

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES  
CLARION UNIVERSITY OF PENNSYLVANIA  
SEPTEMBER 16, 2010  
ROBERT W. RHOADES CENTER AUDITORIUM  
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:

Mrs. Susanne Burns  
Mr. R. Lee James, Chairperson  
Mr. James Kifer, Vice Chairperson  
Mr. Christopher Myers  
Ms. Donna Oberlander  
Mr. Larry Pickett  
Mr. Jeffrey Szumigale

The following trustees were absent from the meeting:

Dr. Syed Ali-Zaidi  
Mr. Ross Cioppa  
Ms. JD Dunbar  
Mr. Howard Shreckengost, Secretary

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 Associate Vice  
President for International Programs  
Dr. Valentine James, Provost and Academic Vice President  
Dr. Christopher Reber, Executive Dean, Venango Campus  
Mr. Harry Tripp, Vice President for Student and University Affairs  
Dr. Karen Whitney, President

II. MINUTES OF THE REGULAR MEETING OF July 15, 2010

A motion was made by Mr. Kifer, seconded by Mr. Szumigale, that the minutes of the July 15, 2010 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 Vice President William Price highlighted activities of his group including elections for new officers, Discovery Weekend efforts to welcome new students, upcoming open forum with President Whitney, lunches with Executive Dean Chris Reber, and service projects, including the preparation of gift packages for veterans in area nursing homes and assisted living centers.

2. Clarion Student Senate

In the absence of Clarion Student Senate President Ben Sturtz, Student Trustee Chris Myers delivered a report on a September 11<sup>th</sup> training retreat to educate new Senate members, formation of various Student Senate committees, freshman elections slated for September 22-24, and the Social Equity Dinner and Awards scheduled for November 17.

C. Report of Faculty Senate

1. Venango Forum

Venango Forum Chairperson Dr. Ellen Foster highlighted news of the campus, including programming that had been offered during the summer and ongoing efforts to build new degree programs.

2. Clarion Faculty Senate

Clarion Faculty Senate Chairperson Dr. Todd Pfannestiel reported that his group had held its first meeting of the Fall 2010 semester and was engaged in filling its various committees. He indicated that the improvement of campus communication would be an area of emphasis for the current academic year.

D. Council Chairperson's Report

Mr. James thanked Executive Dean Chris Reber and the Venango Campus staff for hosting the Council of Trustees dinner and meeting. He also acknowledged members of the Venango Campus Advisory Council who were on hand.

Mr. James thanked trustees Ali-Zaidi, Myers, and Pickett for their participation in the August 30<sup>th</sup> University Convocation to welcome new students. He also reminded the trustees that the Fall Pennsylvania Association of Councils of Trustees (PACT) Conference would be held October 13-14 and hosted by Kutztown University.

V. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Information Items

1. Enrollment Management

Dr. Whitney indicated that for Fall 2010, the university had not achieved its goal of a 2% increase in overall enrollment and had, instead, experienced a 0.7% decrease. She noted that she was working with the Provost and deans to understand the reasons for the loss and to plan strategies going forward. She further noted that Provost James and Dean of Enrollment Management Bill Bailey would be sharing details about enrollment in the Provost's section of the agenda.

2. State System News

Dr. Whitney reported on items of discussion at an August 2010 PASSHE Presidents' Retreat, including the establishment of a policy on the use of public funds, changes to the criteria for allocating Performance Funding, and negotiations with various bargaining units representing PASSHE employees.

3. Hitting the Ground Listening

Dr. Whitney shared that she had given out close to 1,000 special university lapel pins as part of her “Hitting the Ground Listening” effort in which she has committed to spending her first 90 days in office in meeting members of the university and larger communities and learning their views on directions for Clarion University’s future. Dr. Whitney also reported that she had held an open forum for faculty, staff and students on the Clarion campus and would be doing the same on the Venango campus. She indicated that she would use the feedback from these discussions and from her online survey to generate a report that would be shared with the trustees.

4. Venango Campus Update

Dr. Whitney turned the podium over to Executive Dean Chris Reber, who reported on accomplishments at the Venango campus, notably its selection in April 2010 as the first recipient of the Venango Area Chamber of Commerce “Partner in Business Award,” recognizing the campus’s close partnership with the business community as a means to achieve its mission. Additional highlights reported by Dr. Reber included the completion of \$3.5 million in major construction projects, national accreditation of the Industrial Technology and Respiratory care programs, appointment of Dr. Sharon Falkenstern as Director of the School of Nursing and Allied Health, ongoing fundraising for a new state-of-the-art Nursing and Allied Health Simulation Lab, several academic program proposals, Fall 2010 enrollment increase of 1.8%, and a number of cultural and educational community events. Dr. Reber introduced Ms. Patty Feroz, Chair of the Venango Campus Advisory Council, noting that Ms. Feroz had replaced Ms. Libby Williams who had provided many years of service in that role. Ms. Feroz introduced new Advisory Council members and commented on the simulation lab project and upcoming cultural events.

B. Academic Affairs

Information Items

1. Middle States Self-Study

Dr. James noted that the design for the university's 2010-2011 Middle States Self-Study was almost completed. He commended Middle States Steering Committee Chair Dr. Colleen McAleer and her committee for their work on the design. He also called the trustees' attention to information at their places on the goals for the self-study, the structure of eight task forces that will undertake the study, and a timeline for their work.

Noting the importance of the university's Middle States reaccreditation effort, Dr. Whitney shared that trustees were needed to serve on three task forces:

- a. Task Force 1: Mission, Goals, and Integrity
- b. Task Force 2: Planning, Resources, and Institutional Renewal
- c. Task Force 3: Leadership, Governance, and Administration

Dr. Whitney indicated that trustees would be reminded through an email about the need for volunteers for these committees.

2. Middle States Monitoring Report

Dr. James reminded the trustees that the university had been asked to submit to Middle States by October 1, 2010, a report documenting evidence of its use of assessment data to improve teaching, learning, and institutional effectiveness. He noted that a third draft of the monitoring report was just about ready for review.

3. Analysis of Fall 2010 Enrollment and Strategies for Fall 2011

Dr. James introduced Mr. Bill Bailey, Dean of Enrollment Management, who reviewed the university's enrollment growth since 2005 and shared reasons for level enrollment for Fall 2010. Among the reasons cited by Mr. Bailey were declines in high school enrollments within the university's feeder counties, the existence of the smallest population base within a one-hour drive of any PASSHE university in Western PA, larger graduating classes in May and Summer 2010 than the previous year, a decline in yield-rates for transfer students who are presenting courses from more and different colleges and shopping for the best transfer deal,

limited new program development due to budget restrictions, and Admissions staffing issues. Mr. Bailey shared an outline of new and revitalized actions for achieving Fall 2011 enrollment goals that focused on the areas of marketing and communication, increased planning, new program development, and retention.

C. Finance and Administration

Action Item

1. Annual Budget

In follow up to the presentation of detailed information at an afternoon budget workshop for trustees, Mr. Bylaska reported that the university had ended FY09-10 with a surplus of approximately \$280,000, despite a mid-year budget cut. He noted that Auxiliaries had ended the year with a \$1.9 million surplus and that the General Operating Reserve stood at \$2.5 million compared to \$1.8 million for the previous year. He further noted that total university reserves amounted to \$14.8 million.

In reviewing FY10-11, Mr. Bylaska noted a projected \$1.5 million deficit, at least half of which he indicated had been covered by various cuts. He shared that the PASSHE had requested that its member universities prepare budget scenarios for next year based on minus 5%, minus 10%, and minus 15% cuts in state appropriation.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the annual budget for 2010-2011 and its submission to the State System of Higher Education.

### Information Items

#### 1. Status of Facilities Report

Mr. Bylaska reviewed elements of the Status of Facilities Report attached to the trustees' agenda. He noted that the loss of Key 93 funds to address deferred maintenance had resulted in the deletion of several projects.

#### 2. Resident Tuition for Active Duty Military Personnel and Dependents

Mr. Bylaska noted the passage of legislation in July permitting PA state-owned institutions of higher learning to charge in-state tuition rates to active duty military personnel and their dependents taking courses via the Internet. He indicated that Clarion University had opted to implement the new pricing structure as part of its efforts to recruit and retain military students.

### D. Student and University Affairs

### Information Items

#### 1. Fundraising Report

Mr. Tripp reported that private support to the Clarion University Foundation, Inc. was about \$250,000 ahead of last year at the same time. He also reported that former trustee and nine-year employee of the Foundation Michael Keefer had been appointed as its Chief Executive Director, effective September 1. Mr. Tripp added that he would continue to serve the university and Foundation in his role as the university's top advancement executive in addition to his senior role in student and university affairs.

#### 2. Fall 2010 Housing Occupancy

Mr. Tripp provided a report on occupancy levels for Fall 2010 at the university's on-campus residence facilities as well as Reinhard Villages. He noted that the availability of more single rooms this year had helped to keep more upper class students on campus.

## VI. REPORT OF COMMITTEES

### A. Executive Committee

Mr. James reported that the Executive Committee had met on September 14, 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. Pickett, seconded by Mr. Kifer, that the following resolution be approved. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee Report dated May 11, 2010.

Mr. Bylaska presented the trustees with a request to approve the printing of 50,000 copies of the university's viewbook for use by the Office of Admissions for the low bid amount of \$28,250.00 submitted by Laurel Valley Graphics of Latrobe, PA.

A motion was made by Mrs. Burns, seconded by Mr. Myers, to approve the printing of the viewbook for \$28,250.00. The motion carried unanimously.

C. Facilities Report

Action Item

1. Approval of the Annual Facilities Report

Mr. Kifer, Chair of the Trustees Facilities Committee, shared the findings of the 2010 facilities inspection that had included five university buildings on the Venango Campus and five student residences in the nearby Clarion University Foundation student housing complex. He noted that, in general, the buildings were in very good to good condition. He cited renovation needs to remediate water damage to the Montgomery Hall elevator and stairwell and to some masonry in Suhr Library.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the 2010 Annual Facilities Report.

VII. UNFINISHED BUSINESS - None



## VIII. NEW BUSINESS

Mr. James noted that the Council would be going into Executive Session to discuss a matter of property acquisition and would return to public session to adjourn.

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The trustees entered into executive session at 8:30 p.m. to discuss a matter of property acquisition and returned to public session at 8:51 p.m.

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## IX. ADJOURNMENT

A motion was made by Mr. Kifer, seconded by Ms. Oberlander, to adjourn the meeting. The meeting was adjourned.

Respectfully submitted

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Howard Shreckengost, Secretary  
Council of Trustees