

Clarion University
Council of Trustees' Regular Meeting
108 Eagle Commons
Clarion, PA 16214
Thursday, November 21, 2019
7:00 p.m.

Agenda

Pledge of Allegiance

Call Meeting to Order and Roll Call of Board Members

Public Comments

Faculty and Student SpotlightPam Gent

Alumnus in the Spotlight Jim Geiger

Consent Agenda Chair, JD Dunbar

1. Approval of the September 19, 2019, meeting minutes – See Item 1
2. Approval of the Certification of Foundation Compliance – See Item 2
3. Approval of the Certification of the CSA Compliance – See Item 3
4. Approval of the Trustee Finance Committee Purchasing Report – See Item 4

RESOLVED, that the Council of Trustees, Clarion University, approve the Consent Agenda for November 21, 2019.

Report of the University Audited Financial Statements for the Year Ending 2019Nancy Gunza, CliftonLarsonAllen, LLP

Report of Faculty SenateJim Lyle

Report of Clarion Student SenateBrianna Shepherd

Report of Enrollment ManagementDavid Dollins

Report of University Advancement Jim Geiger

Report of Student AffairsSusanne Fenske

Report of Academic AffairsPam Gent

Report of Finance, Administration and FacilitiesLen Cullo
1. Grant Awards and Contracts – See Item 5
2. Status of Facilities Report – See Item 6

Committee Reports.....JD Dunbar

Report of the Board of Governors..... Neil Weaver

Report of PACT Milissa Steiner Bauer

Report of the Clarion University Foundation, Inc. Milissa Steiner Bauer

Report of the PresidentPresident Pehrsson

Report of Council ChairJD Dunbar

Other BusinessJD Dunbar

1. Unfinished Business
2. New Business

Human Resources – See Item 7

Important Dates

1. Upcoming meetings of the Council of Trustees’ - February 20, April 16
2. Spring PACT Conference – April 23
3. All Boards Holiday Open House – December 11, 5-7pm
4. Winter Commencement – December 14: 10am & 2pm

Adjournment

**MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
THURSDAY, SEPTEMBER 19, 2019
403 MONTGOMERY HALL
CLARION, PA 16214
PUBLIC MEETING
7:00 P.M.**

I. RECORDING OF ATTENDANCE

Chairwoman JD Dunbar called the meeting to order at 7:04 p.m. with the following Trustees present:

Ms. Milissa Steiner Bauer, Vice Chairwoman
Mrs. Susanne Burns
Ms. JD Dunbar, Chairwoman
The Honorable R. Lee James
The Honorable Donna Oberlander
Mr. Larry Pickett
Mr. Neil Weaver
Mr. Tree Zuzzio

The following Trustees were absent:

Mr. James Kifer, Secretary
Mr. Howard Shreckengost

The following members of the University administration attended the meeting:

Dr. Dale-Elizabeth Pehrsson, President
Dr. Jeffery Allen, Dean, Health and Human Services
Mr. Len Cullo, Vice President, Finance and Administration
Dr. Laura Delbrugge, Dean, College of Arts and Sciences
Dr. Susanne Fenske, Vice President, Student Affairs
Dr. Phillip Frese, Dean, College of Business and Information Sciences
Mr. James Geiger, Vice President, University Advancement
Dr. Pam Gent, Provost and Academic Vice President
Dr. Gwen Price, Dean, School of Education

The following administration was absent:

Mr. David Dollins, Associate Vice President, Enrollment Management

At this time, Chairwoman Dunbar called on Dr. Allen who introduced faculty members Dr. Jeanne Slattery, Psychology, and Dr. Kenn Staub, Communication Sciences and Disorders, who spoke of their teaching positions and many services to Clarion University and students.

Two students who were highlighted and present for the meeting were Danielle Stoner and Mickenna Ansell who spoke to the trustees of why they chose Clarion University and their college experience.

Trustee Bauer introduced Senator Scott Hutchinson, Pennsylvania's 21 District, who visited the meeting and spoke briefly to those in attendance.

II. PUBLIC COMMENTS

Dr. Janis Jarecki-Lui spoke about the interdisciplinary case study that will cover all departments within the Health Sciences and Human Services. This case would be presented to a panel in the National Case Competition – CLARION.

III. APPROVAL OF THE CONSENT AGENDA

Chairwoman Dunbar presented the items on the Consent Agenda and asked if any items needed to be removed for further discussion.

1. Approval of the July 18, 2019, meeting minutes
2. Approval of the Annual Budget – FY2019-2020.
3. Approval of the Trustee Finance Committee Purchasing Report

A motion was made by Trustee Weaver, seconded by Trustee Burns, to approve the September 19, 2019, meeting minutes. The motion carried unanimously.

IV. REPORT OF VENANGO CAMPUS

Hope Lineman provided the Venango report. "Kids in College" this summer was successful. They are looking forward to new leadership and securing permanent leadership on campus. They have solid enrollment in the ASN program and saw an increase in respiratory care enrollment numbers. They have 23 students enrolled in the EMS program. They implemented a county-run program for high school seniors to come on campus. She also noted the facilities updates to Suhr Library and Montgomery Hall. She finished by introducing the Advisory Board members who attended.

V. REPORT OF VENANGO STUDENT SENATE

Trelyn Nelson, President, reported that Senate is focusing on student concerns, eFollett book prices, new inventory in the bookstore, and healthier options in the café. They implemented a new club – Clarion University Venango Democrats Club. They are working to arrange “Pizza with the President” during the semester. Trelyn also reported on her experience as a Venango student.

VI. REPORT OF CLARION STUDENT SENATE

Brianna Shepherd, President, reported their first Wingo was successful with 370 attendees. Twenty-one students applied for eight positions on Senate. They are planning a “Good Neighbor Walk” and distributing community-recycling ideas. Their annual retreat will be held at Camp Whitehall in Emlenton. They are working on eFollett scholarships for students in need for next year.

VII. REPORT OF FINANCE AND ADMINISTRATION

Len Cullo reviewed the 2019-2020 annual budget in the workshop prior the meeting. He announced DGS has given the University clearance to begin moving back into Tippin on October 11.

VIII. REPORT OF UNIVERSITY ADVANCEMENT

Jim Geiger distributed his fundraising report. The Clarion Transits (buses) are getting a new look with new paint color and wraps. President Pehrsson’s second car is being wrapped and the students will hold a contest to name the car.

XIV. REPORT OF STUDENT AFFAIRS

Susanne Fenske reported that our housing numbers have gone up this semester the first time in five years. Our pet-friendly Living and Learning Community is successful, and they are having an animal photo contest. The Center for Wellness is currently going through their accreditation process. The outdoor fitness court is completed and the ribbon cutting ceremony is scheduled for October 2. They are working on professional development for their staff, and Student Affairs will host SAFE Schools Summit on November 21. The keynote speaker is Natalie Hammond, who was the lead teacher at Sandy Hook Elementary during the shooting in December of 2012. Note to Trustees: This is the same day as trustee meeting and trustees are invited to attend; 10 am – 4 pm in Gemmell MPR.

X. REPORT OF FACULTY SENATE

Dr. Barry Sweet provided the report in Jim Lyle's absence. He emphasized that the relationship with the Senate and administration is the strongest it has been in a long time.

XI. REPORT OF ACADEMIC AFFAIRS

Provost Pam Gent announced the new interim Vice Provost, Dr. David Hartley. They opened the Somerset campus with 15 nursing students enrolled and already 9 for the next academic year. Ninety-seven percent of our nursing students passed the NCLEX exam. They are in the process for accreditation in our Master of Athletic Training. She is happy to report that the APSCUF contract negotiations are progressing.

XII. REPORT OF COUNCIL CHAIR

Trustee Dunbar first acknowledged Venango Advisory Council with profound gratitude. She reported that the Council is working on updating their Bylaws. She commended trustees for their wide breath of involvement. At one juncture, several trustees were involved in a sustainability meeting while Trustee James was at the American Council of Trustees in Meadville. Trustee Zuzzio was involved in PACT initiative for greater awareness of student trustee roles. Trustee Dunbar commended the culture of Clarion University and our commitment to honor Clarion University's future by embracing culture. The Executive Committee provided their recommendations to the State System for the University's Financial Sustainability Policy and Procedures.

XIII. COMMITTEE REPORTS

1. PRESIDENTIAL REVIEW COMMITTEE

Trustee Weaver announced that the committee has completed the Presidential Annual Review and note on the committee's recommendation is expected after the Executive Session planned for later this evening.

XIV. REPORT OF ENROLLMENT MANAGEMENT

Carrie Thompson provided the report in David Dollins' absence. For the first time in 10 years, we have an increase in freshman at 14 percent on the Clarion campus. They are accrediting this increase to our initiative "Taking Back Our Back Yard." We know this worked, so next year we will expand our back yard. She stated they also showed an increase in our diverse group of students.

XV. REPORT OF THE BOARD OF GOVERNORS

Trustee Weaver reported that the BOG continue to work on the system redesign, financial stability policy, and changes to ACT 188 Public School Legislation.

XVI. PACT REPORT

Trustee Bauer chaired the first trustee meeting at Slippery Rock. We had three regional meetings which outpaced attendance at former Harrisburg site for Fall Meeting. There was a three-prong focus:

- System Redesign Update which is moving along and in phase 2.
- System Advocacy Update—this was relative to knowing your representative and senator.
- Governance—Student Trustee best practices and trustee accountability.

The speaker was Trustee Zuzzio at the first meeting and subsequent student trustees at all regional meetings. JD spoke on governance and trustee accountability at all meetings.

The Sustainability Policy includes—

- Quality of education vs quantity of students enrolled.
- Min reserves is 40% of E&G—Trustee Bauer pointed out if we have a minimum—we need a maximum so that money can be deployed for either investment or to other areas of need.
- Recognition of areas that are lagging—meaning aligning federal and state initiatives with the system.

XVII. REPORT OF THE UNIVERSITY FOUNDATION, INC.

Trustee Bauer noted that the Foundation is elated for the increase in students living in University housing.

XVIII. REPORT OF THE PRESIDENT

President Pehrsson reported that the search for the associate Vice President for Student Success and Dean of Venango campus is underway. They are working with the Foundation on changes to university housing. The Athletic Strategic Planning is working to increase scholarships and donations to benefit athletes. The Presidential Diversity Advisory Committee (PDAC) will kick off their first meeting on September 30, and the Presidential Commission on Sustainability will advocate issues on campus.

XIV. UNFINISHED BUSINESS – NONE.

XX. NEW BUSINESS

Chairwoman Dunbar indicated that the Council would be going into Executive Session to discuss President Pehrsson's annual review and evaluation. She further indicated that the Council would return to public session for any related votes on that matter and then adjourn.

The trustees entered into executive session at 9:07 p.m. to discuss personnel matters and returned to public session at 9:16 p.m.

1. Presidential Leadership Review

A motion was made by Mr. Weaver, seconded by Ms. Oberlander, to approve the following motion. The motion carried unanimously.

MOVE that the Clarion University Council of Trustees advise the Board of Governors and the Chancellor of the State System of Higher Education that Dr. Dale-Elizabeth Pehrsson is the ideal executive to lead Clarion University and we hereby recommend continuing her employment as Clarion University's President.

A roll call vote was taken with the following results:

Mrs. Milissa Steiner Bauer	YES
Mrs. Susanne Burns	YES
Ms. JD Dunbar	YES
Mr. R. Lee James	YES
Ms. Donna Oberlander	YES
Mr. Larry Pickett	YES
Mr. Neil Weaver	YES
Mr. Tree Zuzzio	YES

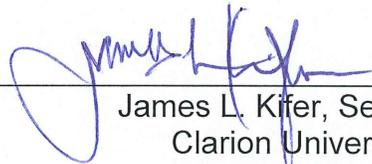
XXI. ADJOURNMENT AND NEXT MEETING

A motion was made by Trustee Bauer to adjourn the meeting. The motion carried unanimously.

Meeting adjourned at 9:19 p.m.

The next meeting of the Council of Trustees will be Thursday, November 21, 2019 on the Clarion campus.

Respectfully submitted



James L. Kifer, Secretary
Clarion University
Council of Trustees



Clarion University Foundation, Inc.

Seifert-Mooney Center for Advancement
 Clarion University of Pennsylvania
 840 Wood Street, Clarion, PA 16214-1232
 Phone: 814-393-2572 • Text Telephone (TTY/TDD): 814-393-1601
www.clarion.edu/foundation

Memo to: Leonard Cullo, Vice President, Finance/Administration, Clarion University

From: Michael R. Keefer, FACHE, Chief Executive Officer 

RE: Annual Certification of Compliance of Clarion University Foundation, Inc. with PASSHE Policy 1985-04-A

Date: October 24, 2019

CC: Jim Geiger, Vice President, Advancement, Clarion University

In accordance with part D-6 of PASSHE Board of Governors' Policy 1985-04-A: University External Financial Support (attached), I am writing to request Clarion University recommend to the Clarion University Council of Trustees to certify Clarion University Foundation, Inc., an affiliated organization as defined, is in full compliance with the Policy. The text of the Policy is attached for your reference.

To address the specific requirements of the Policy:

- The Foundation makes financial contributions to the University annually. (D-1-a)
- The Foundation is audited by an independent firm of Certified Public Accountants (D-1-b).
- The memorandum of understanding between the University and the Foundation meets PASSHE requirements (D-3)

The Foundation's support for the University includes:

- Direct financial contributions to fund student aid awards, campus activities, and programs;
- Fundraising and administrative activities;
- Funding and management of student housing facilities;
- Management, acquisition, and administration of other real estate;
- Management of a portfolio of investments (the endowment);
- Maintaining the databank of alumni, friends, and donors;
- Providing alumni engagement programming;
- Being the legal "home" of the Clarion University Alumni Association;
- Participation in University Committees and Task Forces;
- Acquiring/administering grants;
- Furthering economic development, equity stake activity, etc.

CUF, Inc.: PASSHE Policy 1985-04-A - Annual Certification of Compliance
October 24, 2019
Page Two of Two

The Foundation's audited financial statements are attached, which include the Statement of Activities. Total costs incurred by the Foundation in support of the University totaled \$7,884,971 for the year ended June 30, 2019. Financial support by the University to underwrite the Foundation's fund-raising and administrative activities totaled \$250,000.

Enclosed are the following documents to fulfill the Compliance Reporting for the PASSHE Board of Governors Policy 1985-04-A:

- Sole Source Contract with Certification for the fiscal year ending June 30, 2020;
- Memorandum of Understanding between Clarion University and Clarion University Foundation, Inc., expiring June 30, 2020;
- Current certificates of Liability Insurance and Workers' Compensation Insurance;
- Clarion University Foundation, Inc.'s audited financials dated June 30, 2019;
- A list of the 2019-2020 Clarion University Foundation, Inc. Board of Directors;
- By-laws for Clarion University Foundation, Inc., last amended October 3, 2019;
- Articles of Incorporation for Clarion University Foundation, Inc., last amended October 3, 2019.

Please let me know if you have any questions or concerns or require further information to complete this process. Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael R. Keefer", with a long horizontal flourish extending to the right.

Michael R. Keefer, FACHE
Chief Executive Officer

Attachments



Clarion University of Pennsylvania
840 Wood Street
Clarion, Pennsylvania 16214-1232
Phone: 814-393-2000
Text Telephone (TTY/TDD): 814-393-1601

Memo to: Council of Trustees, Clarion University of Pennsylvania

From: Leonard Cullo, Vice President, Finance and Administration, Clarion University *LC*

Re: Annual Certification of Compliance of Clarion Students' Association with PASSHE Policy 1985-04-A

Date: November 21, 2019

Cc: Sandra Machokas, Clarion Students' Association Executive Director;
Susanne Fenske, Vice President, Student Affairs, Clarion University

In accordance with part D-6 of PASSHE Board of Governors' Policy 1985-04-A: University External Financial Support, I am requesting the Clarion University Council of Trustees to certify that the Clarion Students' Association (CSA), an affiliated organization as defined, is in full compliance with the Policy. The text of the Policy is attached for your reference.

To address the specific requirements of the Policy:

- CSA makes financial contributions to the University annually. (D-1-a)
- CSA is audited by an independent firm of Certified Public Accountants (D-1-b).
- The memorandum of understanding between the University and CSA meets PASSHE requirements (D-3)

CSA support for the University includes:

- Direct financial contributions to fund student activities and programs,
- CSA organizations' expenses.

Total costs incurred by CSA in support of the University totaled \$1,519,359 for the year ended June 30, 2019. Financial support by the University to CSA totaled \$116,072.

**Information Items for November 21, 2019, Council of Trustees' Meeting
List of Purchases \$19,400 and Above**

Approved by Trustees' Finance Committee - July 12, 2019

Vendor	General Description	Department	Purchase Order Total	Contract Begin Date	Contract End Date
Dagostino-Alcatel-Opt 1	Wireless Network Solution	Computing Services	\$193,463.00 5/years		6/30/2024
Trojan Tube Sales & Fabric	RE-Tubing of Boiler #4	Facilities	\$577,989.00	6/19/2019	8/1/2020
Kinber	Somerset Site – Ethernet Service	Somerset Site	\$44,600.00	Upon approval	6/30/2022
Applied Video Technology	Tippin Project – Audiovisual System	Tippin Project	\$724,795.00	Upon approval	9/30/2019
Vincent Lighting Systems	Tippin Project-Gym Motorized Hoist System Lighting	Tippin Project	\$92,791.00	Upon Approval	9/30/2019

Clarion University of PA
New Grants and Contracts
09/1/2019-10/31/2019

Item 5

Grant Name	Amount	Director
Talent Search STEM Supplement	\$ 28,691.00	Ms. Rhonda McMillen-Toth
PDE Teacher Residency Grant	74,598.00	Dr. Timothy Stevenson
PHEAA Act 101	38,934.00	Dr. Joseph Croskey
PDE ECE Apprenticeship Grant: "Coaching Companion Project"	8,000.00	Dr. LouAnn Bonnett

Clarion University
Information Items for November 21, 2019 Council of Trustees' Meeting
Status of Facilities Projects

Building	Project	Number	Fund Source	Amount	Status	Project Completion Date
Tippin Gym	Renovation/Construction	CL-696	CA	\$41,900,000	UC	October - 2019
Stevens/Moore Hall	ADA Accessibility Improvements	CL-775	CA	\$5,000,000	B	TBD
Still Hall	Roof Replacement	CL-786	DM	\$150,000	ID	August-2020
Still Hall	Server Room Fire Extinguishing	CL-796	DM	TBD	RB	June 2020
Suhr Library	HVAC & Electrical Upgrade	CL-	G	\$300,000	B	January 2020
Office Consolidation	Facility Space Renovation, Consolidation, and Demolition	CL-404-64	CA	\$7,300,000	ID	TBD

Notes -

Still Hall Roof Replacement - *Project deferred now to Summer 2020 for proper review and design prior to work completion*

Still Hall Server Room Fire Extinguishing - *Single bid received was double the estimated project cost; new bids being sought using an alternative fire suppression system that should be within budget*

Source of Funds	Status
EG = Education & General Funds	P = Planning
AX = Auxiliary	ID = In Design
DM = Deferred Maintenance	B = Bidding/Contracting
CA = Capital Appropriation	UC = Under Construction
G = Grants	C = Complete
SA = Student Assessment	AF = Awaiting Funds
SR = Special Revenue (e.g., Parking Fees, etc.)	AS = Awaiting Scheduling
CL = Cancelled	RB = Rebid

Human Resource Report
November 21, 2019

A. Office of the President

1. Promotion

Manager

Dollins, David, Vice President for Enrollment Management, Full-Time, Regular, September 30, 2019

B. Academic Affairs

1. Appointments

Faculty – E & G Funded

Boston, Michael; 25%-time; Instructor (Step 1), Communication Sciences and Disorders Department, January 4, 2020 through May 22, 2020

Grimone, Andrew; 50%-time, Assistant Professor (Step 9), Nursing Department, January 13, 2020 through May 1, 2020

Hissam, Michael; 25%-time; Instructor (Step 1), Communications Department, January 4, 2020 through May 22, 2020

Hock, Kimberly; 25%-time; Instructor (Step 1), Accountancy Department, January 4, 2020 through May 22, 2020

Hoover, Greg; .3333 credit-time; Instructor (Step 1), Communication Sciences Disorders, Department, January 4, 2020 through May 22, 2020

Muhl, Heather; 40%-time; Instructor (Step 1), Nursing Department, August 17, 2019 – January 3, 2020

Radaker, Ronald; 100%-time; Instructor (Step 2), Student Success Department, September 30, 2019

Rhode, Matthew; 100%-time; Instructor (Step 1), Social Sciences Department, January 4, 2020 through May 22, 2020

2. Appointment

Support Staff

Buckner, Donna, Fiscal Assistant, Full-Time, Regular, N/W Alliance, November 4, 2019

Wolbert, Nancy, Clerk Typist 2, Part-Time, Regular, Social Sciences, October 2, 2019

Funa, Suzanne, Management Technician, Part-Time, Regular, Nursing (Somerset, PA), September 9, 2019

3. Promotion

Support Staff

Wyman, Kimberly, Clerk Typist 2, COBAIS, Full-Time, Regular, October 14, 2019

4. Classification

Manager

Werwie, Jason, Manager 190 (from 180), Computing Services, August 5, 2019

Support Staff

Hargenrader, Kurtis, Management Technician (from Fiscal Assistant), Student Financial Services, August 12, 2019

5. Retirements

Faculty

Agyei-Mensah, Stephen; Computer Information Science Department, effective May 22, 2020

Belloit, Jerry; Professor, Finance Department, effective January 10, 2020

Leary, Ralph; Professor, English and Modern Languages Department, effective January 3, 2020

C. Finance and Administration

1. Appointment

Support Staff

Hogue, Molly, Custodial Worker 1, Part-Time, Regular, Facilities Management, October 28, 2019

Bimber, Danny, Patrol Officer, Full-Time, Regular, Public Safety, September 9, 2019

Girvan, Nathan, Clerk 2-Dispatcher, Full-Time, Regular, Public Safety, September 9, 2019

2. Appointment – Temporary - Extensions

Support Staff

Miller, Christopher, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, October 12, 2019

Linamen, James, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, October 12, 2019

Stewart, Jeffrey, Maintenance Laborer, Full-Time, Temporary, Facilities Management, October 12, 2019

Preston, Matthew, Maintenance Laborer, Full-Time, Temporary, Facilities Management, October 12, 2019

3. Appointment – Temporary - Conclusion

Support Staff

D'Souza, Daniel, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, October 11, 2019

4. Promotion

Support Staff

Hummell, Ramona, Custodial Work Supervisor, Full-Time, Regular, Facilities Management,
September 23, 2019

McHenry, Bruce, Building Maintenance Foreman, Full-Time, Regular, Facilities Management,
September 16, 2019

Goodman, Heather, Custodial Worker 2, Part-Time, Regular, Facilities Management,
September 16, 2019

Radaker, Scott, Custodial Worker 2, Part-Time, Regular, Facilities Management, October 7, 2019

5. Resignations

Support Staff

Magagnotti, William, Custodial Worker 1, Facilities Management, September 4, 2019

Dukes, Jordan, Custodial Worker 1, Facilities Management, October 1, 2019

D. Student Affairs

1. Appointment

Coach

Bevevino, Benjamin, Head Coach, Women's Track and Field, Intercollegiate Athletics, Full-Time, October 14, 2019

Kraisser, Nathan, Interim Assistant Coach, Men's Wrestling, Intercollegiate Athletics, Full-Time, September 3, 2019

Manager

Jewart, Benjamin, Manager 160, Multimedia Services Coordinator, Full-Time, Regular, Intercollegiate Athletics, October 7, 2019

Beighley, Forrest, Manager 140, Ticket Manager, Part-Time, Temporary, Intercollegiate Athletics, September 9, 2019

2. Resignations

Coach

Beighley, Forrest, Manager 140, Ticket Manager, Intercollegiate Athletics, Resignation, October 9, 2019

E. University Advancement

1. Classification

Support Staff

Postlewait, Bryan, Artist Illustrator 2 (from Artist Illustrator 1), PAGES, June 24, 2019