

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
FEBRUARY 16, 2017
250/252 GEMMELL STUDENT CENTER
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:

Mrs. Susanne Burns
Ms. JD Dunbar, Vice Chairperson
Mr. Edward Green
Mr. James Kifer, Chairperson
Mr. Howard Shreckengost
Mr. Randy Seitz
Mr. Neil Weaver

The following Trustees were absent:

Dr. Syed Ali-Zaidi
Ms. Milissa Steiner Bauer, Secretary
Ms. Donna Oberlander
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 Administration
Mr. James Geiger, Vice President, University Advancement
Dr. Roxanne Gonzales, Executive Dean, Venango Campus
Mr. Michael Keefer, Chief Executive Officer, Clarion University Foundation, Inc.
Dr. Todd Pfannestiel, Interim Provost and Academic Vice President
Dr. Bruce Smith, Dean, College of Arts, Education and Sciences
Dr. Karen Whitney, President

II. Minutes

A motion was made by Mr. Seitz, seconded by Mr. Shreckengost that the minutes of the November 17, 2016 regular meeting and the February 2, 2017 Special 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

Clarion Student Senate Vice President Katie Welsh provided the report. Student Senate will be sponsoring WINGO, wings and bingo, later this week. They are participating in fundraising events, one is at Applesbee's and 50 percent of your meal will go to our charity. They are also selling dips. They plan to participate in the Reinhard Awards in April.

C. Report of Faculty Senate

Faculty Senate Chair Jamie Phillips provided his report. Faculty is working on the Provost and AVP Enrollment Management search, student academic appeals and suspensions and new inquiry seminars to develop literacy, fundamental and social skills. We are holding a faculty retirement reception in April.

D. Council Chairperson's Report

Chairman Kifer welcomed and introduced new trustee Mr. Neil Weaver to the meeting.

Mr. Kifer announced that the Council's Presidential Leadership Review Committee, led by trustee Dunbar, would meet on Friday, March 3 to conduct the annual evaluation of President Whitney. The Council of Trustees' report on President Whitney's performance is due to the Chancellor's Office by April 1. The Council will be asked to approve their recommendation at the April 13, 2017 Council meeting.

Mr. Kifer reminded the Council's Nominating Committee that they would be presenting their recommended slate of officers for 2017-2018 at the April 13, 2017 Council meeting. He also announced that the Spring PA Association of Councils of Trustees (PACT) Conference would be held on April 19 and 20 in Harrisburg.

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, 2017.

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Action Item

1. 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 February meeting.

A motion was made by Ms. Dunbar, seconded by Mr. Seitz 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;

RESOLVED, that the Council of Trustees, Clarion University, approved the proposed Order of Succession Plan as submitted by the President on the 16th day of February 2017 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. PASSHE Update

Dr. Whitney reported she attended the Chancellor's Retreat earlier this week where Chancellor Frank Brogan discussed his plan to launch an in-depth strategic review of the entire system.

2. Points of Pride

Dr. Whitney called the trustees' attention to the list of student achievements at their places, including the athletic department honoring 183 student athletes - 50 percent of our student athletes. She thanked trustee Oberlander for attending this event. The women's basketball team will be playing in the PSAC Tournament for the first time since 2012-13 season.

Dr. Whitney announced that Dr. Roxanne Gonzales, Executive Dean, Venango College will be leaving on March 3 to further pursue her career. She thanked Dr. Gonzales for her time and hard work at Clarion. Dr. Gonzales' efforts include renaming of Venango's "Health and Human Services," and the realignment of their programs.

3. Presidential Plan Update

Dr. Whitney called the trustees' attention to the list of Strategically Focused Priorities of the February Presidential Plan that had been attached the Council agenda.

B. Academic Affairs

Action Item

1. Approval of Proposed Academic Calendars for 2017-2018.

Dr. Pfannestiel presented the proposed calendar for the 2017-2018 academic year, noting that starting with the fall semester 2018 all

State System Universities will provide their academic calendars three (3) years in advance to the Office of the Chancellor. The revised policy provides institutions a broader range of academic calendar parameters in providing flexibility to their students.

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

RESOLVED, that the Council of Trustees, Clarion University, approved the proposed Academic Calendars for 2017-2018. The motion carried unanimously.

Information Items

1. Enrollment and Retention Update

Dr. Pfannestiel reported that our enrollment numbers are trending very positively toward health sciences, professional and business degrees. He noted our deposits are up and students are committing earlier than in previous years. He will report the census date numbers when they are available.

Dr. Pfannestiel also gave an update on the candidate searches. He noted that Debra Sobina has accepted the role as Interim Executive Dean, Venango campus effective March 6.

C. Finance and Administration

Action Itemsk

1. 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.

A motion was made by Mr. Seitz, seconded by Mr. Weaver 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.

2. 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 2016; Clarion University had provided \$113,033 in support to the CSA in reimbursement of fees for services, while the CSA had provided \$1.483 million in support of the university.

A motion was made by Mr. Seitz, seconded by Mr. Weaver 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.

3. Approval of Capital Program Submissions, 2017-2018

Mr. Len Cullo reviewed the list of Capital Program Submissions, 2017-2018, that was Attachment F in the trustees' agenda. He noted the pre-bid conference for the Tippin project will be held in March and the awarding of the contract will take place at the end of April. He also provided an update on other key facilities.

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

RESOLVED, that the Council of Trustees; Clarion University approved the 2017-2018 Capital Program Submissions to the State System of Higher Education.

Information Items

1. Budget Update

Mr. Cullo reported the progress of the university Responsibility Centers (RCs) budget submissions for the FY2017-18.

2. Status of Facilities Report

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

D. Student Affairs

Action Item

1. Approval of the Proposed Student Code of Conduct and Community Standards.

Mr. Matt Shaffer reviewed proposed changes and additions to the Clarion University Student Code of Conduct and Community Standards. The proposed policy will replace the current Student's Rights, Regulations and Procedures and is designed to update the Code to meet all federal guidance, is Title IX compliant, expand areas covered, and remove vagueness.

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

RESOLVED, that the Council of Trustees, Clarion University, approves the update to the Clarion University Student Code of Conduct and Community Standards.

Information Items

1. Student Affairs Update

Dr. Fenske gave a brief update on Student Affairs noting that they have started the process of hiring a full-time Athletic Director.

E. University Advancement

Information Item

1. Fund-raising Report

J. Geiger provided an update on the Capital Campaign. He has new fundraising officers and has hired a director of development to begin in April.

2. Marketing Update

J. Geiger provided an update on marketing strategies.

V. REPORT OF COMMITTEES

A. Executive Committee

Mr. Kifer noted that the Trustees Executive Committee had met on February 10, 2017, and a copy of the minutes were sent to the trustees.

B. Finance Committee

Action Item

1. Approval of the Finance Committee Report

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

RESOLVED, that the council of Trustees, Clarion University approved the Finance Committee report for September 9, 2016.

VI. UNFINISHED BUSINESS – None

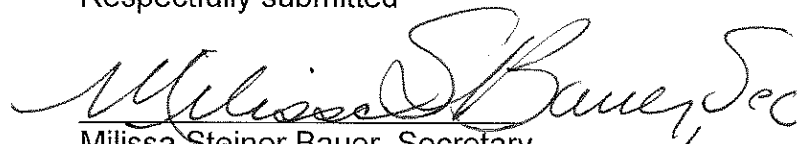
VII. NEW BUSINESS – None

Mr. Kifer noted that the trustees would be going into executive session to discuss personnel matters and that there would be no further business when they returned to public session.

The trustees entered into executive session at 8:29 p.m. to discuss personnel matters and returned to public session at 8:45 p.m.

VIII. ADJOURNMENT - The meeting was adjourned at 8:46 p.m.

Respectfully submitted


Milissa Steiner Bauer, Secretary
Council of Trustees