

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
JULY 10, 2014
108 EAGLE COMMONS
CLARION CAMPUS, CLARION, PA 16214

7:00 P.M.

I. RECORDING OF ATTENDANCE

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

Dr. Syed Ali-Zaidi
Mrs. Milissa Steiner-Bauer, Secretary
Mr. James Kifer, Chairperson
Mr. Randy Seitz
Mr. Howard Shreckengost
Mr. Darren Young

The following trustees were absent from the meeting:

Mrs. Susanne Burns
Ms. JD Dunbar, Vice Chairperson
Mr. R. Lee James
Ms. Donna Oberlander
Mr. Jeffrey Szumigale

The following members of the University administration attended the meeting:

Mr. Peter Fackler, Interim Vice President for Finance and Administration
Mr. James Geiger, Vice President for University Advancement
Dr. Ronald Nowaczyk, Provost and Academic Vice President
Dr. Colleen McAleer, Interim Executive Dean, Venango College
Mr. Harry Tripp, Vice President for Student Affairs
Dr. Karen Whitney, President

II. Minutes

A motion was made by Mr. Seitz, seconded by Mr. Shreckengost, that the minutes of the April 17, 2014 regular meeting of the Council of Trustees be approved as distributed by mail. The motion carried unanimously.

III. COMMUNICATIONS

A. Public Comments

Ms. Jennifer Fulmer Vinson noted her continuing concerns about the future of the university due to decisions made by the President and Provost. She expressed concern about fall 2014 enrollment numbers and uncorrected public relations problems. She noted her love for Clarion University.

B. Report of Student Senate

Ms. Marissa Kealey, President of Student Senate, reported that Student Senate was working on plans for the 2014-15 academic year and would be holding a planning retreat at Camp Coffman.

C. Report of Faculty Senate – Joseph Croskey, Vice Chairperson of Faculty Senate, indicated that he had no report.

D. Council Chairperson's Report

Mr. Kifer thanked trustees Ali-Zaidi, Dunbar, James, Oberlander, and Young who joined him in participating in Spring 2014 commencement ceremonies on the Clarion campus. Thanks were also given to trustees Seitz and Young for participating in the Venango College Spring 2014 Commencement ceremony. Mr. Kifer also acknowledged the participation of trustees Ali-Zaidi, Bauer, Burns, and Young in the May 15 Facilities Master Plan workshop with members of the Foundation Board and Alumni Board.

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Information Items

1. PASSHE Update

Dr. Whitney reported that at their July meeting, the Board of Governors had approved a \$198 increase in tuition and \$54 increase in the Tech Fee for 2014-2015. She indicated that the tuition and fee increase would not cover the funding gap faced by the university for FY14-15 and the Clarion would continue to implement its multi-year budget plan. She also reported that the Board of Governors had voted to accept the Council of Trustees'

recommendation that her contract be extended for an additional year.

2. Presidential 500-Day Plan V.2. Evaluation Report

Dr. Whitney called the trustees' attention to copies of her Presidential 500-Day Plan V.2., which had been set at their places. She noted that of the 44 Action Items outlined in the plan, 65% had been completed, 20% were in progress, and 15% had not yet been undertaken. She acknowledged that progress continued to be needed in advancing equity and diversity goals. She noted that she would be seeking trustee input on her next 500-Day Plan.

3. Points of Pride

Pointing to the July list of Points of Pride for Clarion University, Dr. Whitney highlighted the Blueprint Communities initiative, a partnership of Clarion Borough and the university to revitalize and commercialize Main Street from Second Avenue to Arnold Avenue. She also reported that the return of Alumni Weekend to spring vs. fall had been very well received and that hundreds of alumni and their family members had turned out for the event. Dr. Whitney also made special mention of a partnership between Clarion University's anthropology program and the Allegheny National Forest to conduct a month-long excavation in Forest County and of her online conversation with Clarion alumni and friends about the university's School of Education.

4. Accreditation News

Dr. Whitney reported that the Middle States Commission on Higher Education had notified Clarion University that its institutional accreditation had been reaffirmed through 2022, following submission of a report that detailed the culture of assessment that was created as a result of the university's reaccreditation self-study. She thanked Dr. Colleen McAleer and Dr. Todd Pfannestiel for their leadership roles for the re-accreditation effort, as well as all faculty, staff and students who had participated in the process of creating a campus-wide culture of assessment.

5. Other News

Dr. Whitney shared that the Main Street Suites student housing project was on budget and ahead of schedule.

She also shared handouts announcing the hiring of Jana Ashley, an accomplished NCAA Division I assistant coach and former Division

II player at North Alabama, as the new Women's Basketball Coach and the transition of Dr. Ron Righter from his role as Men's Basketball Coach to the new position of Coordinator for Athletic Department Relocation Logistics and for Summer Camps pending his retirement in August 2015. She commended Coach Righter on his extraordinary 26-year tenure at Clarion University in which his teams capture the most wins in the Men's Basketball program's history.

B. Academic Affairs

Action Items

1. Approval of Proposed Academic Calendars for 2015-2016 and 2016-2017

Dr. Nowaczyk presented proposed calendars for the 2015-16 and 2016-17 academic years, noting that while Student Senate had endorsed both calendars, the Faculty Senate had endorsed only the calendar for 2016-17 due to faculty concerns regarding the proposed 2015-16 calendar in which spring semester classes end on a Monday and final exams begin the very next day. Trustee Bauer asked about the Student Senate's position on that issue and Trustee Young and Ms. Kealey both noted that Student Senate had voiced no concerns about the one-day transition from classes to final exams in spring 2016.

A motion was made by Mr. Young, seconded by Mrs. Bauer, that the following resolution be approved.

RESOLVED, that the Council of Trustees, Clarion University, approve the proposed Academic Calendars for 2015-16 and 2016-17. The motion carried unanimously.

Trustee Ali-Zaidi asked if any further consideration had been given to the university's offering of engineering programs. Dr. Nowaczyk noted the deans were in favor of exploring such programs at Clarion but that questions remained about the resources required. He noted the interest of academic departments in civil engineering and industrial engineering.

2. Approval of Electronic Signature on PDE Grants and Contracts

Dr. Nowaczyk distributed copies of a proposed resolution in which the Council of Trustees indicated its consent to the use of electronic signatures by President Whitney in signing all contracts, agreements, grants, and/or licenses with the Pennsylvania Department of Education (PDE). He indicated that the use of electronic signature had been recommended by the PASSHE and reviewed by PASSHE Legal Counsel.

A motion was made by Mr. Seitz, seconded by Mr. Young, to approve the following resolution. The motion carried unanimously.

BE IT RESOLVED, by authority of the Council of Trustees of Clarion University of Pennsylvania, it is hereby resolved by authority of the same, that Dr. Karen Whitney, President of Clarion University, is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the Council of Trustees consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding Clarion University of Pennsylvania to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the Council of Trustees will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same

conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the Council of Trustees will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the Council of Trustees electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the Council of Trustees until such notice is received by the Department's Office of Chief Counsel.

Information Items

1. Enrollment Management Update

Dr. Nowaczyk reported that the university was closing the gap in undergraduate deposits for fall 2014. He noted a pattern of deposits similar to what the university had seen in fall 2010. He added that the university continued to have more undecided students who had yet to submit deposits than previous years.

In news about Clarion's new Bachelor of Science in Nursing degree on the Clarion campus, Dr. Nowaczyk reported that a class of 30 students had already been admitted. He also noted that the enrollment target for the Associate Degree in Nursing program had been met. Dr. Nowaczyk reported that enrollment for programs in Arts and Sciences, Business, and Education were down.

2. Appointments

Dr. Nowaczyk noted the appointments of Dr. Colleen McAleer as the Interim Executive Dean of Venango College and of Dr. Todd Pfannestiel as Dean of the College of Arts, Education and Sciences. He also shared that Dean of Enrollment Management Bill Bailey would become the university's Director of Career Services. He noted Mr. Bailey's prior experience in the career services area.

C. Finance and Administration

Action Item

1. Approval of Resolution to Request a Flood Mitigation Grant from the Commonwealth Financing Authoring of the Commonwealth of Pennsylvania

Mr. Fackler explained that the university was applying for a Flood Mitigation Grant from the state's Department of Community and Economic Development in the amount of \$191,250 to fund necessary repairs to the pond at Venango College in Oil City. He noted that the project would be undertaken at a cost of \$225,000 with the university match funding 15% of the cost. He acknowledged the efforts of the university's Director of Emergency Management Glen Reid in identifying the funding source and undertaking the work of gathering supporting data and preparing the grant application package.

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

BE IT RESOLVED, that Clarion University of Pennsylvania of Clarion & Venango Counties hereby requests a Flood Mitigation grant from the Commonwealth Financing Authority of the Commonwealth of Pennsylvania to provide funding to support a \$225,000.00 project for Mitigation, Engineering, and Maintenance; and

BE IT FURTHER RESOLVED that Clarion University does hereby designate Karen M. Whitney, President, and Peter C. Fackler, Vice President for Finance & Administration, as the officials to execute all documents and agreements between Clarion University of Pennsylvania and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

Information Items

1. Budget Update

Mr. Fackler reported that budget development work for FY14-15 continued and that he would have a proposed budget and a workforce plan analysis for the trustees to review in September. Mr. Fackler noted the university's acquisition of software to provide

management with business intelligence data. He commended the work of Ms. Maureen Lavan, Business Analyst on her efforts with the project.

2. Appointment

Mr. Fackler announced that Ms. Christine Shegan had been hired as the university's new Chief of Police and that she would assume her duties on August 11, 2014. He noted that Ms. Shegan had extensive experience within the PASSHE system.

3. Status of Facilities Report

Mr. Fackler reviewed projects on the Status of Facilities Report that had been attached to the trustees' agenda. He indicated that the university was currently in the midst of \$120 million worth of construction projects, \$60 million of which had been Commonwealth funded and the other \$60 million funded through Foundation-borrowed funds.

Mr. Fackler reported that the PASSHE had awarded Clarion University \$5 million for accessibility improvements that would be targeted at projects in Moore and Stevens Halls. He commended Harry Tripp for suggesting that the university request capital funding for select smaller projects in the hopes that any funds leftover after larger capital projects across the PASSHE had been funded would be allocated to Clarion University.

4. Revised 2014-2015 Fee Schedule

In follow up to his June 3, 2014 discussion with Chairman Kifer and June 3, 2014 email communication to the full Council, Mr. Fackler provided hard copies of the amended fee schedule for 2014-2015. He noted his discovery of a spreadsheet formula error he had made in the schedule presented at the April 17, 2014 Council of Trustees meeting. He explained that the error had affected only part-time rates. He further noted that the fee schedule had been revised to reflect management's proposal for student fee increases of 3% with some small variations for rounding.

D. Student Affairs

Action Item

1. Approval of Proposed Student Code Additions Related to the Campus SaVE Act

Mr. Tripp reviewed proposed additions to the Clarion University Student Code under the Campus Sexual Violence Act (Campus SaVE Act) requiring colleges and universities to report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates; adopt certain student discipline procedures, such as for notifying purported victims of their rights; and adopt certain institutional policies to address and prevent campus sexual violence.

Dr. Whitney complimented Mr. Tripp; Mr. Matt Shaffer, Director of Judicial and Mediation Services; and Dr. Jocelind Gant, Assistant to the President for Social Equity, on their efforts to make Clarion a model campus for student policies that are in compliance with federal and state regulations.

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

RESOLVED, that the Council of Trustees, Clarion University, approves the additions to the Clarion University Student Code as required by the Campus SaVE Act.

Information Item

1. Food Truck Proposal

Mr. Tripp shared copies of a proposed initiative of the university's food services provider Chartwells to provide a campus food truck that would be available at university football games and other events and provide a menu focused on gourmet grilled cheese sandwiches, salads, soups, and fries. Dr. Whitney noted the truck was an effort to enhance the game day experience for Clarion University students, alumni and friends.

E. University Advancement

Information Items

1. Fund-raising Report

Mr. Geiger reported that unaudited figures for FY13-14 showed that the Clarion University Foundation, Inc. had surpassed its goal for private support of \$2 million. He also reported an overall increase in donors.

2. Brand Orientation Workshop

Mr. Geiger noted his email invitation to the Council of Trustees to participate in a joint Brand Orientation Workshop for the trustees and members of the Foundation Board of Directors and Alumni Association Board on September 25, 2014, from Noon to 2:30 p.m. at Reinhard Villages Miller Center. He provided hard copies of the email at the trustees' places. Mr. Geiger asked that trustees rsvp to Ms. Linda Campbell regarding their attendance.

V. REPORT OF COMMITTEES

A. Executive Committee

Mr. Kifer noted that the Executive Committee had not met in July.

B. Finance Committee

Action Item

1. Approval of Finance Committee Report

A motion was made by Mr. Shreckengost, seconded by Mr. Seitz, 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 10, 2014.

C. Facilities Committee

Action Item

1. Approval of Annual Facilities Report

As chair of the Facilities Committee, Mr. Seitz presented the committee's report on its inspection of five university buildings, including the Stadium Complex, Becker Hall, Carlson Library, Moore Hall, and the Student Rec Center, as well as exterior landscaping, lighting and pathways. Mr. Seitz briefly reviewed the condition of each building, recent maintenance and repairs done to each facility, and current deficiencies and well as plans to address those deficiencies.

Mr. Seitz congratulated Mr. Ric Taylor, Director of Facilities Planning and Management, and his staff on their provision of a well-run facilities tour. Dr. Whitney noted her appreciation of Mr. Taylor's leadership and thanked the trustees who participated in the tour.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the 2014 Annual Facilities Report.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS - None

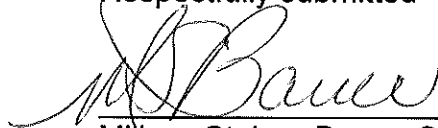
Mr. Kifer noted that the trustees would be going into executive session to discuss personnel matters and that there would be no further business when they returned to public session.

The trustees entered into executive session at 8:22 p.m. to discuss personnel matters and returned to public session at 9:01 p.m.

VIII. ADJOURNMENT

A motion was made by Dr. Ali-Zaidi, seconded by Mrs. Bauer, to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:02 p.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read 'M. Steiner-Bauer', written over a horizontal line.

Milissa Steiner-Bauer, Secretary
Council of Trustees