

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES  
CLARION UNIVERSITY OF PENNSYLVANIA  
July 21, 2016  
14 A&B SUITES ON MAIN STREET NORTH  
CLARION CAMPUS, CLARION, PA 16214

7:00 P.M.

I. RECORDING OF ATTENDANCE

The meeting was called to order by Ms. Bauer, Secretary, with the following Trustees present:

Mrs. Milissa Steiner Bauer, Secretary  
Mrs. Susanne Burns  
Ms. JD Dunbar (via conference call)  
Mr. Randy Seitz  
Mr. Howard Shreckengost  
Ms. Donna Oberlander

The following Trustees were absent:

Dr. Syed Ali-Zaidi  
Mr. R. Lee James  
Mr. James Kifer, Chairperson

The following members of the University administration attended the meeting:

Mr. Len Cullo, Vice President for Finance and Administration  
Dr. Phillip Frese, Dean, College of Business and Information Sciences  
Ms. Roxanne Gonzales, Executive Dean, Venango Campus  
Dr. Todd Pfannestiel, Interim Provost and Academic Vice President  
Dr. Bruce Smith, Interim Dean, College of Arts, Education and Sciences  
Dr. Karen Whitney – President

II. ACTION ITEMS

Ms. Bauer indicated that due to trustee Dunbar's participation via conference phone, the Council's agenda would be re-ordered to address the four Action Items prior to other Council business.

A. Minutes

A motion was made by Ms. Donna Oberlander, seconded by Mrs. Susanne Burns that the minutes of the April 21, 2016 regular meeting of the Council of Trustees be approved as distributed by mail. A roll call vote was taken. The motion carried unanimously.

B. Approval of Order of Succession Plan

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 July meeting.

A motion was made by Mr. Randy Seitz, seconded by Mr. Howard Shreckengost that the following resolution be approved. A roll call vote was taken. 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;

RESOLVED, that the Council of Trustees, Clarion University, approved the proposed Order of Succession Plan as submitted by the President on the 21<sup>st</sup> day of July 2016 and directs the President Karen Whitney to deliver the Succession Plan to the Chancellor, in accordance with Board of Governors Policy 1983-14-A.

C. Approval of Finance Committee Report

A motion was made by Ms. JD Dunbar, seconded by Mr. Howard Shreckengost to approve the Finance Committee's Report on December 11, 2015 and April 15, 2016. A roll call vote was taken. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee reports for December 11, 2015 and April 15, 2016.

D. Approval of Annual Facilities Report

As chair of the Facilities Committee, Mr. Randy Seitz presented the committee's report on its inspection of nine university buildings, including the Boiler Plant, Ceramics Studio, Carrier, Davis, Founders, Stevens and Still Halls, Special Education, and Hart Chapel. 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. Eric Martin, Director of Facilities Management, and his staff on their provision of a well-run facilities tour.

A motion was made by Mr. Howard Shreckengost, seconded by Ms. Donna Oberlander to approve the following resolution. A roll call vote was taken. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the 2016 Annual Facilities Report.

III. COMMUNICATIONS

A. Public Comments

No Report

B. Report of Student Senate

Mr. Devon Vallies, President of Student Senate, reported his plans for the 2016-17 academic year and stated the fall retreat will be held in September.

C. Report of Faculty Senate

No Report

D. Council Chairperson's Report

No report

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Information Items

1. PASSHE Update

K. Whitney reported that at their July meeting, the Board of Governors and the state legislatures had increased our budget by 2.5 percent. In addition to the increased investment in Clarion, the Board of Governors authorized a 2.5 percent increase in tuition. She is thrilled that we can begin our academic year with a known budget.

2. President's Response – Triennial Review

President Whitney called the trustees' attention to her response to the 2016 Review of the President that was attached to their agenda. From the recommendations of the trustees, she will look at five strategic suggestions outlined in the report and will commit to each of these suggestions this upcoming year.

3. Presidential 500-Day Plan V.3. July Status Report

President Whitney called the trustees' attention to the July status report of her 500-Day Plan that had been attached to the Council agenda.

4. Points of Pride

Pointing to the July list of Points of Pride for Clarion University, Dr. Whitney made special mention of a junior student-athlete Collin Vest who won the national championship and was named NCAA Men's Diver of the Year. Also, student Brana Hill who participated in an internship with the Leadership and the American Presidency in Washington, D.C.

B. Academic Affairs

Information Items

1. Enrollment

Dr. Pfannestiel provided an enrollment update. He noted that we are on target for freshman enrollment. Our transfer and graduate student numbers are very strong. Our online degree programs are growing.

He also discussed retention efforts and our goal is to exceed our numbers from last year. He has faculty and staff making telephone calls to students who are not yet registered for fall classes. These efforts are making an impact.

Additionally, Dr. Pfannestiel reported we are in the search process for a Provost, as well as, Associate Director of Enrollment Management. Both are to be completed by early 2017.

Additionally, on July 8, the Clarion Chamber Singers placed third in the world in the Youth Choir Division in Wales. He also noted that the marching band has its largest members then they have had in many years. Over 100 marching band members will take the field at the first football game on Thursday, September 1.

C. Finance and Administration

Information items:

1. Budget Update

L. Cullo reported that the State System continued our funding for university facilities. Therefore, we will move forward with the facilities projects.

2. Status of Facilities

L. Cullo reviewed projects listed on the Status of Facilities Report that had been attached to the trustees' agenda. The projected list included: Gemmell Student Center, Marwick Boyd, Moore, Still and Stevens halls, Tippin Gym Rec Pool and Venango Suhr Library.

D. Student Affairs

1. Information Item

Dr. Fenske reported that we have a new Director of Residence Life and a Greek Life Coordinator. We are installing new outdoor furniture at Starbucks and the bookstore is getting new graphics on the walls in the retail location.

Additionally, we are working on a new Student Code of Conduct that we will ask for trustees' approval at the September meeting. She noted they will be moving toward a comprehensive programming model in Student Affairs. Programs will be focused around educating students and staff on current issues such as; active shooters, sexual misconduct, behavioral and emotional support groups and race diversity.

E. University Advancement

Information Items

1. Fund-raising Report

Mr. David Love, Director of Marketing and Communications, gave the report in Mr. Geiger's absence. Mr. Love reported that the capital campaign is moving forward.

2. Marketing

Mr. Love noted that we have been working closely with Zimmerman Agency, our marketing firm, for two years now. Zimmerman is working closely with the Enrollment Management team.

He reported President Whitney will be hosting a community breakfast on August 22 in Clarion and August 23 in Venango.

V. REPORT OF COMMITTEES

A. Executive Committee

Ms. Bauer noted that the trustees Executive Committee met on July 15, 2016 and copies of the minutes will be sent to the trustees.

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

K. Whitney brought the trustees' attention to the Venango eEagle Newsletter that was placed at their seats.

VIII. ADJOURNMENT

Mrs. Susanne Burns made a motion to adjourn the meeting, second by Mr. Randy Seitz. The meeting was adjourned at 7:56 p.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "M. Steiner Bauer, Sec".

Milissa Steiner Bauer, Secretary  
Council of Trustees