

**MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES  
CLARION UNIVERSITY OF PENNSYLVANIA  
July 20, 2017  
14A&B SUITES ON MAIN SOUTH  
CLARION CAMPUS, CLARION, PA 16214**

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The trustees entered into executive session at 4:32 p.m. and ended at 5:44 p.m. to discuss personnel matters.

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Public Meeting  
7:00 P.M.

I. RECORDING OF ATTENDANCE

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

Mrs. Milissa Steiner Bauer, Vice Chairwoman  
Mrs. Susanne Burns  
Ms. JD Dunbar, Chairwoman  
Mr. Edward Green  
Mr. James Kifer, Secretary  
Ms. Donna Oberlander  
Mr. Randy Seitz  
Mr. Howard Shreckengost  
Mr. Neil Weaver

The following Trustees were absent:

Dr. Syed Ali-Zaidi  
Mr. R. Lee James

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 and Information Sciences  
Dr. Steve Harris Interim Dean, College of Arts, Education and Sciences  
Dr. Todd Pfannestiel, Interim Provost and Academic Vice President  
Ms. Debra Sobina, Director Venango Campus/Assistant Dean  
Dr. Karen Whitney, President

## II. Public Comments – None

Chairwoman Dunbar indicated that the Council's agenda would be re-ordered to allow for our guest presentations. She called upon Dr. Susanne Fenske to introduce student Devon Vallies who talked about his experience at Advocacy Days that took place in Harrisburg in April.

Ms. Dunbar then called upon Dr. Todd Pfannestiel who introduced guests Dr. Susan Prezzano, Professor of Anthropology, and student Leah Heglas who reported on the Anthropology Field School that took place this summer on campus.

## III. APPROVAL OF CONSENT AGENDA

Ms. Dunbar presented the items on the Consent Agenda:

1. Approval of the Minutes of the Regular Meeting of April 13, 2017 and the Special Meeting of June 14, 2017.
2. Approval of the Bachelor of Science in Respiratory Care.
3. Approval of the Master of Science in Athletic Training.
4. Approval of Finance Committee Purchasing Report.

A motion was made by Ms. Bauer, seconded by Mr. Shreckengost, that the Consent Agenda be approved. The motion carried unanimously.

## IV. REPORT OF STUDENT SENATE

Tatum Henderson, Vice President of Rules and Regulations provided the Student Senate plans for the upcoming school year. She indicated Senate is planning a retreat and will be participating in New Student Orientation Week (NOW) in August. They are organizing Wingo and the Social Equity and Reinhard Awards for the upcoming academic year. She noted there are a few seats still available on Senate and elections will be held in August. Finally, their goal this year will be to get more freshman interested and to participate in Student Senate.

## V. REPORT OF FACULTY SENATE

Dr. Adam Roberts, Chair of Faculty Senate, provided his report stating that Faculty Senate voted to recommend Inquiry Seminars be part of the General Education Program. He believes by implementing this change, we should see an increase in first to second year retention. He stated it was awesome to see the Governor announce the Opioid Certificate program for the University. Senate's goal is to complete their Bylaws and bring to Dr. Whitney for approval. Senate is working to improve our student enrollment and look forward to working their David Dollins, Associate VP of Enrollment Management to discuss their priorities.

## VI. COUNCIL CHAIRWOMAN'S REPORT

Ms. Dunbar reported on the Presidential Search Committee and that the trustees have been identified to serve on the committee and she will work to identify other members of the committee.

At this time, Ms. Dunbar asked Trustee Bauer to report on the NCHEMS Review and PACT.

Mrs. Bauer provided an update on the results for the system review. She stated there were five important key items the consultants mentioned: 1) The need for all 14 state institutions' employees to have the knowledge and understanding of their own institution's Mission Statement; 2) Staffing needs to be based on the size of the university and their enrollment and the System office needs to assist each institution in this process; 3) The need to focus educational needs of the lower income class; 4) The State System should distribute state appropriations funding by each institution's needs; Finally, 5) The faculty, staff, administration, and community all need to work together to make the university mission and values a success. Trustee Weaver commented with NCHEMS recommendation to adjust the role of the trustees, he is looking forward to having expanded decision-making authority. Trustee Oberlander stated she was pleased with the results and looks forward to Clarion University having a bright future.

Trustee Bauer reported on PACT and reviewed some discussion items with the Council. She noted that the next meeting is October 17 and encouraged the trustees' participation.

## VII. REPORT OF COMMITTEES

### 1. Executive Committee

The Executive Committee met on July 14, 2017 and a copy of the minutes would be sent to the trustees.

## VIII. REPORT OF THE PRESIDENT

### 1. PASSHE Update

Dr. Whitney presented the 2017 Clarion Action Plan to the BOG last week and reviewed the Plan with the trustees at tonight's meeting. She reported she met with the provost and vice presidents and we will be discussing the NCHEMS recommendations and how Clarion will move forward at their August 2 retreat. We are engaging with other institutions for multi-campus partnerships to make the best use of our facilities to benefit the area at Venango campus.

2. Points of Pride

Dr. Whitney called the trustees' attention to the list of university news highlights and student achievements at their place.

3. Presidential Plan

Dr. Whitney concluded her 500 Day Plan noting that she completed 10 of the 20 items; 8 are still in progress; and 2 items have not been started. She distributed her final 2017-2018 Presidential Plan to the trustees.

IX. REPORT OF ACADEMIC AFFAIRS

1. Enrollment Update

Dr. Todd Pfannestiel happily reported that we have 61 applications and another 137 inquiries for information on the new Opioid Certificate Program since the announcement last week.

He thanked the trustees for the approval of the new programs and that Health and Human Services is growing and leading the way. He has hired new faculty in the upper disciplines in this area.

X. REPORT OF FINANCE, ADMINISTRATION AND FACILITIES

1. Budget Update

Mr. Len Cullo reported he is finalizing the FY17-18 budget to submit to PASSHE. He announced that Clarion will not receive any state funding allocations for FY2017-2018 from PASSHE. In addition, he will be presenting the budget at the September meeting to all the trustees.

2. Status of Facilities

Mr. Cullo briefly reported on the status of the Tippin renovations in that DGS is currently reviewing the contracts for minority-owned businesses.

XI. REPORT OF STUDENT AFFAIRS

Dr. Susanne Fenske reported a 4.6 percent increase in our retention rate in housing for the next academic year. She believes the addition of four Living and Learning Communities (LLC) have led to this increase. She noted that 196 students would be moving into the LLCs. Furthermore, the new Student Code of Conduct launched July 1 and they will be informing students of the Code changes.

She reported New Student Orientation Week (N.O.W) has a new approach this year. It will no longer be a one-day August orientation. All First Year Students will participate in NOW from August 21-27. She announced the football team would be playing Shippensburg for the 150<sup>th</sup> Anniversary celebration game in September 2018 at Highmark Stadium, Pittsburgh. Finally, her staff will be writing and presenting two education proposals at a conference in November.

## XII. REPORT OF UNIVERSITY ADVANCEMENT

### 1. Marketing Report

Ms. Tina Horner, Communications Manager, reported in Mr. Geiger's absence. She noted that the eight days since the Governor's announcement of the Opioid Certificate we have 102 million-plus earned media impressions including 28 broadcast TV segments in key markets such as Pittsburgh, Erie, Harrisburg and Altoona and more than 190 individual online placements. As of 8:10 a.m. this morning, our own web traffic reflects: 1786 unique visits to the Opioid Certificate page with an average time on the page per visit of 3:37 minutes and 135 requests for information on the certificate program.

## XIII. UNFINISHED BUSINESS – None

## XIV. NEW BUSINESS

Ms. Dunbar announced that the Retreat for the Council of Trustees will be held Thursday, October 26 and Friday, October 27 an agenda and additional information will be forwarded.

### Action Item

#### 1. Approval of the Proposed Resolution to the Board of Governors

Trustee Seitz read the Resolution that the Council of Trustees will be forwarding to Chancellor Brogan upon approval.

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

RESOLVED, that the Council of Trustees, Clarion University, approve the following resolution:

WHEREAS, the Clarion University Council of Trustees, desire to obtain financial assistance from the Commonwealth of Pennsylvania through the Pennsylvania State System of Higher Education (PASSHE).

WHEREAS, the Clarion University Council of Trustees, requests an immediate change to this year's distribution of state funds to better ensure that it fits the varied circumstances facing each of the universities in the system.

WHEREAS, the Clarion University Council of Trustees, supports a collaborative over a competitive approach to the distribution of state funds to the 14 State System Institutions to ensure all universities continue to provide a high-quality, high-value and affordable educational opportunities to our students.

WHEREAS, the Clarion University Council of Trustees, desire to ensure the long term financial stability of our institution.

THEREFORE BE IT RESOLVED, that the Clarion University Council of Trustees, request that the State System change the 2017-2018 funding approach to a fair distribution of 1/14 division of any increase in state funding to each university.

Trustees of Clarion University do hereby certify that the foregoing resolution was duly adopted at a meeting of the Clarion University Council of Trustees duly called and held on the 20th day of July 2017.

XV. ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Oberlander, seconded by Mr. Green. The meeting adjourned at 8:45 p.m.

Respectfully submitted

  
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James L. Kifer, Secretary  
Council of Trustees