

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
SEPTEMBER 18, 2014
ROBERT W. RHOADES CENTER AUDITORIUM
VENANGO COLLEGE, OIL CITY, PA 16301

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. Susanne Burns
Ms. JD Dunbar
Mr. R. Lee James
Mr. James Kifer, Chairperson
Mr. Randy Seitz
Mr. Darren Young

The following trustees were absent from the meeting:

Ms. Milissa Steiner-Bauer
Ms. Donna Oberlander
Mr. Jeffrey Szumigale
Mr. Howard Shreckengost

The following members of the University administration attended the meeting:

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

II. MINUTES

A motion was made by Mr. Seitz, seconded by Mr. James, that the minutes of the July 10, 2014 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 Campus

Venango Campus Student Senate President Lacey Bates outlined activities of her group in August, including its third annual leadership retreat and participation in Discovery Weekend with pig roast and luau. She noted that the Senate's theme for the academic year was "Community Sense" and she recognized the efforts to Venango faculty to welcome students to the campus.

2. Clarion Campus

President Marissa Kealey reported that four new Senators had been appointed to Clarion Student Senate. She announced that her group's fall retreat would be held on September 19th at Camp Coffman.

C. Report of Faculty Senate

1. Venango Forum – No report

2. Clarion Faculty Senate

Chair Dr. Jamie Phillips noted that one Faculty Senate meeting had been held since the opening of the fall 2014 semester and one of the group's undertakings for the year would be consideration of new curriculum standards. He also noted that as a result of last spring's academic reorganization, some Senate committees would need to be restructured. Dr. Phillips concluded his report by noting that his goal for the year was to foster better relationships between the faculty and the administration.

D. Council Chairperson's Report

Mr. Kifer thanked Interim Executive Dean Colleen McAleer and the Venango College staff for hosting the Council of Trustees dinner and meeting. He also acknowledged members of the Venango College Advisory Council who were on hand.

Mr. Kifer called on Trustee Sue Burns to discuss the upcoming Fall 2014 PACT Workshop in Harrisburg on October 2. Mrs. Burns noted that the

workshop would focus on effective governance and feature a number of PASSHE speakers.

Student Trustee Darren Young reported that given his expected graduation from the university in December 2014, a search would be getting underway for his replacement. Mr. Young reviewed plans to advertise the position, review applicant files, and identify a recommendation by the end of October.

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Action Item

1. Approval of Order of Succession

Dr. Whitney reported that under Board of Governors Policy 1983-14-A: *Appointing Interim and Acting Chief Executive Officers* PASSHE universities were required to obtain annual approval from their Councils of Trustees for their campus Order of Succession Plan. Dr. Whitney noted that a copy of the succession plan and the resolution seeking the trustees' approval had been included in the agenda for the September meeting.

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

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. Points of Pride

Dr. Whitney called the trustees' attention to the list of student and faculty achievements and university news highlights at their places. She also pointed to copies of the fall 2014 report on the university's progress in implementing its strategic directions that had been distributed.

2. PASSHE Update

Dr. Whitney reported that she and Trustee Ali-Zaidi had attended the August 25-26, 2014 Jobs Summit hosted by Governor Corbett in Pittsburgh. She noted her interest in learning about growth areas for which the university might refresh its curriculum or create new credentials.

3. Development of Presidential 500-Day Plan

Dr. Whitney noted the upcoming release of Version 3 of her 500-Day Plan and her top priorities of enrollment growth and fundraising. She indicated that she would welcome suggestions from the trustees about how best to use her time.

4. Venango College Update

Dr. Whitney turned the podium over to Interim Executive Dean Dr. Colleen McAleer who provided an update on Venango College. Dr. McAleer reviewed the campus's activities over the summer, including participation in the annual Oil Heritage Parade, and collaboration with the City of Oil City on the placement of Venango College banners throughout the city. She thanked Oil City Mayor Barb Crudo for her financial support of the banners and Venango

College Marketing Director Hope Lineman for her work on the project.

In other news, Dr. McAleer, reported that the bachelor's degree in nursing on the Clarion campus had attracted a full inaugural class of 32 students. She noted ongoing recruitment for the Doctorate of Nursing practice degree and the submission to PASSEH of the proposal for an online bachelor's degree in criminal justice. Dr. McAleer shared that for fall 2014, student housing at the Venango campus was full and that a living-learning community for Nursing and Allied health majors had been initiated. She noted that the campus had committed to increasing its enrollment one student at a time under the theme of "Every student counts."

In concluding her report, Dr. McAleer introduced members of the Venango Campus Advisory Council who were present at the meeting and the new Director of the School of Health Sciences, Ms. Susan Muller. Ms. Muller noted that the newly configured school had held its first meeting a few weeks ago and was looking at some new programs as well as an effort to formalize a fund-raising initiative.

B. Academic Affairs

Information Items

1. Introduction of the College of Arts, Education and Sciences Dean

Dr. Nowaczyk introduced Dr. Todd Pfannestiel, Dean of the College of Arts, Education and Sciences. Dr. Pfannestiel shared news related to Clarion's Education programs, noting that all the university's teacher education programs had been certified by the PA Department of Education and that two new programs—Endorsement in Online Teaching and Endorsement in the Study of Autism—had been approved. He further noted that a teaching emergence program in Pittsburgh would provide students with the opportunity to experience teaching in an urban setting. He also reported that faculty were working on opportunities for students to earn dual certification in light of its current value in the job market.

In response to a question from Trustee Ali-Zaidi about discussions related to engineering, Dr. Pfannestiel noted that early discussions were underway about degrees in nanotechnology, civil engineering and environmental engineering.

Dr. Nowaczyk thanked faculty for their willingness to explore new degree programs.

2. Enrollment Management

Dr. Nowaczyk reported that university freeze date enrollment for fall 2014 overall headcount stood at 5,712. He discussed increases in undergrad enrollment and decreases in graduate enrollment and shared information about retention efforts.

B. Finance and Administration

Action Item

1. Approval of the Annual Budget

P. Fackler provided copies of information about the university's proposed FY14-15 budget had been reviewed in detail with the trustees at their budget workshop that afternoon. Mr. Fackler read the resolution asking for Council of Trustees' approval of the budget.

A motion was made by Mr. Seitz, 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 2014-2015 and its submission to the State System of Higher Education.

Information Item

1. Status of Facilities Report

Mr. Fackler reviewed items from the Status of Facilities Report attached to the trustees' agenda. He reported that the renovation of Becht Hall was on schedule with the building ready for occupancy in July 2015. He shared that the state Department of General Services' (DGS) had expressed concerns about the complex construction schedule for the Tippin project that could result in some timeframe compromises. He noted that Clarion University personnel would be meeting with DGS about the concerns. Mr. Fackler also reported that the renovation of Ralston Hall to house the Clarion campus nursing program would be funded through a loan from the Auxiliary Reserves, the university had received \$5.1 million from PASSHE for accessibility projects, and that the

replacement of the roof and other improvements would be made to Gemell Student Center in 2015.

Dr. Ali-Zaidi noted concerns about students jaywalking across Main Street in the vicinity of the student residence suites being constructed on both sides Main Street/Route 322. He asked what steps the university would take to enhance pedestrian safety. Dr. Whitney noted that a study on the intersection had been done by a consultant who believed that traffic would slow down in that area with the addition of more crosswalks. She indicated that Ric Taylor, Director of Facilities Planning and Management, would provide a copy of the consultant study to Dr. Ali-Zaidi.

C. Student Affairs

No report.

D. University Advancement

Information Items

1. Fund-raising Report

Mr. Geiger reported that for FY14-15, the Clarion University Foundation, Inc. had thus far raised approximately \$144,645, an amount similar to the prior year.

Mr. Geiger also reported that new staff had been hired for the annual phonathon fundraising effort and that Ms. Jane France, President of the Clarion University Foundation Board of Directors, had agreed to serve as the chair of the capital campaign steering committee.

2. Brand Orientation Workshop

Mr. Geiger reminded the trustees that the workshop for university boards on Clarion's new brand would be held on Thursday, September 25, at the Reinhard Villages Community Center. He noted that the event would begin at noon with lunch and conclude by 2:30 p.m.

V. REPORT OF COMMITTEES

A. Executive Committee

Mr. Kifer reported that the Executive Committee had met on September 12, 2014, and that minutes from that meeting would be mailed to the trustees.

E. Finance Committee

Mr. Fackler called the trustees' attention to copies of the Finance Committee report for September 18, 2014, that reflected revisions to the version that had been attached to their agendas to show purchases approved by the Finance Committee on June 13, 2014, in addition to those approved on April 11, 2014.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee Report.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS

Trustee Ali-Zaidi shared copies of information that he had requested from the President's Office related to the 2014 Summer Academy for academically talented high school students hosted by Clarion University on the topic of "Watershed Protection and Restoration." He also shared a summary of Clarion University student papers, presentations, and research activities involving the scanning electron microscope.

VIII. ADJOURNMENT - The meeting was adjourned at 8:23 p.m.

Respectfully submitted



Milissa Steiner-Bauer, Secretary
Council of Trustees