicated that the plan met PEMA and FEMA requirements and that completion of the report would provide eligibility for the university to receive grants and other assistance

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

WHEREAS Clarion University in Clarion County, Pennsylvania, is vulnerable to natural and man-made hazards like flooding, severe weather, earthquakes, hazardous materials

releases, and terrorism that can result in property loss, loss of life, and threats to health and safety of the University community; and,

WHEREAS, a Disaster Resistant University (DRU) Hazard Mitigation Plan has been developed by the University hazard mitigation planning committee; and,

WHEREAS, the University's Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by the hazards that face Clarion University; and,

WHEREAS a series of public meetings were held to develop and review the plan; now, therefore,

BE IT RESOLVED, by the President of Clarion University, that:

The Hazard Mitigation Plan is hereby adopted as an official plan of Clarion University.

By September 30 each year, the University hazard mitigation planning committee shall prepare an annual evaluation report to the President of Clarion University.

The respective University officials and departments identified in the strategy of the Plan are hereby directed to implement the recommended activities assigned to them. They will consult semi-annually with the University hazard mitigation planning committee on the progress of their activities.

Information Items

1. Status of Facilities Report

Mr. Bylaska reviewed elements of the Status of Facilities Report attached to the trustees' agenda. He called attention to the preparation of a feasibility plan for the renovation of Becht Hall into a one-stop student services center, construction of a new parking lot on the Clarion campus to be ready in November, and the installation of new visitor bleachers at Memorial Stadium.

D. Student and University Affairs

Information Items

1. Fall Semester Opening

Mr. Tripp reported a smooth opening of the Fall 2008 semester. He noted that the new on-campus residence hall suites on the Clarion campus, due to open in January 2009, were almost at full occupancy. Mr. Tripp further noted that a dedication ceremony for the residence hall suites and new dining hall would be held on April 2, 2009, at which time the concepts for the renovation of Becht Hall would be unveiled. He added that Becht Hall is in its 100th year of operation this year.

2. Fund-raising Report

Mr. Tripp reported that for the first two months of FY08-09 the Foundation had raised just under \$1 million.

VI. REPORT OF COMMITTEES

A. Executive Committee

Mr. James reported that the Executive Committee did not meet in September.

B. Finance Committee

A motion was made by Mr. Hilinski, seconded by Mrs. Burns, that the following resolution be approved. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee Report for July 8 through August 5, 2008.

C. Honorary Degree Committee

Mr. James reported that the Honorary Degree Committee had reviewed and endorsed the President's nomination of Congressman John E. Peterson for the Doctor of Public Service. Mr. James noted that nomination material for the Congressman, who plans to retire at

the end of his current term after 40 years of elected public service, had been attached to the trustees' agenda.

A motion was made by Dr. Ali-Zaidi, seconded by Mr. Kifer, that the following resolution be approved. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the nomination of John E. Peterson for the honorary Doctor of Public Service.

VII. UNFINISHED BUSINESS - None

VIII. NEW BUSINESS

Mr. James noted that the Council would be going into Executive Session to discuss the President's annual performance evaluation and would return to public session to adjourn.

The trustees entered into executive session at 8:02 p.m. to discuss the President's evaluation and returned to public session at 8:15 p.m.

IX. ADJOURNMENT

A motion was made by Mr. Hilinski, seconded by Dr. Ali-Zaidi, to adjourn the meeting. The meeting was adjourned.

Respectfully submitted

Richard Hilinski, Secretary
Council of Trustees