

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES  
CLARION UNIVERSITY OF PENNSYLVANIA  
FEBRUARY 18, 2016  
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:

Ms. Milissa Steiner Bauer, Secretary  
Ms. JD Dunbar, Vice Chairperson (via conference phone)  
Mr. James Kifer, Chairperson  
Ms. Donna Oberlander  
Mr. Howard Shreckengost  
Mr. Randy Seitz

The following Trustees were absent:

Dr. Syed Ali-Zaidi  
Mr. R. Lee James  
Mrs. Susanne Burns  
Mr. Jeffrey Szumigale

The following members of the University administration attended the meeting:

Mr. Len Cullo, Vice President, Finance and Administration  
Dr. Susanne Fenske, Vice President, Student Affairs  
Dr. Phillip Frese, Dean, College of Business Administration  
Mr. James Geiger, Vice President, University Advancement  
Mr. Michael Keefer, Chief Executive Officer, Clarion University Foundation, Inc.  
Dr. Ronald Nowaczyk, Provost and Academic Vice President  
Dr. Karen Whitney – President

## II. ACTION ITEMS

Chairperson Kifer indicated that since Council of Trustee Dunbar was participating via conference phone, the meeting agenda was re-ordered to address the following Action Items prior to other Council business:

### A. Minutes

A motion was made by Mr. Seitz, seconded by Ms. Bauer that the minutes of the November 19, 2015 regular meeting of the Council of Trustees be approved as distributed by mail. The motion carried unanimously.

### B. Certification of Foundation Compliance with Board of Governors Policy 1985-04-A, University External Support

Mr. Cullo shared information indicating that the Clarion University Foundation, Inc. was in full compliance with Board of Governors Policy 1985-04-A, University External Support. Audited figures confirmed that total costs incurred by the Foundation in support of the university totaled more than \$5.6 million for the year ended June 30, 2015, while financial support by the university to underwrite the Foundation's fund-raising and administrative activities totaled \$1 million for the same time period.

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

RESOLVED, that the Council of Trustees, Clarion University of Pennsylvania, upon recommendation of the President, hereby certifies that the Clarion University Foundation, Inc., complies with the Board of Governors Policy 1985-04.

### C. Certification of Clarion Students' Associations (CSA) Compliance with Board of Governors Policy 1985-04, University External Financial Support.

Mr. Cullo did share information to certify the compliance of the Clarion Students' Association with Policy 1985-04, indicating that for fiscal year 2015, Clarion University had provided \$15,036 in support to the CSA in reimbursement of fees for services, while the CSA had provided \$1.623 million in support of the university.

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

RESOLVED, that the Council of Trustees, Clarion University of Pennsylvania, upon recommendation of the President, hereby certifies that the Clarion Students' Association (CSA), complies with the Board of Governors Policy 1985-04.

D. Approval of Capital Program Submissions, 2016-2017

Mr. Len Cullo reviewed the list of Capital Program Submissions, 2016-2017, that was Attachment D in the trustees' agenda. He noted the renovation of Egbert Hall to be re-used for current offices in Carrier Hall, which would be demolished. He also noted the list of Deferred Maintenance Projects for future years.

A motion was made by Ms. Bauer seconded by Mr. Shreckengost to approve the following resolution. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University approve the 2016-2017 Capital Program Submissions to the State System of Higher Education.

E. Approval of Finance Committee Report.

A motion was made by Mr. Shreckengost seconded by Ms. Bauer to approve the following resolution. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the Finance Committee Report for February 18, 2016.

F. Approval of the revised Faculty Senate Constitution.

Mr. Joseph Croskey indicated the revisions were sent to the trustees under separate cover. Dr. Whitney stated that she has reviewed and approved the revisions sent to Council.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the revised Faculty Senate Constitution as submitted to the Council on February 18, 2016.

### III. COMMUNICATIONS

#### A. Public Comments - None

#### B. Report of Student Senate

Clarion Student Senate President Jarrett Boxley congratulated Brendan Shepherd for receiving his appointment as Student Trustee by Governor Wolf earlier this week. He reported that 26 students and 8 faculty members attended the "United We Stand, Underfunded We Fail" budget rally in Harrisburg on February 8. Two new Senators have been appointed to fill the vacant positions. Student Senate will be sponsoring WINGO, wings and bingo, in the Gemmell Student Center and also will be participating in Relay for Life.

#### C. Report of Faculty Senate

Faculty Senate Chair Joseph Croskey provided his report. Faculty is working hard on the general education changes and methods to assess. They brought in an emeritus professor to work through assessment. Faculty has been invited and will participate in Relay for Life. They have also been working with Admissions in recruiting. Next week faculty leadership will be participating in the Presidential Triennial Review. He noted that some faculty members attended the budget rally in Harrisburg.

#### D. Council Chairperson's Report

Mr. Kifer reminded the Council's Nominating Committee that they would be presenting their recommended slate of officers for 2016-2017 at the April 21, 2016 Council meeting. He also announced that the Spring PA Association of Councils of Trustees (PACT) Conference would be held on March 31 and April 1 in Harrisburg.

Mr. Kifer announced that the Council's Presidential Triennial Leadership Review Committee, led by trustee Dunbar, would meet with constituent group leaders on Friday, February 26 to secure their input for President Whitney's triennial evaluation. Kristin Stiglitz will be contacting the groups to develop a schedule of interview sessions. The Council of Trustees' report on President Whitney's performance is due to the Chancellor's Office by April 1.

Mr. Kifer reminded trustees to complete the Statement of Financial Interests form and submit them to the State Ethics Commission no later than May 1, 2016.

#### IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

##### A. President

###### Information Items

###### 1. PASSHE Update

President Whitney announced that Brendan Shepherd received his letter of appointment as Student Trustee from Governor Wolf's office earlier this week. She reported on the PASSHE Council of Presidents Retreat in Harrisburg earlier this week and met with the Chancellor to review the status of the budget and items of interest to the universities. President Whitney announced Mr. William Bailey, Director, Career Services, graduation survey conducted in May resulting in 52 percent of our graduates had a job before graduation and 32 percent indicated they were pursuing graduate or professional school.

President Whitney thanked the trustees and constituents for participating in the President's Triennial Review that is to take place on February 26.

###### 2. Presidential 500-Day Plan v.3, February 2016 Status Report

Dr. Whitney noted to the Council she continues to work on her 500-Day Plan goals.

###### 3. Points of Pride

President Whitney reviewed items on the February Points of Pride handout, including Cornel West kicks off Black History Month, online Doctor of Nursing Practice Degree ranks number two and our Alumni are invited to Pirates training camp game on March 3 in Bradenton, Florida. Also, she brought to the trustees' attention the Faculty and Student Spotlight featuring our College of Business and Information Sciences and the College of Arts Education and Sciences. Also, the Community Connection publication that was mailed to those in the Clarion Borough.

B. Academic Affairs

Information Items

1. Enrollment and Retention Update

Dr. Nowaczyk gave enrollment report. Applications are the highest they have been in two years. Accepted applications are currently up 26 percent from last year. Deposits are currently 25 percent ahead of last year and at the same level as in fall 2014. He believes the increase is due to the awarding of scholarship money earlier than in past years, more open house and visit days scheduled, the new program offerings, as well as, our marketing and branding efforts.

2. The Harrisburg Internship Semester (THIS) Program Report

Dr. Nowaczyk introduced Dr. Barry Sweet, Clarion coordinator for the Harrisburg Internship Semester (THIS) Program. Dr. Sweet introduced senior Serena Speer, a Management and Human Resource Management major, who spoke to the trustees about the value of her THIS experience as an intern with the Pennsylvania State Department of Labor and Industry, Office of Policy and Planning Development. Ms. Speer noted the excellent educational opportunities she had experienced during her studies at Clarion University.

3. Dr. Nowaczyk introduced Mr. William Bailey, Director of Career Development who provided the trustees with a packet of information including Professional Development Day schedule of events, a list of job fairs and careers events that they provide students, and a career action plan checklist. He spoke of the Center's *Focus 2* program. *Focus 2* helps students identify their interests, skills and academic strength, as well as, provide resources to research careers. Mr. Bailey stated the Center's focus is to develop students and their plans before walking on campus. He noted the 2014-2015 statistics including 20 different employer recruitment events, 1,434 students attended 86 career workshops, 1,717 students and alumni used the job and internship network, and 3,230 resumes were reviewed by his department.

Mr. Bailey then introduced Mr. Josh Domitrovich, creator and coordinator of the CUmentor two-year pilot program. Mr. Domitrovich explained this program links alumni and employer partners with current CU students to facilitate mentor-mentee partnership that focuses on sharing knowledge and experience. He

introduced mentor Mark Hartle and mentee Molly Schultz who both spoke to the trustees of their experience with the program.

C. Finance and Administration

Information Items

1. Budget Update

Mr. Cullo reported we filed the BudReport that was approved by Council in the fall. We changed this report to the Action Plan and we are in the process of preparing the Action Plan. Our goal is to breakeven or show a surplus in FY2018. The Action Plan does not include retrenchment or furloughs.

2. Status of Facilities Report

L. Cullo highlighted items on the Status of Facilities Report that had been attached to the trustees' agenda.

D. Student Affairs

No report.

E. University Advancement

Information Item

1. Fund-raising Report

J. Geiger reported they have hired a new fundraising officer. They are in the process of campaign calling. The Steering Committee meets this week in Pittsburgh.

2. Marketing Update

J. Geiger mentioned he is working on a 90-day marketing plan. They are focusing to market on social media. He is working with Admissions and their open houses for particular school districts.

VI. REPORT OF COMMITTEES

A. Executive Committee

Mr. Kifer noted that the Trustees Executive Committee had met on February 12, 2016, and that copies of the minutes of the meeting would be sent to the trustees.

VII. UNFINISHED BUSINESS – None

VIII. NEW BUSINESS – None

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Chairperson Kifer announced the trustees will enter into an executive session on Tuesday, February 23, 2:00 p.m. to discuss personnel matters and acquisition of property.

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IX. ADJOURNMENT - The meeting was adjourned at 8:07 p.m.

Respectfully submitted



Milissa Steiner Bauer, Secretary  
Council of Trustees