

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
FEBRUARY 18, 2010
ROOM 204 CARLSON LIBRARY, CLARION CAMPUS
CLARION, PA 16214

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. R. Lee James, Chairperson
Mr. James Kifer, Vice Chairperson
Mr. Kyle McMunn
Ms. Donna Oberlander
Mr. Larry Pickett
Mr. Howard Shreckengost, Secretary

The following trustees were absent from the meeting:

Mr. Ross Cioppa
Ms. JD Dunbar
Mr. Jeffrey Szumigale

The following members of the University administration attended the meeting:

Mr. Paul Bylaska, Vice President for Finance and Administration
Dr. Joseph Grunenwald, President
Dr. Valentine James, Provost and Academic Vice President
Mr. Harry Tripp, Vice President for Student and University Affairs

II. MINUTES OF THE REGULAR MEETING OF NOVEMBER 19, 2009

A motion was made by Mrs. Burns, seconded by Mr. Kifer, that the minutes of the November 19, 2009 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

President Heather Puhalla shared that Student Senate had held an in-house retreat to review its mission and vision. She noted some changes to the Senate's election procedures and a proposal to restructure the Clarion Student Association and its policies for student organizations. Ms. Puhalla also provided an update on Haiti relief efforts.

- C. Report of Faculty Senate

Dr. Laurie Occhipinti, Chair of Faculty Senate, reported that the Faculty Author Series, a collaboration of the Senate's Faculty Affairs Committee and the University Libraries, had been extended another year. She reviewed additional Senate activities, including an information literacy project designed to help students improve their ability to find and assess information and a pilot program to move the process for reviewing curriculum proposals to an on-line format.

- D. Council Chairperson's Report

Mr. James indicated that the Council of Trustees report on President Grunenwald's performance for 2008-2009 had been submitted to Chancellor Cavanaugh and that confidential copies had been provided to the trustees at their places. He called upon Mrs. Burns, Chair of the Presidential Search Committee to provide an update on the search. Mr. James reminded trustees on the Council's Nominating Committee that the committee would need to prepare its recommended slate of officers for next year prior to the Council's April 15th Council meeting. He reminded all trustees to submit their Statement of Financial Interests Forms to the State Ethics Commission by May 1. Mr. James indicated that the Spring 2010 PACT Conference would be held at East Stroudsburg University on April 21-22; Mrs. Burns distributed copies of a PACT Conference survey and asked the trustees to complete and return the forms to Ms. Linda Min in the Chancellors' Office.

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

- A. President

Information Items

1. Enrollment Management

Dr. Grunenwald reported higher than expected enrollment for Spring 2010, noting an increase of more than 300 FTE over last year. He attributed the increase to retention efforts, including the Transitions program and improvement in the academic performance of athletes and Greeks. He noted that the university was on target to match its record enrollment of Fall 2009.

2. State System Update

Dr. Grunenwald reviewed the Governor's proposed flat or 0% increase in appropriation for the Pennsylvania State System of Higher Education (PASSHE) for 2010-2011. He indicated that the university's budget planning was being based on a minus 5% appropriation, a 4% tuition increase, and a 1.5% enrollment increase. He noted that Clarion's share of stimulus funds received by the PASSHE had been targeted for make-a-difference projects that meet the funding criteria. He added that scheduling of the projects would be done prudently to ensure that the university had the stimulus funds in hand before releasing projects for bid.

B. Academic Affairs

Action Item

1. Approval of Proposed Bachelor of Science in Health Science

Dr. James provided background information on the proposed Bachelor of Science in Health Science. He noted it would be a primarily online degree completion program for working professionals who had completed a formal, accredited educational program in an allied health profession.

A motion was made by Dr. Ali-Zaidi, seconded by Mr. McMunn, to approve the following resolution. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the proposed Bachelor of Science in Health Science.

Information Items

1. Extended Programs

Dr. James introduced Dr. Art Acton, Assistant Vice President for Academic Affairs/Extended Programs, who provided a presentation on the university's Distance Education and Extended Studies programs. He shared data that revealed the growth in courses and enrollments in these areas, noting that on-line programs in particular had seen dramatic increases at both the undergraduate and graduate levels over the last several years. Dr. Acton also reviewed the university's Dual Enrollment program involving some 40 high schools and on-line Summer School program. He projected continued growth in Distance Education and Extended Studies courses, enrollments, and revenue. He credited the faculty for their hard work and involvement in developing courses and seeking their approval.

2. The Harrisburg Internship Program

Dr. James introduced Dr. Barry Sweet, Clarion University coordinator for The Harrisburg Internship Program (THIS). Dr. Sweet introduced Mr. Shane Bailey and Ms. Danielle McCauley, who related their respective internship experiences during the Fall 2009 semester with the PA Department of State and the Center for Rural Pennsylvania. Each described the benefits of the program and thanked the trustees for their support. Trustee Oberlander noted that the THIS program and the contributions of its interns are very respected in Harrisburg.

3. New Academic Requirements for High School Graduates to Enter PASSHE Universities

Dr. James outlined new requirements to be implemented in 2013 for high school graduates wishing to enter PASSHE universities. He indicated that the PASSHE viewed the changes as one way of reducing the need for remedial courses after students matriculated.

4. Academic Strategic Planning

Dr. James provided an update on his division's development of an academic strategic plan. Noting that the university is currently in its fourth year of implementing its five-year strategic plan, Dr. Grunenwald noted the importance of having a revised academic plan in place around which the new president can begin the assembly of other critical plans.

5. Program Moratorium

Dr. James noted that due to declining enrollments, the B.S. in Applied Mathematics and the B.A. in Social Psychology had been placed in moratorium.

C. Finance and Administration

Action Item

1. Approval of Capital Program Submissions, 2011-2012

Mr. Bylaska indicated that the Capital Program Submissions, 2011-2012 were the same as last year's submissions and continued to reflect university facility priorities.

A motion was made by Mr. Pickett, seconded by Mrs. Burns to approve the following resolution. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the 2011-2012 Capital Program Submissions to the State System of Higher Education.

Information Items

1. Auditors' Report for Year Ended June 30, 2009

Mr. Bill Kelly of ParenteBeard reviewed his firm's audit of the university's financial statements for the year ended June 30, 2009. He discussed trending in university assets, liabilities and debt and confirmed that ParenteBeard had encountered no difficulties during the audit and had found no significant deficiencies in the university's internal controls. Mr. James thanked Mr. Kelly and his associate Mr. Rick Bair for their

services, while Mr. Bylaska acknowledged the good work of Mr. Mark Angel, Coordinator of Budget and Accounting and his staff. Mr. Bylaska also acknowledged the impact of a peer financial counselor program administered by Mr. Dave Hogue, Director of Business Services, that had helped to reduce past due balances for student accounts.

2. Budget Update

Mr. Bylaska noted a possible modest surplus for the current fiscal year resulting from the Spring 2010 enrollment increase.

3. Status of Facilities Report

Mr. Bylaska reviewed projects on the Status of Facilities report attached to the trustees' agenda.

D. Student and University Affairs

Action Items

1. Approval of Proposed 2010-2011 Room and Board Rates

Mr. Tripp reviewed a proposed residence hall increase of 4% and a proposed meal plan increase of 5% for 2010-2011 based on increases in personnel, utility, and operating costs. He also reviewed current room and board charges at other PASSHE universities, noting that even with the proposed 2010-2011 increases, Clarion would rank among the lowest in the System for room and board.

A motion was made by Mr. Shreckengost, seconded by Mr. McMunn, to approve the following resolutions. The motion carried unanimously.

RESOLVED, by the Council of Trustees, Clarion University, that room rates be set as follows, effective with the Fall semester, 2010:

Double Room Semester	-	\$2261
Double Room Summer Session	-	\$ 754
Double Room Summer Weekly	-	\$ 151
Single Room Semester	-	\$2897
Single Room Summer Session	-	\$ 965

Single Room Summer Weekly - \$ 193

RESOLVED, by the Council of Trustees, Clarion University, that board rates be set as follows, effective with the Summer I semester, 2010:

19 Standard	-	\$1072 semester
19 Meal Flex	-	\$1324 semester
14 Meal Flex	-	\$1285 semester
10 Meal Flex	-	\$1043 semester
5 Meal Flex	-	\$ 748 semester
Block 175 Flex	-	\$1236 semester
Block 75 Flex	-	\$ 779 semester
Summer Session	-	\$ 356
Summer Weekly	-	\$ 71

Information Items

1. Fund-raising Report

Mr. Tripp reported that private support to the Clarion University Foundation, Inc. stood at \$2.4 million for the fiscal year as compared to a little under \$2 million last year at this time.

V. REPORT OF COMMITTEES

A. Executive Committee

Mr. James reported that the Executive Committee had met on February 9, 2010, and that copies of the minutes from that session would be mailed to the trustees.

B. Finance Committee

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

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee Report for October 13, 2009 to November 17, 2009.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS - None

VIII. ADJOURNMENT - The meeting was adjourned at 8:57 p.m.

Respectfully submitted

Howard Shreckengost,
Secretary
Council of Trustees