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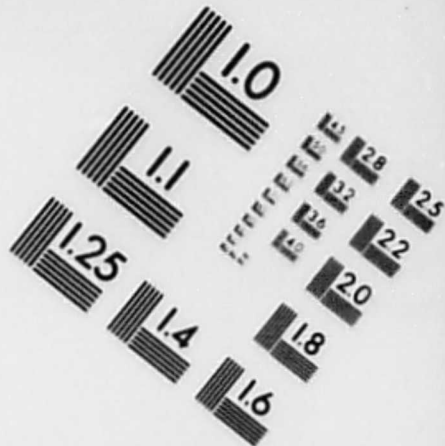
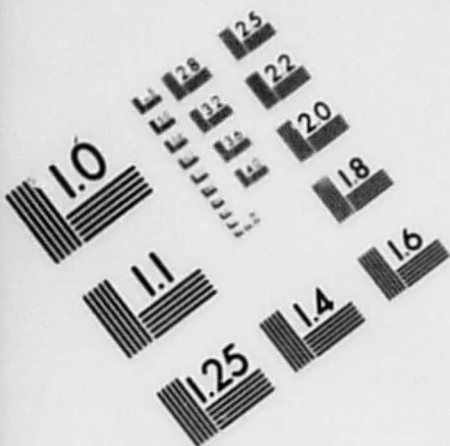
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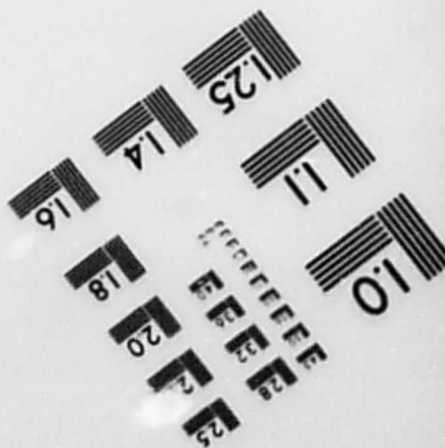
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**RECORDS OF THE OFFICE
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AGENDA

Council of Trustees Meeting
Lock Haven University
Wednesday, November 14, 1984
Sieg Conference Center, Lamar, PA

Executive Session - 3:30 p.m.
General Session - 4:15 p.m.

A. GENERAL

1. Approval of Minutes, September 21, 1984 Council Meeting.

B. REPORTS

1. Kenneth R. Clapper, Chairman, Executive Committee of the Council
2. Craig Dean Willis, University President
3. George H. Marshall, Vice President for Administration
4. Gary Interdonato, President, Student Cooperative Council
5. Rebecca Gross, Member, Board of Governors
6. SPECIAL REPORT - Dr. Edward C. Clawson, President
L.H.U. Chapter of APSCUF
Annual APSCUF Report

C. MATTERS FOR DECISION

1. Proposals for B.S. Degree in Health Sciences and
B. S. Degree in Recreation
2. New Business
- 3.

NEXT MEETING

Thursday, February 21, 1985

November 7, 1984

INDEX OF BOARD ACTIONS
March 18, 1982
to 1984

A. ACADEMIC PROGRAMS AND CURRICULAR MATTERS

<u>Date</u>	<u>Page No.</u>	
5/22/82	270	B.A. Degree in Economics
11/18/82	293	Proposal, Bachelor of Fine Arts in Music

B. ACT 13 PURCHASES

3/18/82	256	Items purchased under Act 13
5/22/82	270	Act 13 Purchases
9/25/82	283	Act 13 Purchases
11/18/82	292	Act 13 Purchases
1/27/83	304	Act 13 Purchases

C. AUDIT REPORTS

Date Page No.

11/18/82 291

Appointment of Audit Review Committee

D. DECLARATIONS OF SURPLUS

11/18/82 292

Declaration of Surplus

1/27/83 304

Declaration of Surplus

E. ELECTION OF BOARD OFFICERS

Date Page No.

F. LAND AND BUILDINGS

3/18/82	257	Annual Inspection of Facilities
5/22/82	271	Proposal re switching names of Smith and Lawrence fields
9/25/82	284	Approval - Switching of Smith and Lawrence Fields names
11/18/82	293	Approval - naming of Research Learning Center

G. PERSONNEL ACTIONS

<u>Date</u>	<u>Page No.</u>	
3/18/82	256	Personnel appointment
3/18/82	256	Emerita status - Evelyn M. Nicholson
5/22/82	261	Promotions, Tenure, and Sabbatical Leave awards announced
5/22/82	262	Dr. Hamblin commended for service as President
5/22/82	269	Personnel Appointments
9/25/82	282	Personnel Appointments
9/25/82	283	Emeritus Status - Francis N. Hamblin
9/25/82	283	Commendation for Service (McCloskey, Stevenson, Wait)
11/18/82	292	Personnel Appointments
11/18/82	293	Commendation of Retirees
1/27/83	305	Emeritus Status - Harvey D. Haddad

PERSONNEL ACTIONS (continued)

Date

Page No.

PRESIDENTIAL SEARCH COMMITTEE

Date Page No.

5/22/82 273

Search Committee Recommendations
accepted by resolution of Board

H. STUDENT COOPERATIVE COUNCIL

Date Page No.

I. STUDENT TUITION AND FEES

3/18/82 253

Student board increase only to extent
of increase in vendor cost. (perhaps
student fee increase from \$688 to \$768
per year - see page 252)

J. WAIVER OF TUITION AND FEES

<u>Date</u>	<u>Page No.</u>	
3/18/82	253	Room fee waiver for summer 1982 Act 101- Equal Opportunity Program disadvantaged students.
5/22/82	270	Foreign Student Tuition Waiver approved

K. MISCELLANEOUS

3/18/82	256	Approval of Board Meeting schedule for 1982 & 1983
3/18/82	257	Appointment of Board member (John Stemler) to serve on committee to conduct a two-year study and re-arrangement of the administrative structure
5/22/82	270	Bell Tower Project approved

The Board of Trustees of Lock Haven State College met in the Board Room, Sullivan Hall, at 4:00 p.m. on Thursday, March 18, 1982.

BOARD MEMBERS PRESENT: William F. Williams
Larry H. Lytle
John W. Stemler
Donald L. Faulkner
Charles W. Hamberger
Shirley A. Thomas

BOARD MEMBERS ABSENT: James M. Koch
Kenneth R. Clapper

OTHERS PRESENT: F. N. Hamblin, College President
J. L. Zaharis, V. P. for Academic Affairs
G. H. Marshall, V. P. for Administration
Jeff Fleishman, Reporter, Lock Haven EXPRESS
Julie Brennan, Reporter, Radio Station WBPZ
Bruce Young, President, LHSC Chapter APSCUF
Robert Storch, Employee Relations Specialist
Ira Masemore, Dean, School of Education

Mr. Williams called the meeting to order at 4:00 p.m. and requested a motion for approval of the minutes of the January 21, 1982 meeting. Mr. Faulkner moved for approval, Mr. Hamberger seconded, and the motion carried.

Mr. Williams reported that there was no Executive Session and thus nothing to report from the Executive Committee.

THE PRESIDENT'S REPORT
Dr. F. N. Hamblin

Spring Vacation started yesterday and we are entering the fourth and last quarter of the College's 111th year.

Trustee Clapper continues to recuperate from heart surgery. He expects to be able to attend the May meeting of the Board.

Commencement is scheduled for Saturday, May 22, at Jack Stadium, weather permitting. Trustees will assemble at the team house at the athletic field, at 9:30-9:45 a.m. to don academic attire and participate in the procession. Commencement will begin at 10:30 a.m., followed by noon lunch in Bentley Hall, Executive Session at 1:30 p.m., regular Board Meeting at 2:00 p.m., and the President's Reception from 5:00 - 7:00 p.m. at the president's home. Trustees are asked to inform my secretary as to their Commencement attendance so that academic attire and platform seating may be arranged.

We had hoped to save on heating costs this winter but did not. The water shortage has been alleviated considerably and it is no longer a matter of serious concern.

Mr. Marshall and I just returned from the House Budget Hearing in Harrisburg. We met with the Senate Committee on March 8. The Governor's proposed budget for the state colleges and university looks good for some of us, including Lock Haven. With an average of 6% increase for

the state system, Lock Haven's anticipated increase is 6.62%, which, if finally approved, will be adequate for this institution. Three of the schools got no increase, one got .16%, another .76%, while some got more than Lock Haven.

We know there will be a tuition increase but the amount is yet to be announced. Assuming that the Governor's budget goes through, as is anticipated, Lock Haven should end this year substantially in the black, and next year also, barring any unfortunate circumstances. The administration at Lock Haven is happier about our fiscal situation than it has been for the past few years.

Trustee Faulkner was confirmed January 26, 1982, to replace Mr. Cook on the Board of Trustees, until the Third Tuesday of January, 1983, the end of Mr. Cook's term. Commissioner Gallagher has contacted the Governor's office in an effort to have this changed to an appointment to a regular six-year term.

The Legislators are concerned about maximum enrollment possible at each of the state institutions. It is thought that financial aid cuts and other factors may bring some students from private schools to the state colleges. We at Lock Haven have concluded that we can handle a maximum of about 2600 FTE students. This is contingent upon how admissions are distributed among the various academic areas of the college, and the availability of student housing. Suitable low-cost off-campus housing declined considerably after the flood. Efforts have been made, with some success, to locate additional housing for students off campus. We do not think we could adequately deal with more than 2600 students with respect to food service, housing, etc.

S.B. 506 (The State System of Higher Education) continues under discussion with no definite action to date. Most of us feel that within the next very few years some form of State System bill will be passed and approved by the Governor, but when this will be and what form it will take is anybody's guess.

The Master's Degree Proposal is snagged again by the Bureau of Academic Programs, where they seem to find some of our responses less than adequate. On March 29 Dr. Zaharis, Dr. Van Deun (Chairman of the Graduate Program Committee) and I will meet with Commissioner Gallagher and Bureau officials, hoping to gain approval of our proposal.

The 4.5% faculty increase, with which you are all familiar, will be paid by mutual agreement between APSCUF and the Commonwealth on July 15, to be computed on the basis of regular salary and summer session checks, but excluding overload, sabbaticals paid on summer school, and independent study payment. APSCUF agreed that no further grievances or exceptions will be introduced except in case of mathematical errors, etc.

Auditors have been here for the past two months and expect to complete a five-year audit within the next two weeks, with an exit interview scheduled for April 2. The last audit done here was for the 1975-76 fiscal year. We have gathered informally that there have been no horrendous findings in this current audit; more will be known about this after the exit interview. Presumably, we should receive the official report in about six weeks, at which time a Board of Trustees Audit Committee will have to be appointed to review the findings and the College's responses, hopefully to be approved for submittal at the May Board Meeting.

Our admissions goal for fall 1982 is 850 students. Applications are running about the same as last year and we think we will achieve our goal. The Director of Admissions has said that last year we admitted about 62% of those who applied, and of those, approximately 51% enrolled the following fall. We usually admit about one hundred fifteen Community College students per year.

Academic Assembly will be held on April 20, when academic honors and awards will be presented to deserving student achievers. Mrs. Caryl Kline will be the principal speaker.

An international dinner is planned for April 24.

Alumni Weekend, April 30-May 1, will include many interesting activities.

On May 12 a special ceremony and related activities will celebrate the acquisition of the 300,000th volume for Stevenson Library. This volume is to be presented by Miss Rebecca F. Gross. We hope the trustees will be able to attend the ceremony, reception, etc.

The College's new, updated emergency handbook, "Local Disaster Planning and Emergency Procedures," is now available and will be sent to anyone who requests a copy. At the time of the 1972 flood we felt that we were not well prepared for such an emergency, so the emergency handbook was subsequently prepared, and has been updated about every four years since.

Sabbatical Leave recommendations are not yet available from the Committee, due to a change in transmittal dates under the new APSCUF contract. Therefore, sabbaticals will be reported at the May Board Meetings instead of in March as previously done. The awarding of tenure and promotions will also be reported at the May meetings.

Our Hall of Flags now displays 153 flags of various U.N. nations.

International Education programs are moving along, with 8 Argentine bicarios to arrive here March 27. The Polish program has been suspended for the Spring semester, but the Polish Rector hopes the exchange will resume by Fall. Currently, we have more applications from persons interested in going to Poland than we had previously, despite the political upheaval in Poland at this time. Our exchange with Nottingham, England, is suffering because of unbelievably large budget cuts. For example, the Music Department and the Education Department at Trent Polytechnic have had 25% budget cuts imposed, with the result that professors who would like to come to Lock Haven are hesitant about doing so fearing displacement during their absence from their home campus.

Lock Haven is presently hosting 6 students and 1 faculty member from Australia, and we have 18 students student teaching overseas, with interest and applications increasing rapidly among students who are ready for their student teaching experience. Next fall we expect to exchange one faculty member with the Glasgow College of Technology, in Scotland.

The Governor of Pennsylvania has declared the month of March to be "Foreign Language and International Studies Month."

The American Council on Education predicts the largest increase ever in the number of international students in this country, with perhaps three times as many by 1990 as there are today, with many more U.S. citizens studying overseas, as well.

I will give a comprehensive report at the May Board Meeting, when we will have a better idea of our fiscal situation. Most of what we have learned seems positive, rather than negative, because of the excellent job of estimating done by Mr. Marshall and others. We got an assessment of \$100,000 above what we had anticipated, so the recession affecting most of the country seems not to be hurting our college. If anything, we are a bit stronger than we have been in the recent past.

Mrs. Thomas asked how close the 6.62% appropriation increase is to what the administration had hoped for. Dr. Hamblin said, "We had hoped for the average - we would have been satisfied with 6%." He added that the Governor's budget is only a proposal, but it seems likely that it will be accepted in its present form.

REPORT OF VICE PRESIDENT FOR ACADEMIC AFFAIRS
John L. Zaharis

Admissions is holding at about the same level as last year, and we believe we will achieve our goal of 850 new students in the Fall. Applications in Computer Science and Journalism are very numerous. We are in the enviable position of being able to be quite selective in admitting students due to the large number of applicants. Applicants for Social Work programs are declining, probably due to President Reagan's declining budget support for those agencies where graduates might be employed. This may have an undesirable effect on the future of our Social Work program.

Decreases in funding for students may produce more transfers from private institutions to less expensive state institutions. We have received quite a number of applications for transfer.

The approval of our proposed graduate degree program will depend upon the outcome of the March 29 meeting in Harrisburg with Commissioner Gallagher and four PDE staff members. When Secretary Scanlon and Commissioner Gallagher visited Lock Haven on February 5, the Lock Haven EXPRESS reported that the Secretary said Lock Haven will have a graduate program. That paper will be taken to Harrisburg, hopefully to add some support to our request, if the PDE officials continue to hold a hard line.

Mr. Smalley, Director of Continuing Education, advertised a non-credit course on introduction to computers, to see what the interests of the community might be. The class had to be limited to 15 persons because of working with terminals, etc. We had 118 applicants and it became necessary to arrange additional courses to accommodate the great demand. Two additional courses will be conducted in conjunction with Big Red Note facilities and minicomputers at their location downtown. One will be conducted on campus especially for Piper employees. Still another is being planned to accommodate the over-

whelming interest in such training.

We have experienced much difficulty acquiring staff for our computer science major, as qualified people are being hired by companies even before they get their degrees. We hope to have a commitment Friday from a computer scientist who is now working for industry in California, while his wife completes her B.S. in computer science this semester. He will have to take a salary cut to accept our offer, so we have had to obtain a position for his wife at H.R.B. Singer in State College, in order to get him. We hope they will agree to come.

We are applying for a grant under the federal Developing Institutions Program, which would enable us to develop long range plans by providing funds for library resources, needed equipment, faculty, etc. Until now, public institutions were excluded, but this year the rules changed and we were notified that we are now qualified to apply for such a grant, some of which have amounted to as much as \$200,000. We have already drafted our proposal and it should go out next week, and we hope to receive a grant by September so that we can implement some of the suggestions for improvement which will be in our Long Range Plan.

The federal Head Start program began in 1971 and has been housed at Lock Haven state College, but provided no instructional assistance to the college. The two people thus employed worked with the public schools, but had to be tenured at this institution. As the program is expected to be phased out this summer, one of these personnel will retire, and we will have to retrain and assign the other person to a college position. As a result of this phase-out, the college will regain the classroom space for Sociology instruction.

The official spring enrollment is 2410 students - the largest spring enrollment ever.

276 students have filed application for graduation in May, with a final total of 280-285 expected.

13 ROTC cadets will complete their training in May, ready for commissioning. 3 others will be finished at the end of the summer. The Commissioning ceremony will take place in the Sloan Theatre on May 22, at 8:30 a.m. The guest speaker will be Colonel James B. Stodart, a 1964 graduate of LHSC.

We hope to have ready for Board endorsement at the May meeting a prospectus for a B.A. degree program in Economics, so that we may recruit students for September.

REPORT OF VICE PRESIDENT FOR ADMINISTRATION
George H. Marshall

Current year budget projections indicate a slight surplus at the end of the fiscal year. We will install a new roof on Ulmer Hall, with two options - a flat roof at an estimated cost of \$28,500, or a tapered roof at an estimated cost of \$38,500, either type to be guaranteed. Also, the PCB transformer at Raub Hall must be replaced, and the PCB must be stored temporarily as disposition is expensive. In a year or so we expect to have a high temperature

incinerator locally. The other four PCB's on campus will continue to operate until we are forced to get rid of them. We hope the state will mandate getting rid of about 68 in the Commonwealth.

Estimated augmentations for student fees and room and board are holding well. We now have some single occupancy in the dorms, but no empty rooms. We estimated a bit high for fall, but are making it up this spring, so that the overall estimate is very close.

The food service contract comes up for renewal for the 1982-83 fiscal year. The contract automatically escalates the cost and Custom Management, the present vendor, has agreed to continue the contract for the next year. The Department of Education has approved the renewal. There will probably be a 10% increase in our cost, with the student board fee increasing from the present \$688 to \$768 per year, passing on to the student only enough to cover the increase from the vendor, with no increase in overhead, if the Board will approve.

The Sloan lighting will be completed by the end of March and should be fully operational by the first week of April.

Bidding for Field House renovation is being delayed by limited bond sales per month by the Commonwealth. Hopefully this will be included in April so that bidding may be completed by June and construction started by July.

Contracts for accommodations for the handicapped have been bid and awarded, with 300 days to completion, including ramps at Zimmerli and Bentley, work in restrooms, lowering elevator buttons, etc.

The various projects on campus this summer will disturb the buildings and grounds to some considerable extent for awhile. At present the campus is in reasonably good shape. The Akeley roof is leaking and replacement is estimated to cost about \$70,000. To proceed with the roof without much-needed renovation would be a waste.

We now have 13 vacancies on complement - chiefly because of budget limitations. We will replace some custodians and grounds-keepers as they are down to a bare minimum with some to resign soon. Dean Nicholson's position will not be filled after her retirement tomorrow.

Recently, the nursing staff in the infirmary was reduced to one nurse full-time and one half-time. The workload demanded that we go to two full-time nurses. Bids will go out soon for physician services.

Latest bids for student insurance show a possible decrease from \$90 to \$80.

We will be quite comfortable with a 6.62% appropriation increase, and given the tuition increase we should remain solvent again next year, although it is now impossible to say what enrollment, appropriation, or tuition will be.

Mr. Marshall proposed the usual room fee waiver for summer 1982 Act 101-Equal Opportunity Program disadvantaged students. This would be a saving of about \$163 each for approximately 30 to 35 students, providing them with a start in summer with the hope that they will continue. Mr. Stemler moved for approval; Mrs. Thomas seconded and the motion carried.

Mrs. Thomas noted the deterioration of sidewalks and steps on campus and asked if funds are available to improve them. Mr. Marshall was glad to say that a student, experienced in work with a cement contractor, talked with Mr. Marshall about this. He was immediately sent to Mr. Stevenson's office and will be employed all summer to work on this project. Also, much of it will be covered in the handicapped project.

Mr. Marshall proposed Board approval to increase student board fee only to the extent the college's vendor cost increased. Mr. Stemler moved for approval; Mr. Faulkner seconded, and the motion carried.

Mr. Stemler asked if there will be any rebate to students from their housing fee as a result of savings on heating and utility costs. Mr. Marshall responded that as soon as the heating season is over, figures will be worked up to determine whether there has been any saving. He agreed to contact Mr. Stemler to discuss this before the May Board meeting.

REPORT OF LHSC CHAPTER OF APSCUF
Dr. Bruce Young, President

To further clarify the 4.5% faculty increase, Dr. Young said all legal action has stopped and faculty will be paid July 15 or ten days after the appropriation bill passes, subject to the exceptions Dr. Hamblin mentioned. Payment will include 6% simple interest. There is now a written agreement between APSCUF and the Commonwealth. Mr. Marshall said that the college's cost, including interest, will be about \$200,000.

This year the faculty approved a ten-page document incorporating suggested changes to promotions guidelines and procedures. APSCUF will present it at Meet and Discuss for possible changes after Management sees it, then to state level Meet and Discuss for study with respect to compliance with the contract, etc.

April 6 will be Legislative Day on campus. Senator Corman and Representative Grieco have agreed to come and we hope there will be others. There will be a full day of activities, including a wine and cheese party at Vice President Marshall's home, sponsored by the Committee on Action through Politics. Trustees are invited.

Dr. Young expressed the feeling that everyone locally agrees that everything is running very smoothly under the new contract, with only one first level grievance under discussion but not yet developed into a full-fledged grievance, and not very serious in nature.

The new contract grants a personal leave day each semester to faculty members. This leave expires at the end of each calendar year, so that if not used, the time is lost. Despite this fact, only 31 out of 177 eligible faculty members used their personal

leave day this fall - or 17% use. The intention was to cover religious holidays, family emergencies, etc., and some thought faculty might abuse it, but they seem to be using it appropriately.

Mrs. Thomas asked what a first level grievance is. Dr. Young explained that at this stage a complaint is subjected to fact-finding, contract interpretation, etc., after which the grievance moves along through other channels to final level 4, arbitration (if not settled at an earlier level).

REPORT OF STUDENT COOPERATIVE COUNCIL

Louis Alberse, President of S.C.C., is not in attendance as he is participating in the spring southern tour with the tennis team. His 2nd Vice President, Karen Culligan, indicated that she might comment on his behalf concerning S.C.C. activities, but has not appeared. The S.C.C. President will make a special report presentation to the Board at the May meeting.

On behalf of the student organization, Student Trustee Stemler reported that S.C.C. Director Howard Reynolds was fired in February and that management of the organization is being done by a five-member Board, with the bookstore manager and the snack bar manager advising them.

A coffee club plan has been implemented whereby, for a \$10 fee, one can obtain as much coffee as he may want. Also, an off-campus meal plan enables students to get a meal a day.

A committee has been formed to re-write the constitution. They will meet every Thursday after break.

"Daddy Licks" Rock Band will appear on campus on April 30.

Mr. Stemler reported that he accompanied student and administration representatives to Washington, D. C. for March 3 conferences with Pa. legislators about proposed cuts in federal aid to students. He thinks some good points were made for Lock Haven State College.

Mrs. Thomas asked if the five-member Board operating the PUB are graduating seniors. Mr. Stemler said one is transferring to Penn State. Karen Culligan, the Chairman, and three others are returning next year.

Dr. Young recalled that at the recent S.C.C.-Management dinner it was suggested that new methods of election might provide some continuity. There seem to be some problems with everything changing over completely to all brand new people each year. Mr. Stemler thinks this will be considered in the re-writing of the constitution.

Mr. Marshall announced that Sieg Conference Center and Price Auditorium will open around the first of April, having been closed for the winter due to high heating costs. At Sieg, temporary sanitary facilities will be used pending word from the federal agency about the alleged sewage problem. Management will try to get this matter resolved so that the septic system may be put into use.

Mr. Marshall solicited the support of anyone present who has occasion to talk with any of the legislators, with respect to funds needed to refurbish Price and Akeley, which were blue-lined by the Governor.

Mr. Williams referred to a letter from the Clinton Central Model Railroad Club describing their activities and expressing appreciation for college assistance. Mr. Marshall explained that they were originally located in the old silk mill, then entered into an open-ended contract with the college to house their expansive and complex layout at the rear of Price auditorium, for just the cost of utilities. They will be happy to show their beautiful work to anyone who asks to see it. Adults, college students, and children participate in an area which the college would not use. Mr. Williams thought this a good contact with the community.

SPECIAL REPORT ON THE SCHOOL OF EDUCATION
Dr. Ira Masemore, Dean

Dr. Masemore reported to the Board as in Addendum A following these minutes. (Already distributed to those in attendance)

Referring to the organizational chart, Dr. Masemore pointed out that the School of Education has 17 full-time faculty, 3 full-time equivalence part-time faculty assignments, and 3 clerical personnel.

With respect to declines in enrollment, the School has suffered about 47% loss since 1972-73, declining from 1011 students to 528 for Fall 1981 - a drop of 483 majors. The sharpest decline was 60.9% decrease between 1972-73 and 1978-79, from 1011 students to 395 students. Programs in elementary education, early childhood education, and special education have had less significant decreases.

Dr. Masemore noted that in addition to the unique qualities of the students' programs of study listed in his report (page 4) we are now working toward the inclusion of an introduction to mini computers so that each graduate will have a level of competence in working with this equipment.

Dr. Masemore apologized for faculty illness which prevented his presentation of a televised slide program about the School of Education as planned, showing our students working in local, Philadelphia, and international school settings.

Dr. Masemore thanked the Board for this opportunity to speak on behalf of the School of Education and invited trustees to contact him at any time about what is being done. He described this as an appropriate time for his report since education has been in doldrums for the past eight years and now there is about to be a turnaround, with an impending shortage of teachers nationwide. Mr. Williams referred to a current shortage of teachers of mathematics and science, with marked decreases in enrollment in these areas. Dr. Masemore said math and science enrollment is desperate.

In response to Mrs. Thomas' inquiry about student teaching options, Dr. Masemore said that students may select from the four geographic area options given on page 5. He added that elementary student

teachers must teach in kindergarten / elementary schools, and secondary student teachers must teach in their major academic discipline in junior high, middle, or senior high schools.

Mr. Williams asked if there is still a demand for student teachers among the public schools. Dr. Masemore responded that we just do not have enough to meet the demand. We are regionalizing the student teaching assignments so as to maintain contacts with urban and suburban school systems as well as the local and international settings, assigning student teachers to two nine weeks sessions, hopefully in different geographic settings, except Early Childhood Education majors, who are assigned to three sessions in different settings.

MATTERS FOR DECISION

F. N. Hamblin

Dr. Hamblin requested Board approval of the following continuing appointment:

Oscar Y. Lim	(continuation)	Temporary reappointment
Associate Professor		8/21/82 - 5/27/83
Computer Science		

Dr. Hamblin explained that this assignment is contingent upon the appointee's clearance by immigration authorities. Mrs. Thomas moved for approval, Mr. Hamberger seconded, and the motion carried.

The following Act 13 purchases were presented to the Board for approval:

Order No. 253395	Order No. 253443
Water Emulsion Sealer	Fan for Fume Hood
Dynasurf Chemical Corp.	C. M. Eichenlaub Co.
Maintenance	Psychology

Mr. Hamberger moved for approval, Mr. Faulkner seconded, and the motion carried.

Dr. Hamblin suggested Board approval of the proposed Board Meeting Schedule which was predistributed. He mentioned, however, that because of APSCUF contract changes sabbatical leaves will be reported in May instead of in March as shown on the proposed schedule. Also at the request of student trustee Stemler the January 1983 meeting date will be January 27 instead of January 20 as shown, to avoid the holiday break so that students can participate. Mr. Faulkner moved for approval, with these changes. Mr. Stemler seconded and the motion carried. Revised meeting date schedules will be distributed with these minutes. (See addendum B following)

Dr. Hamblin asked the Board to award Emerita status to Evelyn M. Nicholson, who is retiring tomorrow. Mr. Stemler moved for approval of Miss Nicholson's Dean for Student Life Emerita status. Mrs. Thomas seconded the motion and it carried. Dr. Hamblin noted that Miss Nicholson was employed by the college July 13, 1964 and served this institution 17 years, 8 months in the student personnel area.

Dr. Zaharis announced that a committee is being organized to review the administrative structure of the college, with a view to rearranging the structure, lines of authority, etc. This is expected to be a two-year project. He asked that a member of the Board of Trustees be appointed to work with the committee on this project. Chairman Williams appointed Mr. Stemler to serve as a representative of the Board of Trustees.

Mrs. Thomas asked if there will be a principal Commencement speaker. Dr. Hamblin said the graduating seniors have expressed no interest in having a speaker.

Mr. Williams asked when on-campus interviews of presidential candidates will be scheduled. Mr. Faulkner said candidates will be invited to come in April and May, and special meetings will be provided where questions may be asked. He added that the committee's work is well ahead of schedule at this point.

Mrs. Thomas asked whether an increase in ROTC is expected. Dr. Zaharis expressed concern about decreasing interest compared with the past two years. The Army requires that an institution have at least 15 students a year or possibly lose the program. We expect to meet the requirement, especially if we can get more students to go to summer camp as an acceptable substitute for freshman and sophomore courses. He added that the number of scholarships has increased for Army as well as for Navy and Air Force. This should be an incentive to students. Mrs. Thomas felt that with financial aid on the decline more students should be inclined toward ROTC with its financial advantages.

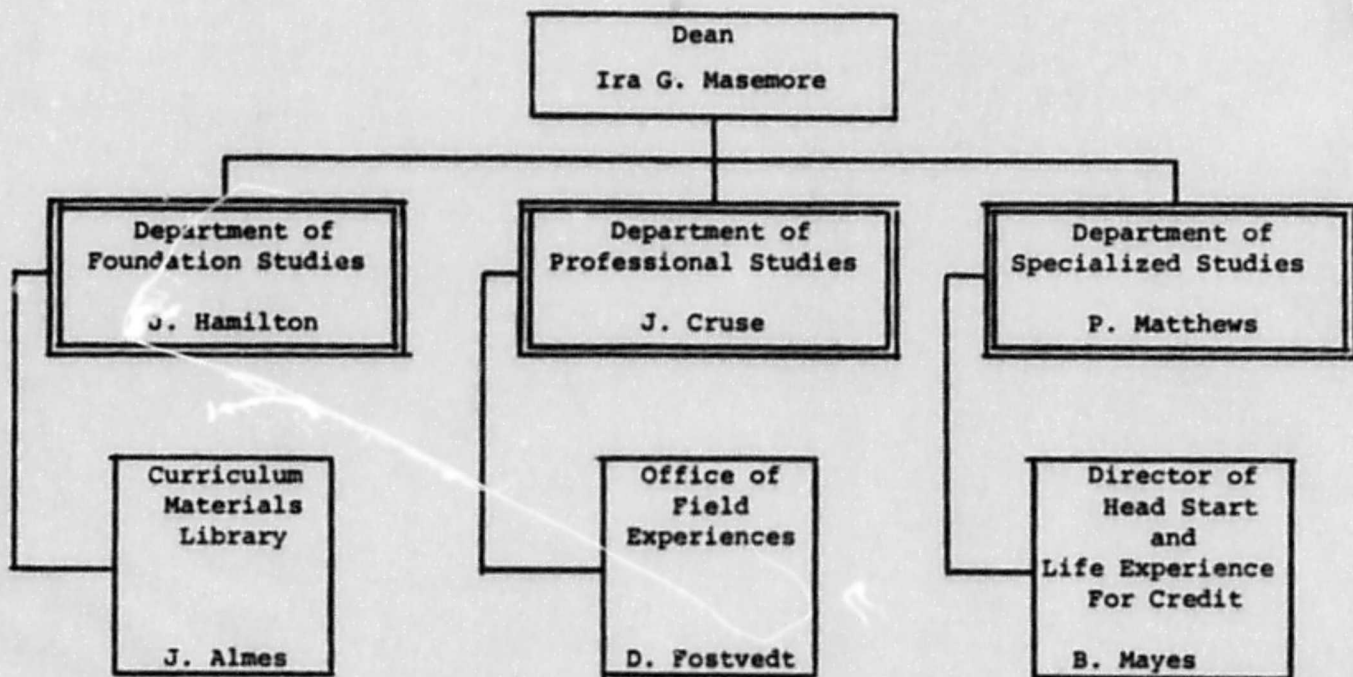
The meeting adjourned at 5:40 p.m.

NEXT MEETING: Saturday, May 22, 1982
 Commencement - 10:30 a.m. Jack Stadium
 Luncheon - 12:00 noon. Bentley Hall
 Trustees Executive Session - 1:30 p.m. Sullivan Hall
 Board of Trustees Meeting - 2:00 p.m. Sullivan Hall
 Reception - 5:00 p.m. President's House

Shirley A. Thomas
 Shirley A. Thomas
 Secretary

NOTE: Immediately preceding this Board Meeting the annual inspection of plant by the trustees included visits to Thomas Field House (scheduled for renovation soon), the Hall of Flags in the new Research Learning Center, and Raub Hall where a PCB transformer must be replaced in the immediate future. Administrative personnel provided related comments and answered questions. Trustees noticed deteriorated concrete sidewalks and steps on campus. Corrective work will be done this summer.

SCHOOL OF EDUCATION ORGANIZATIONAL CHART
1981-82 ACADEMIC YEAR



- Communications Technology
- Foundation Studies
- Instructional Media
- Library Science
- Reading

- Elementary Education
- Secondary Education
- Student Teaching Supervision
- Student Teaching Overseas

- Early Childhood Education
- Special Education
- Safety Education/Driver Education

J. Almes
E. Clawson
R. Dessenberger
C. Empfield
J. Hamilton
A. Holland

J. Cruse
J. Cierpilowski
D. Fostvedt
R. Lehman
S. Pizzuto
J. Rockwell

D. Anderson
H. Goodell
L. Magent
P. Matthews
B. Mayes

Part-time

A. Becker	G. Nolan
M. Ireland	D. Oakley
I. Masemore	D. Wagner

Part-time

M. Dyer	P. Goss
T. Galitski	F. McNitt
C. Vennie	T. Zelinske

	680	681	682	687	684	692	637	576	382	477	305	304	285	301	357	372	394	450	467
SUB. TOTAL	680	681	570	627	564	592	437	576	382	477	305	304	285	301	357	372	394	450	467
English		72	82	78	73	73	72	50	61	42	51	26	25	20	29	14	27	28	35
Foreign Language		42	37	35	33	30	20	23	12	16	10	11	15	16	13	10	14	14	6
Mathematics		80	83	73	63	49	31	41	28	32	24	29	28	32	25	19	18	15	18
Science		73	63	50	48	45	34	41	30	35	22	22	15	18	14	10	12	7	7
Social Studies		88	94	87	82	79	61	70	59	67	41	42	32	30	30	22	24	24	13
SUB. TOTAL	391	359	352	333	299	275	196	236	171	201	123	122	110	133	96	88	96	78	80
TOTAL	1011	976	929	960	863	867	633	812	533	678	428	513	395	514	453	467	490	588	547

NUMBER OF GRADUATES DURING A TWO YEAR PERIOD

	318	319	237	244	170	171	199	127	124	+
TOTAL	318	319	237	244	170	171	199	127	124	+

10 YEAR ENROLLMENT IN THE SCHOOL OF EDUCATION

	1972-73	1973-74	1974-75	1975-76	1976-77	1977-78	1978-79	1979-80	1980-81	1981-82								
Elementary Education	217	236	248	217	212	171	220	138	179	103	128	91	127	135	146	143	174	186
Early Childhood Education	122	113	151	130	144	107	141	90	127	82	117	87	119	103	111	104	119	121
Special Education	188	182	200	182	196	143	196	123	157	108	128	101	128	113	120	142	153	156
Library Science	40	39	28	35	40	16	19	11	14	12	11	6	7	6	2	5	4	4
SUB. TOTAL	620	621	627	564	592	437	576	362	477	305	384	285	381	357	379	394	450	467
English	72	82	78	73	72	50	61	42	51	26	25	20	29	14	27	28	35	35
Foreign Language	42	37	35	33	30	20	23	12	16	10	11	15	16	13	10	14	6	7
Mathematics	80	83	73	63	49	31	41	28	32	24	29	28	32	25	19	18	15	18
Science	73	63	58	48	45	34	41	30	35	22	22	15	18	14	10	12	7	7
Social Studies	88	94	87	82	79	61	70	59	67	41	42	32	38	30	22	24	15	13
SUB TOTAL	391	359	333	299	275	196	236	171	201	123	129	110	133	96	88	96	78	80
TOTAL	1011	976	929	863	867	633	812	533	678	428	513	395	14	453	467	490	528	547
TOTAL	318	319	237	244	170	171	199	127	124	4								

NUMBER OF GRADUATES DURING A TEN YEAR PERIOD

10 YEAR ENROLLMENT IN THE SCHOOL OF EDUCATION

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>								
Elementary Education	217	236	248	212	171	220	138	179	103	128	91	127	135	146	143	174	186	
Early Childhood Education	122	113	151	144	107	141	90	127	82	117	87	119	103	111	104	119	121	
Special Education	188	182	200	196	143	196	123	157	108	128	101	128	113	120	142	153	156	
Library Science	40	39	28	40	16	19	11	14	12	11	6	7	6	2	5	4	4	
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
SUB. TOTAL	620	621	627	564	592	437	576	362	477	305	384	285	381	357	379	394	450	462

THE IMPACT OF ENROLLMENT CHANGES SHOWN ABOVE IS ALSO REFLECTED IN OUR STAFFING ALLOTMENTS OVER THE PAST TEN YEARS. ACADEMIC APPOINTMENTS ASSIGNED TO THE SCHOOL HAVE DECLINED FROM THIRTY-FIVE (35) TO SEVENTEEN (17), OR A DECREASE OF FIFTY PERCENT. HOWEVER, THE PERCENTAGE OF DECREASE IS NEARLY TEN PERCENT GREATER WHEN THE DECLINE IN SUPPORT FACULTY AND PART-TIME FACULTY IS INCLUDED. IN SUM, STAFFING ALLOTMENTS OVER THE PAST TEN YEARS DECREASED BY SIXTY PERCENT AND STUDENT ENROLLMENTS DECREASED BY NEARLY FORTY-EIGHT PERCENT. OUR SPECIAL OBLIGATION IS TO ENSURE A REASONABLY BALANCED STUDENT/STAFF RATIO AND, AT THE SAME TIME, TO DELIVER A COST EFFECTIVE, COMPREHENSIVE PROGRAM OF STUDIES.

THIS YEAR, THE SCHOOL OF EDUCATION HAS A NET GAIN OF NEARLY TWO HUNDRED STUDENTS RESULTING FROM INCREASED ENROLLMENTS OVER THE PAST THREE YEARS (1979-1981). ENROLLMENT IN EARLY CHILDHOOD EDUCATION INCREASED BY 27 PERCENT, SPECIAL EDUCATION 34 PERCENT, AND ELEMENTARY EDUCATION 46 PERCENT. PROGRAM ENROLLMENTS IN LIBRARY SCIENCE AND SECONDARY EDUCATION APPEAR STABLE.

IT SHOULD ALSO BE NOTED THAT ROUGHLY 20 PERCENT OF THE STUDENTS TAKING COURSES IN THE SCHOOL ARE NOT "MAJORS" IN THE SCHOOL. WE PROVIDE IMPORTANT SERVICE FUNCTIONS TO THE ENTIRE COLLEGE WHICH ARE NOT READILY APPARENT IN COLLEGIATE ENROLLMENT COUNTS. COURSES IN FOUNDATION STUDIES, INSTRUCTIONAL MEDIA, COMMUNICATIONS TECHNOLOGY, AND SPECIAL EDUCATION ENROLL STUDENTS FROM THE SCHOOL OF PHYSICAL EDUCATION AND THE SCHOOL OF ARTS AND SCIENCE.

FACULTY ACHIEVEMENTS

THE HEART OF ANY COLLEGE IS ITS FACULTY. THE FACULTY OF THE SCHOOL OF EDUCATION CONTINUE TO DISTINGUISH THEMSELVES AND THE COLLEGE THROUGH A VARIETY OF ACCOMPLISHMENTS. AT THE RISK OF OVERLOOKING THE ACCOMPLISHMENTS OF SOME FACULTY, LET ME MENTION A FEW THAT HELP ENHANCE THE LOCAL, STATE, NATIONAL AND INTERNATIONAL REPUTATION OF THE SCHOOL AND THE COLLEGE.

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FOR CREDIT PROGRAM.

(2) ON THE STATE LEVEL, GE
CLAWSON GAVE PUBLIC TESTIMONY ON
EDUCATION. THE DEPARTMENT OF ED
OAKLEY, MAY IRELAND, JUNE ALMES,
PETER MATTHEWS TO SERVE AS EVALU
REVIEW PROCESS DURING THE CURRE

(3) NATIONAL AND INTERNAT
PETER MATTHEWS WRITING PAPERS F
ORLEANS, PHOENIX, ARIZONA, CAR
(CANADA). GERRY CIERPILOWSKI,
AND DON OAKLEY HAVE TAUGHT COU
SUPERVISING STUDENT TEACHERS.
RALPH LEHMAN AND SAM PIZZUTO H
TEACHERS IN EUROPE, AND BERTHA
AUSTRALIA. HELEN GOODELL, BE
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DAVE ANDERSON, JEANNETTE CRUS
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ARTICLES WRITTEN BY DAVE AND
MATTHEWS. A MANUAL FOR TEAC
SELF-INSTRUCTIONAL CHECKLIST

(1) AT THE LOCAL LEVEL, ED CLAWSON WILL TAKE OFFICE AS THE NEXT PRESIDENT OF APSCUF AT THIS CAMPUS. JUNE ALMES HAS BEEN APPOINTED TO THE BOARD OF THE ROSS LIBRARY AND CONTINUES TO OBTAIN NEW MATERIALS FROM NEARBY SCHOOL DISTRICTS FOR OUR CURRICULUM MATERIALS CENTER. DON FOSTVEDT WAS GIVEN THE OUTSTANDING SERVICE AWARD BY APSCUF FOR THE OVERSEAS STUDENT TEACHING PROGRAM. BERTHA MAYES CONTINUES TO ACT AS DIRECTOR FOR THE HEAD START PROGRAM AND COORDINATOR OF THE LIFE EXPERIENCE FOR CREDIT PROGRAM.

(2) ON THE STATE LEVEL, GERRY CIERPILOWSKI AND ED CLAWSON GAVE PUBLIC TESTIMONY ON THE REDESIGN OF TEACHER EDUCATION. THE DEPARTMENT OF EDUCATION CALLED UPON DON OAKLEY, MAY IRELAND, JUNE ALMES, JEANNETTE CRUSE, AND PETER MATTHEWS TO SERVE AS EVALUATORS FOR THE PROGRAM REVIEW PROCESS DURING THE CURRENT ACADEMIC YEAR.

(3) NATIONAL AND INTERNATIONAL ACTIVITIES HAVE KEPT PETER MATTHEWS WRITING PAPERS FOR PRESENTATION IN NEW ORLEANS, PHOENIX, ARIZONA, CARACUS (VENEZUELA) AND WINNIPEG (CANADA). GERRY CIERPILOWSKI, JIM HAMILTON, DONALD FOSTVEDT AND DON OAKLEY HAVE TAUGHT COURSES IN QUITO, ECUADOR, WHILE SUPERVISING STUDENT TEACHERS. DON FOSTVEDT, JOHN ROCKWELL, RALPH LEHMAN AND SAM PIZZUTO HAVE SUPERVISED OUR STUDENT TEACHERS IN EUROPE, AND BERTHA MAYES IS CURRENTLY IN AUSTRALIA. HELEN GOODELL, BERTHA MAYES, AND DON FOSTVEDT SERVE AS COORDINATORS OF SPECIAL PROGRAMS FOR OUR CAMPUS ACTIVITIES IN INTERNATIONAL EDUCATION.

(4) FINALLY, DOCTORAL STUDIES HAVE BEEN COMPLETED BY DAVE ANDERSON, JEANNETTE CRUSE, AND JOHN ROCKWELL. A VARIETY OF PROFESSIONAL JOURNALS HAVE ACCEPTED AND PUBLISHED ARTICLES WRITTEN BY DAVE ANDERSON, JEANNETTE CRUSE, AND PETER MATTHEWS. A MANUAL FOR TEACHING TITLED AUDIOVISUAL EQUIPMENT: SELF-INSTRUCTIONAL CHECKLIST AND PROGRAMMED MANUAL WAS RECENTLY

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PROGRAMS OF STUDY

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AUTHORED BY JAMES HAMILTON.

AS A FACULTY, WE HAVE SPONSORED ON-CAMPUS CAREER DAYS FOR OVER 200 HIGH SCHOOL STUDENTS, MET EACH SEMESTER WITH PUBLIC SCHOOL TEACHERS WHO WORK WITH OUR STUDENT TEACHERS AND STUDENT PARTICIPATORS, WORKED WITH KEYSTONE CENTRAL PERSONNEL TO SHARE RESOURCES, AND RECEIVED SCHOOL IMPROVEMENT GRANTS ANNUALLY FROM THE PDE TO WORK WITH SCHOOL DISTRICTS IN OUR REGION.

PROGRAMS OF STUDY

THE ACADEMIC PROGRAMS IN THE SCHOOL OF EDUCATION LEAD TO A BACHELOR OF SCIENCE DEGREE IN EDUCATION AND THE PRIVILEGE OF APPLYING TO THE PENNSYLVANIA DEPARTMENT OF EDUCATION FOR A TEMPORARY LICENSE (INSTRUCTIONAL I) TO TEACH IN THE SCHOOLS OF THE COMMONWEALTH. UNLIKE MOST OTHER ACADEMIC PROGRAMS AT THE COLLEGE, ALL PROGRAMS IN THE SCHOOL OF EDUCATION ARE GOVERNED BY REGULATIONS AND STANDARDS FROM THE DEPARTMENT OF EDUCATION AND ARE EVALUATED BY A PROGRAM REVIEW TEAM EVERY FIVE YEARS. EACH PROGRAM HAS THREE COMPONENTS REQUIRING SELECTED STUDIES IN GENERAL EDUCATION, A SUBJECT SPECIALIZATION, AND PROFESSIONAL EDUCATION. THESE PROGRAMS ARE: EARLY CHILDHOOD EDUCATION, ELEMENTARY EDUCATION, SECONDARY EDUCATION, AND SPECIAL EDUCATION. IN ADDITION, WE PROVIDE PROGRAMS LEADING TO CERTIFICATION IN DRIVER EDUCATION AND AN ENDORSEMENT IN LIBRARY SCIENCE.

THERE ARE, OF COURSE, FEATURES OF THE PROFESSIONAL EDUCATION PART OF A STUDENT'S PROGRAM THAT ARE UNIQUE TO LOCK HAVEN AND WORTHY OF NOTE. THOSE UNIQUE FEATURES ARE:

(1) THE APPLICATION OF THE TECHNOLOGY OF TELEVISION. THIS TOOL IS INDISPENSIBLE TO A CRITICAL EXAMINATION OF INDIVIDUAL TEACHING BEHAVIORS AND TO AN ANALYSIS OF THE PROCESS OF INSTRUCTION. WE AVERAGE 450 HOURS OF T.V. USE EACH SEMESTER IN THE PREPARATION OF TEACHERS.

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(3) EARLY FIELD EXP
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DEVELOPMENTS FOR OUR ATTENTION

THERE ARE, OF COURSE, SOME

(2) THE ORGANIZATION AND STRUCTURE OF PROFESSIONAL EDUCATION PROGRAMS AT LOCK HAVEN
ALL PROFESSIONAL EDUCATION PROGRAMS AT LOCK HAVEN ARE DESIGNED TO BE COMPLETED IN ONE SEMESTER. THE CENTRAL PURPOSE OF THE PROGRAM IS TO BRING TOGETHER A TEAM OF PROFESSORS TO WORK WITH STUDENTS. THE ADVANTAGE OF THIS ORGANIZATION WHEN COMPARED TO MORE TRADITIONAL CLASSES IS THAT A "BLOCK" OF TIME IS AVAILABLE FOR THE APPLICATION OF ON-CAMPUS "THEORY" TO IN-SCHOOL "PRACTICE". THIS MAKES POSSIBLE GREATER INDIVIDUALIZATION OF INSTRUCTION.

(3) EARLY FIELD EXPERIENCES. WE PLACE STUDENTS IN A SCHOOL SETTING NO LATER THAN THE SECOND YEAR OF ACQUISITION. THE OBVIOUS ADVANTAGE FOR THE STUDENT IS THE OPPORTUNITY TO MAKE AN ALTERNATIVE CAREER DECISION OR CURRICULUM CHOICE BEFORE MAKING A LIFE-TIME COMMITMENT TO TEACHING. ALSO, THIS EXPERIENCE GIVES A "TOUCH OF REALITY" TO THE SUBSEQUENT PROFESSIONAL PREPARATION.

(4) MULTIPLE OPTIONS FOR STUDENT TEACHING. FOR THE STUDENT TEACHING EXPERIENCE IS OFFERED FOUR DIFFERENT SETTINGS. THE OPTIONS ARE: RURAL SCHOOLS IN THE NEARBY REGION, SCHOOLS IN BUCKS AND MONTGOMERY COUNTIES, URBAN SCHOOLS IN THE PHILADELPHIA INNER-CITY SYSTEM, AND THE AMERICAN SEAS. WE ENCOURAGE STUDENTS TO SELECT TWO OF THE OPTIONS.

(5) INTERNATIONAL PROGRAM - STUDENT TEACHING. THE INTERNATIONAL PROGRAM FOR STUDENT TEACHING IS AN AVAILABLE OPTION NOT ONLY FOR OUR STUDENTS BUT FOR OTHER STUDENTS AT OUR SISTER INSTITUTIONS. LIVING IN A DIFFERENT CULTURE AND GAINING GREATER UNDERSTANDING OF AN INCREASINGLY GLOBAL WORLD ARE JUST A FEW OF THE MANY ADVANTAGES TO THIS PROGRAM.

DEVELOPMENTS FOR OUR ATTENTION

THERE ARE, OF COURSE, SOME MAJOR DEVELOPMENTS BOTH

(2) THE ORGANIZATION AND STRUCTURE OF PROFESSIONAL EDUCATION.

ALL PROFESSIONAL EDUCATION PROGRAMS AT LOCK HAVEN HAVE "BLOCK" STUDIES OR THE PROFESSIONAL SEMESTER. THE CENTRAL CONCEPT IS TO BRING TOGETHER A TEAM OF PROFESSORS TO WORK WITH A GROUP OF STUDENTS. THE ADVANTAGE OF THIS ORGANIZATION WHEN COMPARED WITH MORE TRADITIONAL CLASSES IS THAT A "BLOCK" OF TIME ALLOWS FOR APPLICATION OF ON-CAMPUS "THEORY" TO IN-SCHOOL "PRACTICE," AND MAKES POSSIBLE GREATER INDIVIDUALIZATION OF INSTRUCTION.

(3) EARLY FIELD EXPERIENCES.

WE PLACE STUDENTS IN A SCHOOL SETTING NO LATER THAN THE SECOND YEAR OF ACADEMIC STUDY. THE OBVIOUS ADVANTAGE FOR THE STUDENT IS THE OPPORTUNITY TO MAKE AN ALTERNATIVE CAREER DECISION OR CURRICULUM CHANGE BEFORE MAKING A LIFE-TIME COMMITMENT TO TEACHING. ALSO, THE EXPERIENCE GIVES A "TOUCH OF REALITY" TO THE SUBSEQUENT PROFESSIONAL PREPARATION.

(4) MULTIPLE OPTIONS FOR STUDENT TEACHING.

A CANDIDATE FOR THE STUDENT TEACHING EXPERIENCE IS OFFERED FOUR OPTIONS. THE OPTIONS ARE: RURAL SCHOOLS IN THE NEARBY REGION, SUBURBAN SCHOOLS IN BUCKS AND MONTGOMERY COUNTIES, URBAN SCHOOLS IN THE PHILADELPHIA INNER-CITY SYSTEM, AND THE AMERICAN SCHOOLS OVERSEAS. WE ENCOURAGE STUDENTS TO SELECT TWO OF THE FOUR OPTIONS.

(5) INTERNATIONAL PROGRAM - STUDENT TEACHING OVERSEAS.

THE INTERNATIONAL PROGRAM FOR STUDENT TEACHING IS AN ATTRACTIVE OPTION NOT ONLY FOR OUR STUDENTS BUT FOR OTHER STUDENTS FROM OUR SISTER INSTITUTIONS. LIVING IN A DIFFERENT CULTURAL SETTING AND GAINING GREATER UNDERSTANDING OF AN INCREASINGLY COMPLEX WORLD ARE JUST A FEW OF THE MANY ADVANTAGES TO THIS EXPERIENCE.

DEVELOPMENTS FOR OUR ATTENTION

THERE ARE, OF COURSE, SOME MAJOR DEVELOPMENTS BOTH EXTERNAL AND

INTERNAL THAT WILL REQUIRE OUR CAREFUL ATTENTION. LET ME SIMPLY IDENTIFY THOSE OF PARTICULAR IMPORTANCE:

(1) THE PDE REDESIGN OF TEACHER EDUCATION. PROPOSED NEW POLICIES AND STANDARDS HAVE BEEN PRESENTED BY THE PDE TO THE PENNSYLVANIA BOARD OF EDUCATION. SHOULD THIS PROPOSAL BE ACCEPTED, IT MAY REQUIRE SOME REALIGNMENT OF OUR PRESENT COURSE OFFERINGS AND NEW PROCEDURES FOR THE ASSESSMENT AND EVALUATION OF STUDENT PERFORMANCE. IN ANY CASE, OUR OBLIGATION IS TO MAKE CERTAIN THAT THESE PROPOSALS ARE SUBSTANTIVE AND CONTRIBUTORY TO THE IMPROVEMENT OF TEACHER EDUCATION.

(2) THE PDE PROGRAM REVIEW. IN APRIL, OUR SCHOOL WILL BE VISITED BY A TEAM OF PERSONNEL FROM BASIC AND HIGHER EDUCATION WHO WILL REVIEW THE CONTENT, STRUCTURE, AND PRODUCT OF EACH AREA OF CERTIFICATION. APPLYING GENERAL STANDARDS TO ALL AREAS OF CERTIFICATION AND SPECIFIC STANDARDS TO EACH, THE VISITING TEAM WILL WRITE OBSERVATIONS, RECOMMENDATIONS, AND COMMENDATIONS. UNLIKE PAST REVIEWS OF THE SAME KIND, THIS REVIEW WILL REQUIRE THAT ALL STANDARDS BE MET. STANDARDS ARE THE CRITERIA WHICH IMPLEMENT A REGULATION BY SETTING FORTH THE MINIMUM LEVEL OF PERFORMANCE WHICH SHALL BE ACCEPTED AS CONSTITUTING COMPLIANCE WITH THE REGULATION. THE PURPOSES OF THE REVIEW PROCESS ARE (1) TO ASSURE THAT ALL STANDARDS ARE MET, (2) TO APPLY THE STANDARDS AS EVALUATIVE CRITERIA, AND (3) TO RECOMMEND APPROVAL STATUS TO THE PENNSYLVANIA DEPARTMENT OF EDUCATION. WHILE FIVE YEAR APPROVAL STATUS FOR ALL PROGRAMS IS OUR GOAL, SOME PROGRAMS MAY BE GIVEN PROPATIONARY STATUS UNTIL ALL STANDARDS ARE MET.

(3) FUTURE ENROLLMENT/RETRENCHMENT. REORGANIZATION OF CURRICULUM CONTENT AND REASSIGNMENT OF PERSONNEL HAVE BEEN THE MEANS USED TO MEET THE DECLINE IN ENROLLMENTS OF THE PAST DECADE. WE WILL CONTINUE TO MONITOR ENROLLMENT TRENDS AND FACULTY LOADS

ESPECIALLY IN SECONDARY EDUCATION, LIBRARY SCIENCE, AND SAFETY EDUCATION WITH A VIEW TOWARD MAINTAINING THESE PROGRAMS WITHIN OUR PRESENT STAFFING ALLOTMENTS. GREATER RESOURCES ARE NEEDED FOR THE READING PROGRAM IF WE ARE TO MEET CERTIFICATION STANDARDS. IN ANY CASE, OUR OBLIGATION IS TO FIND CREATIVE AND IMAGINATIVE WAYS TO MAINTAIN ALL CERTIFICATION PROGRAMS. I AM CONVINCED THAT DROPPING ONE AREA OF CERTIFICATION WOULD BE A SIGNAL TO OUR CONSTITUANTS THAT ENROLLMENT IN OTHER AREAS WOULD BE TENUOUS AT BEST. SUCH ASSESSMENTS TO ANY CERTIFICATION PROGRAM REPRESENT THE SWORD OF DAMOCLES OVER THE ENROLLMENT FOR THE ENTIRE COLLEGE.

COLLEGIATE PRIORITIES

IN TERMS OF HOW I VIEW OUR COLLEGIATE PRIORITIES, I BELIEVE THEY ARE ESSENTIALLY THE FOLLOWING:

(1) TO STRENGTHEN OUR ACADEMIC OFFERINGS THROUGHOUT THE SCHOOL BY REVIEWING COURSE SEQUENCES AND PROGRAM REQUIREMENTS. GRADE INFLATION, ADMISSION REQUIREMENTS TO PROFESSIONAL EDUCATION, AND CONTINUOUS ASSESSMENT OF OUR CANDIDATES ARE CRITICAL ISSUES. WE NEED TO EXAMINE THE FEASIBILITY OF GREATER STUDENT ACHIEVEMENT BY RAISING OUR STANDARDS IN GENERAL AND OUR COURSE REQUIREMENTS IN PARTICULAR.

(2) TO DEVELOP A SELECTIVE NUMBER OF NON-CERTIFICATION PROGRAMS TO SERVE NEW CLIENTELE NEEDS IN COMMUNITY BASED AGENCIES. IN RESPONSE TO THIS IDEA, THE FACULTY IN SPECIAL EDUCATION IS PROPOSING AN ASSOCIATE DEGREE PROGRAM IN HABILITATIVE SERVICES. IMPLEMENTATION OF THIS PARTICULAR PROGRAM WOULD PROVIDE A TRAINING RESOURCE FOR THE MANY COMMUNITY HEALTH AGENCIES ACROSS THE STATE.

(3) TO EXPAND AND IMPROVE OUR LINKAGES TO LOCAL EDUCATION ASSOCIATIONS AND OUR SISTER INSTITUTIONS. WE NEED TO

PROVIDE GREATER SERVICES TO THE SCHOOL DISTRICTS IN OUR REGION AND WE CAN DO THIS IN SUPPORT OF SECRETARY SCANLON'S "SCHOOL IMPROVEMENT" PROCESS. AT ANOTHER LEVEL, I WILL CONTINUE TO WORK CLOSELY WITH DEANS AT OUR SISTER INSTITUTIONS WITH A VIEW TOWARD LINKING OUR PROGRAMS IN CONSORTIA WHERE FEASIBLE AND PRUDENT.

(4) TO REDEFINE PROFESSIONAL EDUCATION IN RELATION TO GENERAL EDUCATION AND PREPROFESSIONAL STUDIES. WE ARE OBLIGED TO DESIGN A MORE COHESIVE FRAMEWORK FOR THE SPECIFIC REQUIREMENTS IN EACH AREA OF CERTIFICATION. WHILE THIS TASK MUST BE JOINTLY DEVELOPED BY BOTH THE PROFESSIONAL AND GENERAL EDUCATION FACULTIES AT THE COLLEGE, THE FUNDAMENTAL PURPOSE MUST BE PERCEIVED AS PROVIDING THE NECESSARY CONTENT AND PREPARATION FOR PROSPECTIVE TEACHERS.

IN CLOSING, I SUBMIT TO YOU THAT OUR SCHOOL IS HEALTHY, VIGOROUS, AND PRODUCTIVE. I AM COMMITTED TO ADVANCING THE BEST INTERESTS OF THE STUDENTS AND FACULTY OF THE SCHOOL. ALTHOUGH WE ARE FACING SOME TOUGH YEARS AHEAD, I AM OPTIMISTIC ABOUT THE FUTURE OF THE SCHOOL OF EDUCATION AND LOCK HAVEN STATE COLLEGE.

LOCK HAVEN STATE COLLEGE
Board of Trustees Meeting Dates
Board Room, Sullivan Hall

3/18/82
Revised

ADDENDUM B

1982

Thursday, January 21	3:30 p.m. Executive Session 4:00 p.m. Board Meeting	Tenure Report
Thursday, March 18	2:45 p.m. Inspection of Plant 3:30 p.m. Executive Session 4:00 p.m. Board Meeting	1983 Meeting Schedule
Saturday, May 22	1:30 p.m. Executive Session 2:00 p.m. Board Meeting (Preceded by Commencement and Luncheon) (Followed by Reception)	Sabbatical Leaves Promotions and Tenure Annual Report, S.C.C.
Saturday, September 25	3:30 p.m. Executive Session 4:00 p.m. Board Meeting (followed by Annual All- College Dinner)	Annual Report, APSCUF
Thursday, November 18	3:30 p.m. Executive Session 4:00 p.m. Board Meeting	

1983

Thursday, January 27	3:30 p.m. Executive Session 4:00 p.m. Board Meeting	Tenure Report
Thursday, March 17	2:45 p.m. Inspection of Plant 3:30 p.m. Executive Session 4:00 p.m. Board Meeting	1984 Meeting Schedule
Saturday, May 21	1:30 p.m. Executive Session 2:00 p.m. Board Meeting (Preceded by Commencement and Luncheon) (Followed by Reception)	Sabbatical Leaves Promotions and Tenure Annual Report, S.C.C.
Saturday, September 24	3:30 p.m. Executive Session 4:00 p.m. Board Meeting (Followed by Annual All- College Dinner)	Annual Report, APSCUF
Thursday, November 17	3:30 p.m. Executive Session 4:00 p.m. Board Meeting	

All meetings will convene in the Board of Trustees Room, Sullivan Hall.
Dinner will be served after the meeting, except where otherwise noted.
Additional meetings may be scheduled as requested or required.
Parking spaces will be reserved in front of Sullivan Hall for Trustees.

The Board of Trustees of Lock Haven State College met in the Board of Trustees Room, Sullivan Hall, on Saturday, May 22, 1982.

BOARD MEMBERS PRESENT: William F. Williams
Larry H. Lytle
John W. Stemler
Donald L. Faulkner
Charles W. Hamberger
Shirley A. Thomas
Kenneth R. Clapper

BOARD MEMBER ABSENT: James M. Koch

OTHERS PRESENT: F. N. Hamblin, College President
J. L. Zaharis, V. P. for Academic Affairs
G. H. Marshall, V. P. for Administration
Jeff Fleishman, Reporter, Lock Haven EXPRESS
Julie Brennan, Reporter, Radio Station WBPZ
Robert Coltrane, Newswriter-Photographer, LHSC
Bruce Young, President, LHSC Chapter of APSCUF
Robert Storch, Employee Relations Specialist
Louis Alberse, President, Student Coop. Council
Dr. Dean Phelps, Professor, Department of
Mathematics and Computer Science

Mr. Williams called the meeting to order at 2:25 p.m., requesting a motion for approval of the minutes of the March 18, 1982 meeting. Mrs. Thomas moved for approval; Mr. Hamberger seconded, and the motion carried.

Mr. Williams welcomed Mr. Clapper, who has returned to active service on the Board of Trustees following recuperation from heart surgery. As Chairman of the Executive Committee Mr. Clapper reported that an executive session had been held immediately preceding this Board meeting and that the matter under discussion would be presented later in the meeting.

THE PRESIDENT'S REPORT

F. N. Hamblin

Dr. Hamblin briefly reviewed the agenda and noted the absence of one trustee, Mr. James Koch, and the existence of one vacancy on the Board. He announced that Mr. Louis Alberse, President of the Student Cooperative Council will make the special report presentation at this meeting. He added that the next Board meeting will be held on Saturday, September 25, 1982, followed by the Annual All-College Dinner. He also noted that some last minute items had been added to the agenda and will be presented as the Matters for Decision are considered.

Dr. Hamblin commented that this is the last Board meeting of the 111th year of Lock Haven State College, and about the 65th meeting during his tenure as President.

The President announced that Charles R. Rosamilia, Jr. has been nominated by the Governor to be a member of the Lock Haven State College Board of Trustees, subject to Senate confirmation. We have had no further word about this.

The Governor's budget passed the Legislature and has gone to the Governor for signing. Since it was his budget, it is assumed that he will approve it. We anticipate a 6.6% increase in our state allocation. The average for the system is 6%, with some colleges getting no increase and others getting a larger increase.

The Board of State College and University Directors recommended to Secretary Scanlon a \$230 per year tuition increase at the state colleges next year. A statement received yesterday informed us that Secretary Scanlon has approved the increase, but had not taken action on other suggestions made by the BSCUD. There will be a \$230 tuition increase for the coming year.

S.B. 506, the state university system bill, is still drifting through committees of the Legislature, with each passing day making it less likely that it will get through this Legislative session.

Capital projects are progressing slowly but consistently.

We expect to end this year in the black, even though some funds are to be used for the Ulmer roof and other expenditures we thought we would be unable to do.

On March 29 Dr. Zaharis, Dr. Van Deun and I met with Department officials including Commissioner Gallagher, concerning our graduate degree program and fast action was promised. After seven weeks, there has been no action to date.

The five-year audit has been completed - 1976/77 to 1980/81 inclusive. At the exit interview we were told that we are clear on all scores except one - it was suggested that the Eagle Wing cash flow needs an overhaul. The college itself should have an entirely clean audit report. It will be subject to the bureaucratic transmission process, and may possibly be available for the September board meeting.

Lock Haven will be exchanging one professor, Dr. Lawrence Farley, with a Scottish counterpart from Glasgow College of Technology, in 1982-83. The exchangees make a very good match as their teaching assignments are almost identical.

The college's teacher education programs have been fully re-accredited following a recent major review.

We are closely watching the financial aid situation. There will be some slightly reduced limits with respect to parental income which will affect student eligibility for aid. We are assuming that cuts will be far less than originally expected, but more than we would like to have.

Our admissions goal is 850, with a maximum of 2600 students, which would be sound fiscally, physically, and otherwise. The mean SAT scores are up as is the percentage of new freshmen in the upper two-fifths of their high school class.

The Alumni held its first Country Fair during Alumni Weekend April 30 - May 1. From that project and other gifts there is enough money to proceed with the bell project.

Two out of three proposed Elderhostel sessions will be conducted on campus. It is expected that this will become a substantial part of our summer program in the future.

June 3-6 the Pennsylvania branch of The American Association of University Women will hold its annual convention on our campus, which should enhance the college's statewide image.

On May 12 we celebrated the acquisition of the Stevenson Library's 300,000th volume.

Subsequent to review and recommendations by college-wide committees, academic departments and administrators, with submittal of final general recommendations to management, the following promotions, tenure, and sabbatical leaves were granted:

PROMOTIONS

To Assistant Professor:

Dr. Lawrence T. Farley - Dept. of History, Political Science
and Economics
Mrs. Mary F. Renzelman - Dept. of Music
Mr. Donald Taylor - Dept. of Motor Performance and Leisure Studies
Miss Rose Ann Neff - Dept. of Health Sciences
Mrs. Shirley L. Chang - Library

To Associate Professor:

Dr. Esther J. Carrier - Library

To Professor:

Dr. Jeannette E. Cruse - Dept. of Professional Studies (Education)
Dr. Renuka Biswas - Dept. of Sociology, Anthropology, Social Work

TENURE

Dr. David W. Anderson - Dept. of Specialized Studies (Education)
Mrs. Shirley L. Chang - Library
Dr. Lawrence T. Farley - Dept. of History, Political Science
and Economics
Miss Rose Ann Neff - Dept. of Health Sciences
Mrs. Mary F. Renzelman - Dept. of Music
Mr. Donald L. Taylor - Dept. of Motor Performance and Leisure Studies

SABBATICAL LEAVES

Mrs. Dolores C. Lynch - Dept. of Sociology, Anthropology, Social Work
Summers 1983 and 1984 (not to exceed 18 weeks)
Dr. Donald R. Postvedt - Dept. of Professional Studies (Education)
Summers 1983 and 1984 (not to exceed 18 weeks)
Dr. Kenneth M. Cox - Dept. of Health Sciences
Summers 1983 and 1984 (not to exceed 18 weeks)
John B. Gordon - Dept. of Speech/Theater
Summers 1983 and 1984 (not to exceed 18 weeks)
Terry V. Shultz - Dept. of Health Sciences
Fall Semester 1983
Dr. Gerald Cierpilowski - Dept. of Professional Studies (Education)
Summers 1983 and 1984 (not to exceed 18 weeks)
Dr. Edmund J. Carney - Dept. of Foreign Languages
Summers 1983 and 1984 (not to exceed 18 weeks)
Dr. Arthur H. Gray - Dept. of Chemistry/Physics
Summers 1983 and 1984 (not to exceed 18 weeks)

Dr. Hamblin commented that the usual percentage of faculty, about 5% were granted promotions and sabbatical leaves. He added that Mr. Shultz' sabbatical is the only one which will require replacement while he pursues doctoral studies during the academic semester of Fall 1983.

The college management is glad that Lock Haven has been able to avoid retrenchment. We think we are in stronger fiscal condition than we have been during the past three or four years.

Dr. Hamblin noted four principal difficulties with which the college must labor: (1) No spokesman for the colleges in Harrisburg, so that requests drift around through various agencies without assistance from someone on the spot. (2) The number of regulations and restrictions continues to increase. (3) Confusions and delays continue to survive at high levels. (4) The fiscal situation is anything but as certain as we would like it to be.

This institution continues its gentle forward motion in terms of academics, fiscal support, and aesthetics. We should be able to anticipate a college which is healthy and well, but the college will have to continuously work hard to stay that way. Prognosis: continuing stability with slight increase in student population and slight strengthening of the fiscal situation.

This is my last meeting with the Board. There will be information about my successorship later in the meeting. I was sworn in twelve years ago last Friday. It has been a pleasure to come here, a pleasure to be here, and it will be a pleasure to do something else.

Dr. Hamblin thanked the Board of Trustees, its Chairman, and the Chairman of the Executive Committee, stating, "We have been singularly blessed with a lack of bitter contentiousness which has been present at some other institutions. I hope the College and the Board will continue with this happy situation, and I expect that they can and will do so."

Mr. Clapper commented, "As one who has served throughout your tenure as President, I believe that to a person this Board is grateful for your dedication and your love of your work here. In talking with Mr. Jamouneau recently we discussed your ability to have students, faculty, the administration, and the Board of Trustees feel that you were a part of them. You were, in effect, maneuvering the whole ship and we cannot thank you enough for what you have done and for the fact that you have been our President." Mr. Clapper moved for Board concurrence, Mr. Hamberger seconded, and the motion carried.

VICE PRESIDENT FOR ACADEMIC AFFAIRS
John L. Zaharis

Admissions applications continue to increase, which indicates how well this college is respected by the counselors at the high schools. As of May 5, 1981, we had a total of 2,093 applications; this year, 2,332. We suspect that some students will be coming from the more expensive private institutions. Arts and Science and Secondary Education applications are increasing, while other areas of Education and HPER show slight decreases. We hope to reach our ultimate goal of 2,600 students. The Fall 1982 freshman class profile shows 69.61% of students in the first and second fifths of their graduating classes next month. SAT scores of students intending to major in Education have come up 40 points.

For the past several years Education students have been in the lower spectrum - this puts them in the middle.

We have been working a year and a half to achieve approval of the graduate program. After discussions with Department officials on March 29 we submitted a large packet of materials which they required. They promised quick action. I have been calling eight or nine times a day but have been getting no answer - apparently there was no one in to answer the phone. I finally reached James Spang, who visited campus last fall, and he admitted that no one has looked at the new material. I hope there will soon be a recommendation to the Secretary.

On April 15 and 16 more than 300 high school students attended our Model United Nations annual program, and for the first time, some were from outside the Commonwealth, which indicates that our reputation is spreading to other states, and must be quite impressive, for it requires a considerable expenditure for bus, meals, lodging, to bring students to our campus for this event. For the first time, also, we used the Hall of Flags, which made a very good impression with its 153 flags on display in a beautiful new building. We are confident that this event will attract some admissions because of the good time the students had.

On April 15 and 16 the Department of Education review team evaluated all degree programs in the Schools of Education and HPER. Their written report is not expected for up to sixty days, but at the oral exit interview the Chairman was very positive and complimentary. We expect an excellent written report from the team.

The Annual Academic Recognition Assembly was held on April 20, where bright students are honored for their achievement. This event includes the Gerald R. Robinson Distinguished Lecture. Former Secretary of Education Caryl Kline did an excellent job as lecturer this year.

The Faculty has formally requested that we reinstitute the fall academic convocation, in full academic regalia, to set the tone for the year. We will probably poll the students for their reaction with respect to attendance.

The Alumni Association's country fair was enjoyed by many, including those of us who stuck our heads through holes and let people throw wet sponges at us, who allowed themselves to be dunked in the baseball throw.

As a result of a court case last year, the state colleges are now required to provide an appeals process for any allegation of academic dishonesty. We will implement our Academic Honesty Policy next year.

We now have over 1,000 pre-registered for Summer School - last year we had about 700. If all who pre-registered appear, this will be the best summer school we have ever had.

VICE PRESIDENT FOR ADMINISTRATION
George H. Marshall

Our present budget status is good and unless there is some terrible surprise we will have a balanced budget, and we expect to avoid any lapse of funds by appropriate fiscal planning.

We have purchased the new transformer to replace the PCB transformer at Raub Hall. It should be delivered in September but will not be installed until over the Thanksgiving holiday.

The new Ulmer roof project has been successfully bid and construction should begin within the next two months.

With the \$230 tuition increase, room rate as is, a 6.6% increase in state appropriation, same enrollment and room occupancy as this year, and allowing for the 4.5% faculty salary settlement, it would appear that we will have some money which may be applied to something besides salaries and utility bills. Our salary expenditure is slightly under 75%, which is almost perfect.

The campus is in excellent condition at present, but some physical disruptions will be noticed as the accessibility for the handicapped and other projects get under way.

Student fees at the state institutions cover quite a wide range. The housing fee ranges from \$1,020 at Mansfield to \$720 at Cheyney, with a mean of \$877 per year. Lock Haven is in eighth place at \$872. The food fees range from \$860 at Cheyney to \$540 at Bloomsburg, with a mean of \$719 per year. Lock Haven, with \$776 fee, ranks fifth. The student activity fee ranges from \$110 at Cheyney to \$78 at West Chester. With a mean of \$94 per year, Lock Haven is third at \$100. The Health Service fee ranges from \$70 at Slippery Rock to \$0 at Lock Haven, Millersville and East Stroudsburg. We hope the new president will continue to oppose a health service fee as we view it as another way to increase student cost without really providing additional service. Overall, Lock Haven ranks seventh in these charges, or at about the middle of the fourteen state institutions. (L.H. \$1,768 which includes the \$20 community building fee common to all the colleges.) The new tuition rates approved by SCUD and announced by the Secretary are as follows:

In State, full time	\$740 per semester, \$1480 per year
Credit hour	\$62
Out of State, full time	\$1,295 per semester, \$2590 per year
Credit hour	\$108

Lock Haven's overall cost for a full time, in-state student will be \$3,248.

Work has begun on the project for the handicapped. New sidewalks, ramps and steps will be increasingly evident as work proceeds. Internal changes will adapt fountains, rest rooms, doorways, etc. to use by the handicapped.

Field House renovation will be bid in early June and construction will probably start in September 1982. Some real juggling will be

required to avoid disruption of athletic activities.

Fire protection extension will be bid in about two months. Renovation of the steam distribution system is about a year away.

We will complete the repainting of McEntire Hall this summer.

It is necessary to replace the surface of the running track at Jack Stadium. The crumbling, chipped top surface has been removed, and will be replaced as soon as funds are available. In the interim, the existing macadam surface will be used.

The renovation of Akeley and Price are outside the scope of budgetary considerations, but we hope to have them included in the capital budget.

We were pleased with the audit, which included quite thorough checking. Mr. Marshall and Dr. Hamblin explained that normally a one-year audit takes four to six months, but in this case about that same length of time was devoted to an audit of five years, with spot-checking the earlier years and thorough checking the last year. The exit interview revealed no problems.

In response to an inquiry from Dr. Lytle, Mr. Marshall explained that in the past consideration has been given to various proposals for basing tuition on family income, or cost of providing specific courses, or possible future earning power. Interest in graduated tuition rates has waned because of possible damaging effects such as defeating the purpose of the colleges to remain available to low income students, or perhaps leading to discriminating in favor of students who would pay more, or possibly excluding the underprivileged in state colleges. The SCUD Board debated about variable tuition rates but abandoned it because of horrendous bookkeeping problems involved. Mr. Lytle expressed concern because student costs will continue to rise because of inflation. Mr. Marshall agreed that student costs will go up. He added that some private institutions may go under without state support, and some upheaval result, citing the state colleges as unfair competitors.

Mr. Marshall foresees no whopping tuition increase next year. Secretary Scanlon has said that \$100 of this latest increase will go toward the 4.5% faculty salary settlement, and SCUD has suggested that the increase be a one year rate - a good suggestion. Very few private institutions are unionized, so have no mandated salary increases. Mr. Marshall said he did not mean that union and salary increase are tied together, but in the one situation the Board of Trustees passes what it can afford, and in the other case increases are negotiated and become mandatory.

In response to Mr. Faulkner, Mr. Marshall said the resurfacing of the running track will cost about \$20,000, and he expects to have enough discretionary money to do the job ... a decision for the next president. He explained that if the cost exceeds \$25,000 it will go to General Services for specs and bid, which would take about six months. He said it would take two or three days to do the job. Dr. Hamblin referred to the perpetual problem - not knowing how much money is available to spend for such projects, because of unexpected charges. We must always leave a reserve to cover such charges that keep coming in. As examples, Dr. Hamblin mentioned a recent unexpected \$30,000 charge, and Mr. Marshall mentioned the 4.5% faculty increase about which the college was informed in March.

LOCK HAVEN CHAPTER OF APSCUF

Dr. Bruce Young, President

Dr. Young commended the presidential search process and faculty's very active role in it, with approximately 90% of faculty attending the open meetings where presidential candidates appeared to speak and answer questions. Faculty representatives on the committee devoted many, many hours to this effort and many others provided input through a full open meeting and an APSCUF Executive Committee session with faculty search committee members. Based on faculty appraisal of the search committee's performance, it functioned extremely well and was open to suggestion whereby everyone had an opportunity to provide input.

There are no pending grievances under the new contract. We hope this indicates greater collegiality. Some minor problems have been worked out between Dr. Zaharis and the Executive Committee.

A revival of the annual Fall Academic Convocation has been suggested by APSCUF and a reorganization committee is expected to be functioning in the Fall.

New Promotions Guidelines have been proposed and APSCUF will review suggestions from the college administration. We foresee no problems which cannot be overcome.

Dr. Young distributed copies of a question and answer brochure re SSHE, The State System of Higher Education (S.B. 506) prepared by APSCUF.

The local faculty is currently second among all the state colleges in contributions to the Committee for Action through Politics. We have already exceeded our goal and will continue to raise funds the rest of the year. The local faculty has shown great interest in politics and many have contributed generously of their time and money.

In state level APSCUF Lock Haven plays a very prominent role, with Dr. Ed. Clausen and Dr. Doug. Campbell in meaningful positions at that level.

The college and APSCUF have been named in a suit filed through the Pennsylvania Labor Relations Board by Dr. Darlene Thomas, referring to some alleged improper actions involved in her dismissal.

STUDENT COOPERATIVE COUNCIL

Louis Alberse, President

Mr. Alberse borrowed Dr. Hamblin's expression, "gentle, forward motion," in describing the direction being taken by the S.C.C.

After a year of ups and downs, S.C.C. does not expect to be in the red this year, due to underspending in several areas and the return of funds which had been allocated but not spent. Allocations for the second half year were tough and stiff due to the loss on the Utopia concert in the first semester. We had to provide some entertainment, though no funds were allocated for it. We lost about \$2,000 on a two-band concert.

In a report from an intern working on campus from Penn State, we were informed that both our businesses are unprofessional - poor operation, high inventories, high prices, high profit. 45% of our gross revenue

comes in during the first two weeks of each semester - in September and February - and we lose during the other months.

We are considering the possibility of leasing out our bookstore, similar to the college cafeteria and health service. This would entail a guaranteed amount of money. The highest offer so far is the higher of a \$30,000 minimum per year, or 6% of gross. Some feel that we would lose control. We definitely need help to decide whether to have a manager or a company situation. We need someone with power to say where changes need to be made. Our book prices are too high, and our merchandising needs improvement. We need a used book system and other means to benefit our operation and better serve our students.

The employees in the bookstore are afraid this would be a threat to their jobs. Some companies will pick up our employees, others will not. We need guidance, not a dictator.

The snack bar needs improvement along similar lines. It is the only unclean part of the recent state audit. Students love the people in the snack bar, but there is a problem with uncleanliness. It provides a service with extremely low prices, good food, and smiling faces. The audit dealt with the signing of invoices and orders. We have delegated authority to the manager and assistant manager to sign. A petty cash system has been set up so that unexpected deliveries can be dealt with.

We have begun efforts toward competitive shopping by sending letters to all our suppliers asking them to issue a list of their brand name products and their prices so that we can benefit from the best possible products and prices. We will show a minor profit, which was our original goal. Although we will not make the budget amount of \$35,000 we should be within \$1,000 to \$2,000 of that amount.

A few improvements need to be made internally in the snack bar, and there is a lot of work to be done re the bookstore, a half million dollar per year operation.

We were locked into a vending machines contract five years ago. Services which were supposed to be provided have not been provided. We have realized \$23-24,000 per year profit while other schools with larger populations have made up to \$85,000. If we could get half that amount we would be happy. We have had some problem with vandalism. We have been counting the money every Friday in the PUB and revenues have gone up substantially over the past few months.

We need to look into investment possibilities. We don't have an accountant; we have a bookkeeper. Some businesses live off their investments, and we have none. California State takes nothing less than 15-17% for their money; we get 5% downtown. Hopefully, next year we can get the ball rolling to coordinate business and student services - perhaps with a Comptroller, or someone separate from student services, with a main objective of getting some revenue from our money.

We hope the Field House will be functional for the revenue-producing activities sponsored by S.C.C. Although concerts sometimes lose money, the gate receipts are placed back into the general fund. The Field House is important to the extent of about \$20,000 revenue from athletic and social functions.

With respect to budget, we have passed a continuance and are operating under the assumption that we will have the same as last year. As far as athletics go, approximately 39% of our student activity fee goes into athletics. We are a small student population and are third in per capita participation in athletics, and are very competitive even though one of the smaller schools. There is some criticism that we should put more money into athletics, but we cannot raise our activity fee as we are now third high.

The PUB has been equipped with all new locks and keys at a cost under \$500. Future renovations will include paneling, carpeting, perhaps booths, and more equipment.

Howard Reynolds was fired February 3, 1982. Prior to his release we attempted to narrow the communication gap which existed between the students and Mr. Reynolds. He forced our hand and the matter came to a head when he said he was boss and would make final decisions. He made no attempt to work with the students. He demonstrated lack of cooperation and total disregard for policies set down. We established a 25% markup on bookstore prices, which he did not follow. We established that at least one student should sign checks and this was not followed. We needed better coordination between students and the director and were faced with taking no other action. I can be quite honest in saying that if we were in a similar situation we would do exactly the same thing. People less than 20-21 years old are being sued for a lot of money and the resulting nervousness is affecting our operation.

The need for improvements has existed for some time. It is difficult to be a full-time student and cope with all the S.C.C. responsibilities and problems as well. We are in constant touch with S.C.C.'s attorney and I have spoken with Assistant Attorney General Greg Golden who has instilled in me a lot of confidence. The Reynolds suit will come to trial in February 1983, with depositions in June, a bad time with people scattered all over the country.

We have a long way to go to achieve the goals we have set - professionalism, financial security through better operations and investments, more student involvement, equal representation on campus committees, etc.

S.C.C. has always brought in a businessman, interested in dollars and cents, and the students get hurt in the end. We need guidance in business but providing service first. We should make money in a volume business.

An area where the trustees and college management could assist us is in providing college credits for our jobs with S.C.C. I have been blessed with very good people, some of whom put in as much time as a full-time job working on S.C.C. matters. We believe you could help by giving us credit for our endeavors. If the outgoing president, Dr. Zaharis, and Dr. Young were in favor of crediting our positions we believe you could take some action. We hope you will help future student government.

We strive for lower prices, more utilization of the building. We have been a very open student government so far, not hiding anything, which may sometimes be our downfall. We are able to take criticism in a learning experience, and welcome advice from anyone. I would like to meet with each of you for an hour or so to absorb some of the vast knowledge you have gained in your years of experience. Copies of this

report will be sent to the trustees and we hope you can help us in the future.

Mr. Williams said perhaps some in attendance who are involved with banking can talk with Mr. Alberse regarding revenue-producing investment of funds.

Dr. Zaharis, referring to the change in the nature of the student body in the past few years, suggested that perhaps S.C.C. has overlooked this. He ventured that perhaps this is the reason for the loss of money on rock group concerts. Perhaps the student body is more inclined toward performers such as the Statler Brothers, for example.

Mr. Alberse spoke on behalf of the students in thanking Mr. Marshall, Mr. Rhodes, and especially Dr. Hamblin, who have provided more than just a working relationship and have been a great help to S.C.C. "If we get through the nervousness of this lawsuit it can be attributed in large part to their support," he said.

MATTERS FOR DECISION

F. N. Hamblin

At this, his 65th Board of Trustees appearance, Dr. Hamblin presented the following items for Board approval.

PERSONNEL APPOINTMENTS

Robert J. Aiken
Assistant Professor
Computer Science

Permanent, Full-time
Beginning 8/21/82
New position

Susan Ruckle McCloskey
Instructor
Specialized Studies

Temporary, 1/4 time
Fall 1982 only
8/21/82 - 1/7/83
Replacing Thomas Zelinske
(end of temporary assignment)

Raymond E. Chatterton
Associate Professor
Economics and Political Sci.

Permanent, Full-time
Beginning 8/21/82
New position

Floyd T. Dick, Sr.
Custodial Worker I

Permanent, Full-time
Beginning 3/22/82
Replacing Mary Bradley, retired

The following were transferred from part-time, temporary, wage positions to full-time, permanent positions:

Nelson Bauman
Custodial Worker I

Permanent, Full-time
Beginning 3/22/82
Replacing John Shearer, retired

James L. Packer
Custodial Worker I

Permanent, Full-time
Beginning 3/22/82
Replacing Jerome Dullen, retired

David C. Stevenson Permanent, Full-time
Custodial Worker I Beginning 3/22/82
Replacing Richard Smith, who transferred to Groundskeeper position.

Robert C. Marshall Permanent, Full-time
Custodial Worker I Beginning 5/3/82
Replacing Elmer Weaver, retired

Orpha J. Wilson Permanent, Full-time
Custodial Worker I Beginning 5/11/82
Replacing Marie Butler, retired

Mr. Hamberger moved for approval; Dr. Lytle seconded and the motion carried.

ACT 13 PURCHASES

Order Number	253476	253487
Item Ordered	Sterling Silver	Acoustical Ceiling Tile
Vendor	Hoover & Strong	Novinger's Inc.
Department	Art	Maintenance
Amount	\$400.00	\$480.00

Mrs. Thomas moved for approval; Mr. Faulkner seconded and the motion carried.

BACHELOR OF ARTS DEGREE IN ECONOMICS

Dr. Zaharis reported that this program proposal completes a triad of programs planned several years ago - Management Science, Computer Science with a business emphasis, and the proposed program in Economics. As the guidelines for the approval process include formal endorsement of the Board of Trustees, the Board is asked to vote on endorsement of the program. Copies of the prospectus were mailed to trustees prior to this meeting.

Mr. Hamberger moved for approval; Mr. Stemler seconded and the motion carried.

FOREIGN STUDENT TUITION WAIVER

Dr. Hamblin reported that of approximately 125 students and faculty from overseas, 25 received full or partial tuition waiver this year, representing sixteen different countries. He recommended continuation of the established policy of granting tuition waivers to needy foreign students numbering 1% of the student enrollment, for the 1982-83 academic year. Their financial need is evaluated on the same basis as our own financial aid students.

Mr. Stemler moved for approval; Dr. Lytle seconded. The motion carried, with six "Yes" votes and one "No" vote by Mr. Hamberger.

BELL TOWER PROJECT

Dr. Hamblin presented the following for Board consideration and approval:

Weighing 3,686 lbs., the cast-bronze Model School bell was initially given to the Central State Normal School at Lock Haven by Wilson Kistler in June, 1911. Stored and unused after the bell tower was torn down, it was resurrected in 1961 when the graduating class under the advisorship of Willetta Cummings Jack, '27, undertook the project to mount the bell outside Sullivan Hall. Currently estimated to be worth at least \$40,000, it is proposed that the bell be given back its voice on the campus by being cleaned, re-clappered, and mounted on a 50-foot tower, electrified to ring "on command" and designated to stand in the area of Himes Hall, behind the stone college sign. The \$15,700 cost

from the Verdin Bell Company has been raised by the Alumni Association, and donations from the Russell Milliken memorial fund, Mr. Joseph Whittaker, and others. It has been suggested that the tower be named in memory of Russell Milliken, late Vice President for Administration, who was especially interested in and active in campus beautification, and that if possible be completed for dedication at Homecoming 1982. Dr. Hamblin added that the Alumni Association has approved this proposal.

Mr. Williams said that in past practice the Board of Trustees has gone along with recommendations from the Alumni Association. Mr. Faulkner moved for Board acceptance of the Alumni Association recommendation with regard to the bell tower. Mrs. Thomas seconded and the motion carried.

PROPOSAL FOR EXCHANGING NAME DESIGNATIONS OF SMITH AND LAWRENCE FIELDS

Dr. Hamblin read from a proposal submitted by Sharon E. Taylor: "It seems appropriate that the field named for Charlotte Smith would be one where the sport with which she is most closely identified, is played ... all field hockey games and an occasional lacrosse contest are held on the lower field. At the same time, the middle level field is identified with the football program and may someday be a baseball field, and Whitey Lawrence was most significant in the development of men's athletics at L.H.S.C. By switching the names of the two fields, I believe we would be doing something which would be received positively by the campus community and by alumni who are aware of the contributions of the two individuals for whom the fields are named."

Dr. Hamblin referred the matter to the Board for whatever action they wish to take. Mr. Williams suggested that this should be referred to the Alumni Association. Mr. Stemler placed this in form of a motion, including the matter of naming the Research Learning Center. Mr. Clapper seconded and the motion carried. Dr. Hamblin recommended that the Alumni Association get to work on this promptly and report to the Board as soon as possible.

PRESIDENTIAL SEARCH COMMITTEE RECOMMENDATIONS - Donald L. Faulkner

Mr. Clapper, Chairman of the Executive Committee, introduced Mr. Faulkner, Chairman of the Presidential Search Committee, for presentation of search committee recommendations of candidates for the position of president.

Mr. Faulkner reported as follows:

Several days short of six months ago the Committee first met and since that time a lot of work has been done. The Committee met frequently as a whole and individual Committee members have devoted many, many hours to screening applications, meeting and interviewing candidates, and visiting candidates on their campuses, as well as meeting with their local constituents. We have narrowed over 100 candidates to the three which we are recommending to the Board today.

I am extremely impressed with the Committee. None of us realized the time commitment and the emotional involvement when we were appointed to serve on the Committee. Despite the difficulty of the job, it has been a rewarding experience. We became well aware of how important the new President will be to the future course of this college over the next five to ten years, and we have been unusually concerned because of the importance of that commitment.

The Committee is pleased to recommend the following to the Board of Trustees:

Dr. Craig D. Willis was the first choice of the Search Committee. He is currently Vice President and Academic Dean at Concord College, Athens, West Virginia. The qualifications of Dr. Willis which most impressed the Committee were:

his ability to work effectively with all factions on his campus.

his leadership ability and his interpersonal skills as attested to by the faculty and students at Concord College as well as residents of his community.

his well-rounded personality indicating a wide variety of academic as well as non-academic interests.

his active involvement in community affairs.

his experience in working with State government.

his commitment to quality education.

Dr. Helen D. Wise was tied with Dr. John L. Zaharis as second choice of the Committee.

Dr. Wise is currently Executive Director, Delaware State Education Association, Dover, Delaware. The qualifications of Dr. Wise that impressed the Committee were:

her ability to work effectively with a variety of groups with diverse needs and expectations.

her familiarity with the legislative process and the activities of the Department of Education in the Commonwealth.

her strong commitment to quality education as demonstrated by numerous professional activities.

her ability to speak and communicate forcefully and effectively.

Dr. Zaharis is currently Vice President for Academic Affairs and Dean of the College at Lock Haven State College, Lock Haven, Pennsylvania. The qualifications of Dr. Zaharis that most impressed the Committee were:

his demonstrated effectiveness in improving the quality of academics at Lock Haven State College.

his familiarity with both the academic and non-academic needs of the College and his perception of methods to obtain these goals.

his strong background in academics and higher education administration at both Lock Haven State College and other institutions of higher learning.

The Committee was impressed with all three candidates. We have ranked them in order of Committee preference: Dr. Willis, first choice; Dr. Wise and Dr. Zaharis tied as second choice. On behalf of the Search Committee I make this recommendation to the Board of Trustees. If the Board approves our recommendation, Chairman Williams and I have an appointment to meet with the Secretary of Education on Thursday, May 27, to discuss the recommendations. About June 1 the three candidates will be interviewed separately in Harrisburg by Secretary Scanlon, Commissioner Gallagher, Bernard Edwards, and several members of the Board of State College and University Directors. Their recommendation will go to the Governor.

I think the Committee has done an outstanding, thorough job and we strongly recommend these candidates and would not have made the recommendation if we did not feel that any one of them could do the job.

Mr. Williams said he was pleased with the activities of the Committee - they are right on schedule, adding that everything he has heard about the Committee and the work they have done has been very positive. The whole college community seems to respect the Committee and we respect their judgment.

Mr. Williams thanked Mr. Faulkner and his committee, saying, "I have always maintained that this is the most important function of the Board of Trustees. If it is done right, as in the past, the next twelve years will be all right."

Upon a motion by Donald L. Faulkner, seconded by John W. Stemler, the Board of Trustees unanimously adopted the following resolution:

BE IT RESOLVED THAT the Board of Trustees of Lock Haven State College hereby accepts the following recommendations by the Presidential Search Committee, as the final candidates for the position of President of Lock Haven State College, ranked in order of Search Committee preference:

First preference: Dr. Craig D. Willis
Vice President and Academic Dean
Concord College
Athens, West Virginia

Second preference (tie): Dr. Helen D. Wise
Executive Director
Delaware State Educational Association
Dover, Delaware

and

Dr. John L. Zaharis
Vice President for Academic Affairs
Lock Haven State College
Lock Haven, Pennsylvania

BE IT FURTHER RESOLVED THAT the Presidential Search Committee shall convey its recommendations to the Secretary of Education of the Commonwealth of Pennsylvania.

Dr. Hamblin, referring to this as his last Board of Trustees meeting, added a note of thanks to the two Vice Presidents for Academic Affairs, Dr. Gerald R. Robinson and Dr. John L. Zaharis, and the two Vice Presidents for Administration, Dr. Russell A. Milliken and Mr. George H. Marshall, citing them for the tremendous support they have provided. He also expressed appreciation to the Trustees, who have been excellent, without violent disruptions which have shaken some of the other institutions. The faculty has been supportive and the staff cooperative. "If this can be continued, whoever is appointed to succeed me should have no major problems at the outset and any new ones that arise can usually be dealt with successfully, though sometimes it takes a very long time.

A Lawrence Lowell, President Emeritus of Harvard University, after twenty-five years as President, said when he first took the job he thought the main virtue was courage, but twenty-five years later decided that the principal asset is patience. I endorse that completely."

The meeting adjourned at 4:10 p.m.

NEXT MEETING: Saturday, September 25, 1982
3:30 p.m. Executive Session
4:00 p.m. Board Meeting
6:30 p.m. Annual All-College Dinner

Shirley A. Thomas
Shirley A. Thomas
Secretary

See addendum attached to September 25 minutes - 8/24/82 Nestlerode letter to Chairman Williams re S.C.C. report herein.

The Board of Trustees of Lock Haven State College met in the Board Room, Sullivan Hall, at 4:00 p.m. on Saturday, September 25, 1982.

BOARD MEMBERS PRESENT: William F. Williams
Larry H. Lytle
John W. Stemler
Charles R. Rosamilia, Jr.
Shirley A. Thomas
Kenneth R. Clapper

BOARD MEMBERS ABSENT: James M. Koch
Charles W. Hamberger
Donald L. Faulkner

OTHERS PRESENT: C. D. Willis, College President
J. L. Zaharis, V. P. for Academic Affairs
G. H. Marshall, V. P. for Administration
Jeff Fleishman, Reporter, Lock Haven EXPRESS
Julie Brennan, Reporter, Radio Station WBPZ
Robert Coltrane, Newswriter-Photographer, LHSC
Bruce Young, President, LHSC Chapter of APSCUF
Robert Storch, Employee Relations Specialist
Karen Culligan, President, SCC
Holly Williams, EAGLE EYE
Dr. Edward Clawson, Professor, Department of
Foundation Studies
Joseph Skarbowski, SCC Senator
John McNamara, SCC Senator

Chairman Williams called the meeting to order at 4:15 p.m. He welcomed President Willis to his first Board meeting. He also mentioned that the Legislature had passed the University Bill which will do things which should be better for the college.

Chairman Williams read a letter from Mrs. Regina Nestlerode, accountant for SCC, dated August 24, 1982, stating that Mrs. Nestlerode would like her letter to become part of the minutes. (Copy of letter attached)

Mr. Rosamilia made a motion that Mrs. Nestlerode's letter be an addendum to the minutes of the last meeting and that the minutes be approved. Mrs. Thomas seconded. Motion carried.

Mr. Clapper, Chairman of the Executive Committee, reported that there was an Executive Committee meeting prior to this meeting, but there was no formal presentation to give to the Board.

THE PRESIDENT'S REPORT
C. D. Willis

Thanked George Marshall and John Zaharis for all their help and support.

Thanked Patricia Weaver for taking the minutes in Mrs. Dietzel's absence due to illness in the family.

Reported enrollment as of September 20 as 2604 headcount and 2553 F.T.E., the largest in the history of Lock Haven State College.

New degree program, B.A. in Economics, has been approved and is being implemented. International programs are off and running. Two faculty and six students left for Poland about a week ago and we will be receiving Polish visitors soon. Other

programs in England and Australia are running along okay. We have student teachers out in five countries.

Budget Hearing for '83-'84 is set for October 5, 1982 from 3-4 p.m. in Harrisburg.

Rebudget for this year, '82-'83, is not back yet. Mr. Marshall is expecting it any day now.

House Bill 506 passed, but the Governor has not signed it yet, but of course we expect him to. Our name would then be "Lock Haven University of Pennsylvania."

Graduate Program is still in the holding pattern. I have been asked to make a recommendation on it. I am now gathering information.

Dr. Willis asked Mr. Williams to appoint a committee to review the audit when it is received, which should be before the next meeting. Mr. Williams will do this at the appropriate time.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

John L. Zaharis

This year we have our largest enrollment and largest F.T.E.

Freshman profile: 689 new freshmen admitted this fall, 134 transfer students for a total of 823 new students. New freshmen by sex: 376 male and 313 female. All-college percentage is 50.5% female and 49.5% male.

For the fourth straight year, SAT scores of new freshmen continue to increase. Our norm is as close to the national norm as it has been since 1972. Even though national norms have been decreasing over the last four years, we have managed to increase ours as we recruit. However, I learned on the radio Friday that national norms have increased for the first time since 1963.

51% of all newly admitted students were in the School of Arts and Sciences, which has taken over the Schools of Education and HPER, which admitted 39% of the new students.

Rank in high school class has increased. 66.13% of the new students graduated in the upper two-fifths of their class, which is a 4% increase over last year.

Top ten counties of enrollment are: Clinton, Lycoming, Montgomery, Bucks, Centre, Cumberland, Dauphin, Luzerne, Lancaster and Schuylkill.

We have 23 new students from 16 foreign countries: Cameroon, Italy, Libya, Ethiopia, England, Ghana, India, Panama, Japan, N. Ireland, Denmark, Bangladesh, Hong Kong, Argentina, Switzerland, and Taiwan.

We have 32 foreign countries represented in our total student body this fall.

A telephone survey of students who paid their deposit, but did not show up for classes, indicated that they didn't manage to get enough money together, so apparently the declining availability of funds is having some effect.

I am happy to report that students who withdrew after being on campus for five days left not because they did not have the right schedule or a full course load, but were just plain homesick.

In the summer school just past we had the largest enrollment since 1978. We offered fewer courses, yet we still had an increase in total student headcount. Average class size also increased in both sessions. In the last two years, we have had a three-week session followed by a five-week session, which seems to work pretty well.

There are two students whom I would like to mention because of scholarships they received. Lisa J. Kreisler, Secondary Education, Math., was one of four recipients statewide of the PSEA scholarship. Pamela Yoblonski, Journalism major, was selected as one of five students statewide to participate in the newly established Bipartisan Management Committee's Legislative Fellowship Grant. She is working the the Public Information Office and receives a good stipend.

ROTC is doing very well. I'd like to report how well our cadets fared in summer camp at Fort Bragg. They ranked 30 of 108 colleges represented. Among Pennsylvania colleges in attendance, they ranked 6 of 21. I think this is a good reflection on our faculty in ROTC. Three students won ROTC scholarships for their junior and senior years. Five others are alternates and some of these will probably be awarded scholarships as a result of some declining theirs.

We have two new staff in the ROTC Cadre: Capt. Gene Hare from Fort Riley, Kansas, and SFC Clinton Hinish transferred from Germany. Last year we commissioned 17 Second Lieutenants and it appears that the number will be the same this year.

Library circulation showed a net increase for the third straight year, something that has not occurred since the years 1954 thru 1966.

On September 1, 1982, Mrs. Leona Heisey, librarian, began her 35th year at Lock Haven State College.

Mrs. Thomas asked about triples in the dorm rooms. It was reported that there are 20 triples - all males; there are vacancies in female rooms.

VICE PRESIDENT FOR ADMINISTRATION
George H. Marshall

'82-'83 Budget. We have paid the faculty retroactive salary increase. The total cost to the college is \$224,650. With enrollment where it is, we're in pretty good shape. We budgeted 2550 as a headcount and enrollment is 2604.

We anticipate \$6,912,000 in augmentation for room, board, and tuition and state appropriations of \$10,016,000, making a \$16,959,000 budget.

Personnel expenses, including retroactive salary settlement, is 74.8%, down from 82.8% in 1978. Have every expectation of coming out with a balanced budget. Closed out last year in the black.

For next year, we have been told we will have a budget hearing in Harrisburg on October 5. Appropriations will increase by \$425,980. This is approximately a 4% increase. One-half percent of that increase will be deducted for expenses of the Chancellor.

Assumptions used in the budget are: no tuition increase, conservative salary settle-

ment and a 3.6% increase in fringe benefits. These figures were given to us by Harrisburg.

We are projecting 2550 enrollment for next year and projecting the present dormitory occupancy rate and possibly a slight increase in room rates for increased telephone costs and utilities, effective, probably, in January 1984. If we do that we can anticipate our augmentations will come to approximately \$7,000,000, therefore, we will be in excess of \$17,000,000 total revenue. We're projecting 70% in salaries. Unless there are horrendous increases in utility costs or unforeseen costs, we should also be able to come out that year in a balanced situation.

Capital Budget. Ulmer Hall roof is 40% complete. Cost will go up \$1,800 for a total cost of \$46,000. This is paid out of last year's money.

Thomas Field House renovation is now starting. It was bid in at \$1,440,000. That is \$610,000 below the estimate by the architect. The Department of Education General Services Administration gave us a Phase II on the same allocation. So we have another project going through, Thomas Field House Renovation Phase II for \$610,000. Pre-final submission will be held September 29.

We have a Rehabilitation of Campus Fire Protection System, a project for \$182,000. The initial Job Conference will be held next week.

Handicapped Capital Improvements are now 45% complete. This will bring us into compliance with the Federal Act.

We have a steam line replacement job coming up.

We will install a new PCB transformer at Raub Hall either at Thanksgiving or Christmas break.

House beside boiler plant, where maintenance man lives, was repainted this summer. Finished painting McEntire Hall. Every dorm has been painted within the last four years. Physical plantwise, we're in pretty good condition.

Bids let. Food service contract to Custom Management. College and students are quite happy with Custom. Price went up very slightly. The increase was to cover increase in food costs only. Daily rate now \$3.036, last year \$2.745.

Reconstructed garbage disposal contract -- \$8,599 per year.

Still contracting laundry service, we're now down to \$4,979.

Rebid infirmary service. Hospital bid -- \$21,006, CAPS bid -- \$22,000. Award was made to low bid.

Audit returned on student aid. It was a satisfactory audit.

Dr. Lytle asked what Field House Renovation Phase II included. Mr. Marshall said it would include renovation of old Computer Center, which is now the Health Sciences Building. Will put in some things we deleted from initial bid for Thomas Field House: weight room, offices, new bleachers, new floor surfaces, new entrance, handicapped accessible, snack bar, athletic training room.

Mrs. Thomas asked who made the \$610,000 surplus miscalculation. Mr. Marshall replied that he did not think it was a miscalculation. We had approximately 60 bidders on this job, whereas on the new building we probably had ten bidders. Construction is very tight now. Bid just came in way below estimate.

Mrs. Thomas asked if the steps in front of Sullivan were in the works. Mr. Marshall said the steps in front of Sullivan were going to be fixed.

Mr. Williams asked if the half percent for the Chancellor would be offset by additional money or would it be taken out of the budget after it arrives. Mr. Marshall said he would be surprised if it were offset by additional money; I imagine we will be charged.

Mr. Stemler asked Mr. Marshall if he expected a room rate increase in January. Mr. Marshall said we will have to wait and see how the weather transpires. At the moment I don't anticipate, nor does Mr. Meckley, any major increase in fuel except gas price and gas is cheaper for us than fuel oil anyway. Depends on the weather.

STUDENT COOPERATIVE COUNCIL
Karen Culligan, President

The president and vice president have resigned and as second vice president I moved up to the presidency. We are now searching for a vice president.

We have a new attorney from Williamsport for the Reynolds lawsuit.

Reported that SCC had cleaned and painted the PUB this summer and are planning an open house to which the Trustees, Dr. Willis, Dr. Zaharis, Mr. Marshall, the Mayor and Town Council will be invited.

We would like to hire a professional person, to be called Coordinator, to help the students run the day-to-day operations of the bookstore and snack bar.

Heard that Eileen Hughes' father filed suit against the City of Lock Haven and the SCC because of a canoeing accident a year and a half ago.

Would like SCC to have more active involvement in student issues on campus such as Drop/Add.

LOCK HAVEN CHAPTER OF APSCUF
Dr. Bruce Young, President

Welcomed Dr. Willis on behalf of the faculty. Faculty was well satisfied with the selection process as president was selected from the three finalists sent to Harrisburg.

Welcomed Mr. Rosamilia as a Board member and thanked him for his willingness to serve the college.

Explained purpose of APSCUF, Association of Pennsylvania State Colleges and University Faculties. Will probably have to change title next year (because of University Bill).

Some things mentioned: There are 3,665 members - 84% membership of the faculty. Lock Haven is higher with about 96%. APSCUF is responsible for full representation of

all faculty members regardless of whether or not they are members of APSCUF.

Negotiating contract which expires in 1984. Dan Showan will serve on the APSCUF negotiating team - a five member team.

Within State APSCUF organization, Lock Haven is extremely well represented. Ed Clawson serves on the Executive Committee. Blair Carbaugh and Doug Campbell also serve on committees.

APSCUF will sponsor the televising of the Conference Championship football game this year. In the future APSCUF hopes to sponsor one game involving each of the colleges.

Sponsor scholarships for students.

Principal lobbying organization on the University Bill for last eight years.

Locally, represent faculty through Meet and Discuss monthly meetings.

Presented letter from John Gordon expressing thanks for faculty lounge. (Copy attached.)

Recommend formation, composition, and appointment to all College-wide committees.

Last year no grievances left campus; all were resolved at lowest level. John Zaharis played major role in resolving grievances.

Sent out questionnaire to all faculty asking them to describe activities and accomplishments during the last year. About one-third responded. Results show we have an extremely talented, diverse group of people teaching at this college. (Copy of results attached)

MATTERS FOR DECISION

C. D. Willis

The following items were presented for Board approval:

PERSONNEL APPOINTMENTS - Professionals

Carolyn J. Perry Instructor English (Special Services for Disadvantaged Students) and Upward Bound	Temporary 33% SSDS: 6/7/82 - 7/30/82 - \$1,138.24 67% U.B.: 6/21/82 - 7/30/82 - \$1,733.19 Continuation
Martin A. Flayhart Instructor Business Law I and II	Temporary 1/4 time 8/21/82 - 5/27/83 Continuation - \$251.55 biweekly
Dr. Roberta W. Kleinman Associate Professor Chemistry	Permanent - full-time Beginning 8/21/82 - \$24,358.60 Replacing Dr. William Kreiger (resigned)
Mr. David G. Bower II Instructor HPER - Asst. Football Coach	Permanent - full-time Beginning 8/21/82 Replacing Mr. Bradley (deceased) \$20,125.00

Carol A. Rinaldi
Residence Hall Director
North Hall

Permanent - full-time
Beginning 8/23/82 - \$16,489
Replacing Tim Susick who transferred to
Asst. Dean for Student Life, replacing
Karla Nurczyk, who resigned

Mary M. Shiffer
Head Start Training Officer
SCUA I \$720.75 biweekly

Temporary - full-time: 9/6/82 - 7/31/83
(Contingent upon H.S. grant funding)
Replacing Irene Slaymaker (retired)

Katherine E. Taylor
Instructor
Upward Bound

Temporary - full-time: 9/1/82 - 8/31/83
(Contingent upon U.B. funding)
Continuation - \$756.77 biweekly

Bruce D. Skolnick
Instructor
Special Services for Disadvantaged
Students

Temporary - full-time: 9/1/82 - 8/31/83
(Contingent upon SSDS funding)
Continuation - \$832.38 biweekly

Mary D. Kohut
Instructor
Act 101

Temporary - full-time: 8/21/82 - 5/27/83
(Contingent upon Act 101 funding)
Continuation - \$793.06 biweekly

Ranse F. Bostley
Instructor
Upward Bound

Temporary - full-time: 9/1/82 - 8/31/83
(Contingent upon U.B. funding)
Continuation - \$756.77 biweekly

Carolyn J. Perry
Instructor
English (Special Services for
Disadvantaged Students)

Temporary - 90% time: 8/21/82 - 5/27/83
(Contingent upon SSDS funding)
Continuation - \$863.46 biweekly

Lynne J. Lytle
Admissions
SCUA II

Temporary - part-time (75%): 9/21/82 - 1/7/83
or earlier if permanent appointee named
Replacing Katherine Brown (resigned)
\$540.56 biweekly

Temporary, seasonal coaching assignments

Steve DeLisle - Head Athletic Coach for Baseball: 1/25/83 - 5/27/83 - \$2,800.

Scott David Reiner - Assistant Athletic Coach for Football: 8/15/82 - 5/27/83 - \$2,500.

James Long - Assistant Athletic Coach for Football: 8/15/82 - 5/27/83 - \$2,500.

Walter Deihl - Assistant Athletic Coach for Football: 8/15/82 - 5/27/83 - \$3,400.

Scott Burket - Assistant Athletic Coach for Football: 8/15/82 - 12/22/82 - \$1,000.

Thomas Shivetts - Assistant Athletic Coach for Football: 8/15/82 - 5/27/83 - \$2,500.

Mary Ellen Manno - Head Athletic Coach for Gymnastics: 10/15/82 - 3/18/83 - \$1,900.

Fred Riley - Head Athletic Coach for Women's Basketball: 9/7/82 - 5/27/83 - \$3,500.

Kim Muller - Head Athletic Coach for Women's Tennis: 9/1/82 - 10/31/82 - \$1,000.

Paul A. Mayer, Jr. - Assistant Athletic Coach for Football: 8/15/82 - 12/22/82 - \$1,200.

Non-professionals

Randall Mark Maintenance Repairman I	Temporary 6/14/82 - 12/23/82 - \$449.25 biweekly
Truman Hibbler Maintenance Repairman I	Temporary 6/14/82 - 12/23/82 - \$449.25 biweekly
Roy McCauley Maintenance Repairman I	Temporary 7/22/82 - 11/19/82 - \$485.25 biweekly
Frank Swinehart Maintenance Repairman I	Temporary 7/26/82 - 11/19/82 - \$485.25 biweekly
Neil Lehman Security Officer I	Permanent - full-time Beginning 3/27/82 - \$11,705 annual
Margaret Chambliss Clerk II Athletic Dept.	Permanent - full-time Beginning 8/23/82 New Position - \$11,853 annual
Mark Gruendler Custodial Worker I	Temporary 8/2/82 - 10/15/82 - \$394.50 biweekly
Christine Barner Clerk Typist I Admissions	Temporary 7/12/82 - 8/31/82 - \$394.50 biweekly Permanent - full-time Beginning 9/13/82 - \$10,289 annual

Mr. Stemler made a motion to accept personnel appointments. Mrs. Thomas seconded. Motion carried.

ACT 13 PURCHASES

Order Number	253781	253807
Item Ordered	Ready Mixed Concrete	Alum and Bicarbonate of Soda
Vendor	Centre Concrete Co.	Manley Regan Chemicals
Department	Maintenance	Maintenance
Amount	\$546.00	\$316.40
Order Number	253812	253839
Item Ordered	Repair parts for Fuse Holders	Ready Mixed Concrete
Vendor	Dauphine Electric	Centre Concrete Co.
Department	Maintenance	Maintenance
Amount	\$945.00	\$1,168.75
Order Number	253864	253900
Item Ordered	Adhesive Firm X Rubber	Frigidaire Refrigerator
Vendor	Protek-Toe Products	Lowry Electric Co.
Department	Athletic Training	President
Amount	\$546.50	\$1,095.00

Order Number	253909	253929
Item Ordered	Tri-Convertible Cooktop Grill Range	Sargent 7700 Line Mortise Lock
Vendor	Whitehill Lighting & Supplies, Inc.	White Brothers Hardware, Inc.
Department	President	Maintenance
Amount	\$924.73	\$332.73
Order Number	253934	253970
Item Ordered	Plumbing Supplies	Cast Bronze Tablet
Vendor	Bi-Lo Supply	United States Bronze Sign Co., Inc.
Department	Maintenance	Maintenance
Amount	\$805.28	\$650.00
Order Number	253990	253991
Item Ordered	Lumber & Hardware Supplies	Porta Phone Unit
Vendor	Rosser Door Co.	Coaching Aids
Department	English	Intercollegiate Athletics
Amount	\$436.19	\$1,474.50
Order Number	253996	254007
Item Ordered	Wolmanized Lumber	Cylindrical Locks
Vendor	Lundy Building Material	Best Locking Systems of Pittsburgh
Department	Maintenance	Maintenance
Amount	\$599.45	\$854.70

Mr. Clapper made a motion for approval. Dr. Lytle seconded. Motion carried.

AWARDING OF EMERITUS STATUS

Dr. Willis recommended the awarding of President Emeritus status to Dr. Francis N. Hamblin who served the college from 9/1/70 to 8/6/82.

Mr. Stemler moved to award President Emeritus status to Dr. Hamblin. Mrs. Thomas seconded. Motion carried.

While these persons would not receive emeritus status, Dr. Willis mentioned three long-time employees who have just retired or will be retiring soon: Eddie McCloskey, Business Manager; Don Stevenson, Head of Buildings & Grounds; Anna Wait, Personnel Department. He suggested that the Board send some sort of resolution of appreciation for their many years of service to the college.

Mrs. Thomas so moved. Mr. Clapper seconded. Motion carried.

Mr. Williams asked Dr. Willis to have his secretary draft such a resolution for the Board.

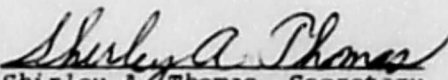
NAME CHANGE - SMITH AND LAWRENCE FIELDS

Dr. Willis reported that the Alumni Association made the recommendation that the names of Lawrence and Smith fields be switched.

Mrs. Thomas made a motion that the Board accept the recommendation of the Alumni Association in switching the names of Lawrence and Smith fields. Mr. Stemler seconded. Motion carried.

Meeting adjourned at 5:50 p.m.

NEXT MEETING: Thursday, November 18, 1982
3:30 p.m. Executive Session
4:00 p.m. Board Meeting


Shirley A. Thomas, Secretary

Box 83
Renovo, Pa. 17764
August 24, 1982

Mr. William F. Williams
Chairman of Board of Trustees
Lock Haven State College
Lock Haven, Pennsylvania

Dear Mr. Williams

At the Board of Trustees meeting held on May 22, 1982, Mr. Lou Alberse stated, and I quote, "We don't have an accountant, we have a bookkeeper. Some businesses live off their investments, and we have none. California State takes nothing less than 15-17% for their money; we get 5 1/2% downtown".

I wish to correct the above statement. Our records indicate when Mr. Joseph Nagy, SCC Director, was handling the investments from July/76 to February/79, the interest realized was as follows:

1976 - 77	\$2922.81
1977 - 78	\$2649.39
1978 - 79	\$3091.04

In May of 1979 I began handling the investments. The interest realized follows:

1979 - 80	\$7637.73
1980 - 81	\$9343.21
1981 - 82	\$7930.56

In order to realize interest of \$7930.56 for fiscal year 1981/82, at the 5 1/2% rate stated by Mr. Alberse, an initial investment of \$145,000.00 for the entire year would be needed. In checking the monthly and yearly financial statements, it is quite clear that we do not have this amount of money to invest.

SCC budgeted money is usually received at the beginning of each semester. The money is then invested in repurchase agreements for 60 or 45 days and renewed if it is not needed for daily operations. In order to gain some interest and not to keep an excess in the checking account, we do have a savings account at Lock Haven Savings & Loan. I keep only enough money in checking for anticipated expenditures.

Since June of 1979 we have had Mr. James Armstrong do our outside audit and in his notes to the Financial Statement of June 30, 1981, Paragraph 3 states that excessive funds appear to be invested in a prudent manner until required.

Some of my other accounting duties consist of maintaining the daily cash receipts and disbursement ledgers and monthly journals for the SCC, Bookstore,

Eagle Wing and Special Accounts. I prepare monthly Revenue & Expense Statements for SCC Budgeted Accounts, also, monthly Balance Sheets and Profit & Loss Statements for the Bookstore and Eagle Wing Accounts. I do the bi-weekly payroll, pay monthly taxes which consist of IRS withholding, Social Security, Penna. Income Tax and Penna. Sales Tax. I am responsible for the quarterly reports for Retirement, Unemployment Compensation and Keystone Central 1% Tax. At the end of the year, I submit the yearly Social Security Report and prepare W-2 Forms.

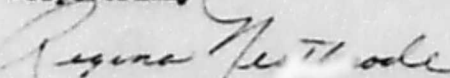
In addition to the above, I maintain an Accounts Payable Ledger for the Bookstore and Eagle Wing, see that all bills for all accounts are paid and posted, keep a ledger for outgoing and incoming bookstore credits, keep a check register, reconcile the bank statements for general and payroll checking accounts; also, prepare the yearly fixed expenses for the budget, plus various other bookkeeping duties. Mrs. Heckel does assist me in typing and posting checks and Accounts Payable ledgers. During the first month of each semester she is unable to help because of relieving the clerks at the register and counting monies at the end of the day.

The books are closed out at the end of the fiscal year by an independent auditor in accordance with the ACCOUNTING MANUAL For STATE COLLEGE STUDENT ACTIVITIES FUNDS, prepared for the Department of Education, Commonwealth of Pennsylvania, by Adler, Faunce & Leonard, wherein Page 8, Paragraph c states that the student activities funds shall be subject to annual independent audits. Also, Section IV, INTERNAL CONTROLS, Page 50, Paragraph 3-d states that the College Board of Trustees shall review annually for each fund, the independent audit report.

I would appreciate this letter to be read and made a matter of record at the September/82 Board of Trustees Meeting at the Lock Haven State College, Lock Haven, Pennsylvania.

Thanking you, I remain

Respectfully



(Mrs.) Regina Nestlerode
Accountant

Report to the Board of Trustees

Selected Individual Accomplishments
of the Faculty

Lock Haven State College

September 25, 1982

Dr. Bruce W. Young, President

LHSC - APSCUF

Advanced Degrees Earned

Jeannette Cruse: Ph.D.

Clay Kleckley: D.Ed.

Wayne Allison: D.Ed.

Invited Participants In National/International
Programs

National Endowment for the Humanities Summer Seminar Programs

Dr. James Knauer, Political Science, Johns Hopkins

Dr. Peter Podol, Spanish Theater, Princeton University

Dr. Russell Nelson, Music, U. of Maryland

Dr. William Smith-Hinds, Sociology, U. of Rochester

Summer Research Fellowship In Latin American Studies;

Scholar In Residence, U. of Pittsburgh, Dr. Dane Bowen

Post-Doctoral Training Program In Gestalt

Clinical Psychotherapy, Gestalt Institute of Cleveland, Dr. Neil Wilson

Leadership Positions In State/National
Organizations

Sharon Taylor: President, Eastern Association for Intercollegiate Athletics for Women

C. Herbert Larson: Executive Board Member, Pennsylvania Environmental Council

Dr. David Anderson: President, Pa. Federation Council for Exceptional Children

Jim Dolan: President, National NCAA, Division II Cross Country Coaches Association

• Dr. Donald Oakley: PDE Program Review Chairman for Secondary Education, Selection Committee, Pennsylvania School for the Sciences

David Tomasi: President, Eastern Athletic Trainers Association

Dr. Edward Clawson: Executive Committee, Member-at-Large, APSCUF

Awards and Honors

Sandy Hammann: Invited to submit photographs to be juried for a show in Governor Thornburg's Washington office. Three were selected and have been on display for the past several months.

Terry Shultz: Received award from the American Red Cross for 1,500 volunteer hours in Cardio-Pulmonary-Resuscitation Instruction.

Celeste Rhodes: Selected as Outstanding Woman in American Association of University Women - National Program.

Dr. Paul Klens: Awarded \$18,000 research grant by the Paint Research Institute, Washington, D.C.

Books Published

Edward Kelleher: Social Work Practice in the Field

Charles Bromberg: The Meeting Will Come to Order

Dr. Charles DeSanto: "Dear Tim"

Dr. Renuka Biswas: Slum Clearance in Kanpur and Book
of Poetry - Sheir Mayeta (In Bengali)

John Gordon: Broadway Tech

A NOTE OF THANKS

On Tuesday, September 9, around 11:00 a.m., I walked into the newly opened faculty lounge for my first cup of coffee there. As I sat there, I realized that someone had shown, by the creation of such a space, pride and respect for what our faculty does as professional educators. It was this realization that has prompted these words.

I am proud of being a teacher. I am proud of the goals our faculty sets for our students. I am proud of the goals our faculty has set for itself. Pride in one's professional life is essential to the continuing growth. Your role as members of the Board of Trustees in recognizing our efforts as teaching professionals is extremely important to the health and well being of instruction here at Lock Haven State College. The Faculty Lounge is a gesture and a statement of support to our faculty. You have aided in creating a place where faculty have the opportunity to meet and exchange common concerns and common aspirations.

This recognition of your faculty by you is deeply appreciated.

Thank you.

John B. Jordan

The Board of Trustees of Lock Haven State College met in the Board Room, Sullivan Hall, at 4:00 p.m. on Thursday, November 18, 1982.

BOARD MEMBERS PRESENT: Kenneth R. Clapper
Donald L. Faulkner
Charles W. Hamberger
Larry H. Lytle
Charles R. Rosamilia, Jr.
John W. Stemler
Shirley A. Thomas
William F. Williams

OTHERS PRESENT: Craig Dean Willis, President
J. L. Zaharis, V. P. for Academic Affairs
G. H. Marshall, V. P. for Administration
Robert Coltrane, Newswriter-Photographer, LHSC
Bruce Young, President, LHSC Chapter of APSCUF
Robert Storch, Employee Relations Specialist
William Irwin, Director, Student Financial Aid
Karen Culligan, President, SCC
Joseph Skarbowski, SCC
Karin Hammler, SCC
Stephanie Shelly, SCC
Bob Cochran, SCC
Joseph McNamara, SCC
Kelly Wilson, Radio Station WLHC

Chairman Williams called the meeting to order at 4:10 p.m. He then asked for approval of the minutes of the September 25, 1982 meeting.

Mrs. Thomas moved for approval of the minutes. Mr. Faulkner seconded. Carried.

Mr. Clapper, Chairman of the Executive Committee, reported that there was an Executive Committee meeting prior to this meeting but no action is necessary by the Board on items discussed.

THE PRESIDENT'S REPORT
Craig Dean Willis

Highest enrollment in history -- final number reported is 2608.

Student body elections were held recently and a new slate of officers was elected.

Women's field hockey team will be playing in the National playoffs this Saturday at Bloomsburg.

Graduate Program. We never got a final answer so Dr. Willis talked with people in Department of Education. It is clear that they do not want us to have that program. They do not believe it will draw a large market. We will not pursue it at this time. We will be looking at our options with the new system.

Handicapped project is 90% complete. Thomas Field House renovation is well under way.

There was a signing ceremony on November 12 when the Governor signed the new legislation, Bill 506, into law. Some of us attended. There will be a transition commission in the meantime. APSCUF will be involved and two presidents will be appointed to be on that. Dr. Zaharis and Mr. Marshall brought forward their concerns and will co-chair a committee on the problems related to the name change and what kind of ceremony, if any, we should have on July 1.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

John L. Zaharis

Admissions. We conducted our first Open House for prospective freshmen and their families on Saturday, November 13. Sloan Theatre was nearly full, indicating an excellent response and interest in Lock Haven State College. If the remaining five scheduled Open House sessions are as well attended, our recruiting efforts should be very successful for 1983. The School of Education and HPER also held an Open House for high school seniors; sixty students attended.

We have set as our goal for next year 125 transfers and 725 freshmen. We should have a total of over 2600 for next year. We will be taking fewer students in Computer Science next year because of limited resources and higher admissions criteria. The professor we hired in Computer Science in August is resigning in December to return to his former position. Another Computer Scientist, Mr. Lim, who is not a citizen of this country, but managed to come here on an internship from Ohio State University, must resign his position here to get permanent residency. We plan to appeal to have his visa extended.

Each year we submit data about our freshman class to Comparative Guide to American Colleges. Some interesting information from that report: 2222 students applied for admission in the freshman class, 1426 were offered admission, 634 actually enrolled. 44% are actually with us. 29.7% graduated in the first fifth of their high school class, 36.5% in second fifth and 26.6% in the third fifth. 46% of our entering freshmen graduate in four years. The National average is 30-35%. An additional 16% graduate after the fourth year.

It appears that this year will be the largest December graduating class in many years. Over 100 students have applied.

On International Education, we have two faculty members here now: Mr. Howard Thomas from Kelvin Grove College, Brisbane, Australia, and Mr. Ron Kaye, Glasgow College of Technology in Scotland. We have two faculty members currently away: Dr. Bertha Mayes in Australia and Dr. Lawrence Farley in Scotland. He also spent a year in Poland.

There are three English students on campus this fall and we have twelve students in Nottingham, England. There are six Polish scholars here from Poland and we have six students and two faculty members and their families presently in Poland. In Spring, 1983 we expect to have four faculty members and six students going to Poland.

We plan to have 18 Australian students and one faculty member here for the spring semester.

Breakdown of students doing student teaching overseas:

Fall Semester - 18 students placed

Australia - 7
Austria - 2
Ecuador - 2
England - 4
Germany - 3

Spring Semester - 17 students to be placed

Australia - 1
Austria - 2
Ecuador - 2
England - 5
Germany - 7

Planning Commission. We received a \$10,000 planning grant under Title III in July and the Planning Commission has been busy this semester developing a five-year Long Range Plan that will be in final form next week. We expect to submit it to Dr. Willis then for review and, hopefully, approval.

In December, we will employ, with some of our grant money, a consulting firm with experience in writing Grant proposals under Title III to seek funding to implement our long range plan over a five year period.

The Planning Commission has identified six goals for the institution in the planning document. They are:

1. To provide for a general range of skills and understanding needed to function effectively in a society increasingly dependent on information processing technologies.
2. To assure that all graduates are liberally educated and culturally aware in a classic sense.
3. To improve the quality of intellectual and cultural life through an enhanced planned program of intellectual and cultural offerings.
4. To develop an ongoing mechanism to plan for change in light of changing societal needs.
5. To provide for the enhanced financial security of the institution in order to develop greater diversity in educational programs.
6. To create an environment among students which fosters psychological health, promotes intellectual growth, encourages social responsibility, and integrates personal knowledge with values to prepare for productive careers and citizenship.

Reported that the annual survey of dormitory rooms which contain TV sets showed a decline. In 1981, 92% of all rooms had at least one

TV set. This year, only 76% have one. This is the lowest percent since the census started in 1978. I hope this drop reflects an increased interest on the part of students in intellectual, cultural, and other social pursuits.

Increased use of library continues to hold up.

Our Social Work Program has been reaccredited by the National Council on Social Work Education.

Later in the meeting we will be asking for an endorsement of our proposal for a Bachelor of Fine Arts in Music.

Mrs. Thomas asked if Congressman Clinger's office had been contacted for assistance in the visa problem. Dr. Zaharis said we had the same thought but will probably wait until we get a response from the Immigration Bureau.

VICE PRESIDENT FOR ADMINISTRATION
George H. Marshall

On the '82 - '83 budget, to date we have had no extraordinary expenses. Budget is proceeding according to plans.

With enrollment up, we only budgeted for 2550, we should have some additional slack.

We have lost a few dollars on our residence hall income. At present we still have six students tripled. They will be eligible for partial refund.

Present dormitory population is 1529, which is 95.5% occupancy. The reason for triples is an increase in males living in the dorms this year.

This year we have increased our allocation to the academic area by 5%.

Plant. New roof on Ulmer: it has been accepted and is under guarantee.

Work on Thomas Field House is progressing - poured new floor over the swimming pool. Schedule is going to be very tight.

Phase II Thomas Field House, the architect has been sent back to the drawing board to determine what should be done by Change Orders on this contract.

Fire protection is way ahead of schedule. Holds record of worst mess in ten years. Updating blueprints as they go along.

Handicapped project is 90% complete. In the future we will make small changes as they are brought to our attention.

Steam line project. This is a very minor project for only a quarter of a million dollars.

Two part-time employees were hired. They are working on the press box at the stadium, have completed the exterior of the windows at Price Auditorium and will move inside.

We have hired no replacements for Edward McCloskey, Business Manager at the college, Donald Stevenson, former maintenance superintendent, or Anna Wait in personnel. We will be promoting, because of additional duties, John Gallagher to Business Manager and James Meckley to next higher rank of Plant Superintendent.

We are trying to develop a computerized salary projection so that at any point in the year we can see how close we're running to our initial projections.

We are also gathering data on dollar value and activity of all our accounts on NDSL, advancement grants and so forth. We will probably combine them all and put them out for competitive bid for repurchase agreement by a local bank.

We were approached by Senator Corman who had been taken on a tour of the Conference Center. He was very impressed and thinks it's a terrible shame it could be utilized only partially. He volunteered that if we could come up with the type of sewage facility that would meet DER specifications, he would attempt to get a separate Bill from Legislation to provide for a sewage treatment facility out there. At the moment, probably the legal contender would be a 10 to 20 thousand gallon tank above ground which would be pumped periodically.

Mrs. Thomas asked if there were students at the Fallon this year. Mr. Marshall replied that there were no students at the Fallon.

LOCK HAVEN CHAPTER OF APSCUF
Dr. Bruce Young, President

There was a luncheon commemorating the signing of a new Bill creating the Pennsylvania State System of Higher Education. It was co-sponsored by APSCUF and the Commission for State Colleges and University. Over 300 attended. Several special awards were given to legislators and friends of education.

APSCUF has recommended the following appointments:

Dr. Larry Lytle, from our present Board of Trustees, to the Board of Governors.

Ms. Rebecca Gross, from SCUD Board, to the Board of Governors.

Mr. John Stemler to Transition Team.

Grievances have been filed in the following areas:

Overload payment for reduced time granted by the president (two separate cases).

Use of personal day to honor subpoena before Pennsylvania Labor Relations Board.

Retrenchee from Edinboro applied for funded position, 90%, at previous academic rank. He should have been granted his former academic rank and salary.

Promotion guidelines which we have agreed to locally are still at state Meet and Discuss awaiting approval.

Fall semester has generally been running smoothly. APSCUF noted continuing cooperation with Lock Haven management.

STUDENT COOPERATIVE COUNCIL
Karen Culligan, President

There was an election of officers on November 8. They will take office December 15.

Newly elected President, John McNamara, introduced his slate of officers:

PUB Administrator	- Joe Skarbowski
Treasurer	- Bob Cochrane
Recording Sec'y.	- Karin Hammler
Corresp'g. Sec'y.	- Stephanie Shelly
Vice President	- Brian Lane (was not present)

Book Store leasing is still being considered. We have been looking at United College Book Stores. They can provide a lot of services, efficient book order system, computer system, etc. One concern is check cashing procedure; however, this could be worked out in another department of SCC, with a bank downtown, or possibly a system with UCB where we would give them the money, they would perform the service, but we would still be responsible.

On the lawsuits, we will be meeting with our attorney and he will present us with status of the case and give us an idea of the direction we should take. However, it will be up to the Senate to decide what is to be done, pursue the case or possibly settle out of court. This is scheduled for trial in February.

On the Hughes lawsuit, we filed answer to complaint, but did not receive a response yet. Set for trial in July 1983.

Just received the audit report for fiscal year 1981-82, but have not had a chance to review it thoroughly. However, it does show an overall profit for SCC, with a slight loss in the Snack Bar.

We are working on revision of the Constitution. One possible change is the change in term office for executive officers to coincide with the fiscal year -- May to May.

Mr. Williams asked if there was a charge for the check cashing service at the Book Store. Karen replied no. He suggested that this could be an additional source of revenue for SCC.

SPECIAL REPORT ON STUDENT FINANCIAL AID
Dr. William Irwin, Director

Passed out charts detailing the different programs in student financial aid and discussed each. (Charts attached.)

Dr. Irwin pointed out that our NDSL default rate was 8.6%. It is within acceptable limits; anything under 10% is considered acceptable. National average is 15%.

Looking to next year in financial aid, Dr. Irwin mentioned the following six items:

1. Level of funding for Campus Based Programs and Pell Grants for '83-'84 will be about the same.
2. President's budget message in January, 1983 will probably propose cuts in all programs for '84-'85. Again, the current feeling is that funding will remain constant.
3. Guaranteed Student Loan will remain vulnerable to reductions. However, the decline in interest rate will help.
4. The current trend toward validation of financial data will continue and increase.
5. Congress passed law that students must sign up for the draft to be eligible for financial aid, beginning July 1, 1983.
6. A Bill was introduced by Senator Pell regarding academic progress - a standard which students must achieve in order to receive financial aid. This should be discouraged in favor of institutional self regulations in this area.

Mr. Williams asked if the Financial Aid Office was responsible for collecting NDSL. Dr. Irwin replied yes.

Mr. Williams asked for some comparison of our NDSL default rate. Dr. Irwin said master institutions default rate averaged 6-8%.

AUDIT COMMITTEE

Mr. Williams announced his appointment of the following trustees to serve on the Audit Committee:

John Stemler, Chairman
 Charles Rosamilia
 Larry Lytle

MATTERS FOR DECISION
Craig D. Willis

PERSONNEL APPOINTMENTS:

Carol A. Rehn	Replacing	Temporary - Part-time (90%)
Instructor - Math.	Gerald E. Easley	10/18/82 - 5/27/83
Special Services for	Temporary summer	Contingent on SSDS Grant
Disadvantaged Students	appointment	\$681.09 /Funding
		biweekly

Dr. Lytle made a motion to accept the personnel appointment. Mr. Faulkner seconded. Motion carried.

ACT 13 PURCHASES:

Order Number	254053
Item Ordered	Office Furniture
Vendor	Contemporary Concepts
Department	President
Amount	\$1,486.00

Order Number	254065
Item Ordered	Lighting Control Cell
Vendor	The Hite Co.
Department	Maintenance
Amount	\$441.00

Order Number	254081
Item Ordered	Motorola Spirit Pagers
Vendor	Motorola
Department	Maintenance
Amount	\$753.00

Order Number	254082
Item Ordered	Counter Tops and Lumber
Vendor	Claster's
Department	English Department
Amount	\$477.02

Mr. Faulkner made a motion for approval. Mr. Hamberger seconded. Motion carried.

DECLARATION OF SURPLUS:

- 2 - Laboratory Desks, poor condition
- 1 - Wooden Secretary Desk, poor condition, P/N 10485
- 1 - Sofa, damaged beyond repair, P/N 008088
- 3 - Lounge Chairs, damaged beyond repair, P/N 008443, 012565, 9303
- 1 - Desk Chair, damaged beyond repair, P/N 006659
- 8 - Study Chairs, damaged beyond repair, P/N 17561, 17563, 17534, 019272, 019529, 019253, 005904

Lona Heisey
Resolution

Jung Jigen
Commendation letter

2 - Cassette Tape Recorders, damaged beyond repair, P/N 109269,
101475

1 - Slide Film Projector, damaged beyond repair, P/N 005259

Mr. Clapper made a motion for approval. Mrs. Thomas seconded.
Motion carried.

NAMING OF RESEARCH LEARNING CENTER:

Dr. Willis reported that the choice of the Alumni Association
was Dr. Gerald R. Robinson.

Mr. Faulkner made a motion that the Research Learning Center be
named after Dr. Gerald R. Robinson, long-time faculty member and
administrator at the college. Mr. Hamberger seconded. Motion
carried.

ENDORSEMENT - DEGREE PROPOSAL, BACHELOR OF FINE ARTS IN MUSIC:

Dr. Zaharis reported that this consisted of a repackaging of
existing courses. No additional faculty or library holdings are
necessary.

Mr. Stemler moved for endorsement. Mrs. Thomas seconded. Motion
carried.

Mr. Rosamilia asked how many faculty are in the Music Department.
Dr. Zaharis replied five full-time and one half-time.

Mr. Hamberger commented that the College Band made a nice showing
at the Halloween parade.

COMMENDATION OF RETIREES:

Dr. Willis presented the following:

WHEREAS, AFTER TWENTY-SIX YEARS AND FIVE MONTHS OF OUTSTANDING SERVICE
TO LOCK HAVEN STATE COLLEGE, MISS ANNA L. WAIT (Payroll Supervisor)
has retired from her position effective October 1, 1982;

AND WHEREAS, THE BOARD OF TRUSTEES RECOGNIZES AND APPRECIATES HER
DEDICATED PERFORMANCE AND LOYALTY TO THIS INSTITUTION:

BE IT RESOLVED, THEREFORE, THAT THE BOARD OF TRUSTEES OF LOCK HAVEN
STATE COLLEGE HEREBY LAUDS AND COMMENDS ANNA L. WAIT, WITH BEST WISHES
FOR GOOD HEALTH AND HAPPINESS IN HER RETIREMENT.

BE IT RESOLVED, ALSO, THAT THIS RESOLUTION SHALL BE INCLUDED AS A MATTER
OF PERMANENT RECORD IN THE OFFICIAL MINUTES OF THIS BOARD.

WHEREAS, AFTER TWENTY-FIVE YEARS OF OUTSTANDING SERVICE TO LOCK HAVEN
STATE COLLEGE, MR. EDWARD F. McCLOSKEY (Business Manager) has retired
from his position effective September 3, 1982;

AND WHEREAS, THE BOARD OF TRUSTEES RECOGNIZES AND APPRECIATES HIS
DEDICATED PERFORMANCE AND LOYALTY TO THIS INSTITUTION:

BE IT RESOLVED, THEREFORE, THAT THE BOARD OF TRUSTEES OF LOCK HAVEN

STATE COLLEGE HEREBY LAUDS AND COMMENDS EDWARD F. McCLOSKEY, WITH BEST WISHES FOR GOOD HEALTH AND HAPPINESS IN HIS RETIREMENT.

BE IT RESOLVED, ALSO, THAT THIS RESOLUTION SHALL BE INCLUDED AS A MATTER OF PERMANENT RECORD IN THE OFFICIAL MINUTES OF THIS BOARD.

WHEREAS, AFTER TWENTY-FIVE YEARS AND SEVEN MONTHS OF OUTSTANDING SERVICE TO LOCK HAVEN STATE COLLEGE, MR. DONALD C. STEVENSON (Superintendent of Buildings and Grounds) has retired from his position effective September 30, 1982;

AND WHEREAS, THE BOARD OF TRUSTEES RECOGNIZES AND APPRECIATES HIS DEDICATED PERFORMANCE AND LOYALTY TO THIS INSTITUTION:

BE IT RESOLVED, THEREFORE, THAT THE BOARD OF TRUSTEES OF LOCK HAVEN STATE COLLEGE HEREBY LAUDS AND COMMENDS DONALD C. STEVENSON, WITH BEST WISHES FOR GOOD HEALTH AND HAPPINESS IN HIS RETIREMENT.

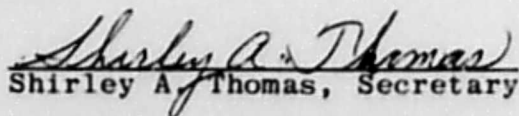
BE IT RESOLVED, ALSO, THAT THIS RESOLUTION SHALL BE INCLUDED AS A MATTER OF PERMANENT RECORD IN THE OFFICIAL MINUTES OF THIS BOARD.

Mr. Hamberger made a motion to accept the resolutions as presented. Mrs. Thomas seconded. Motion carried.

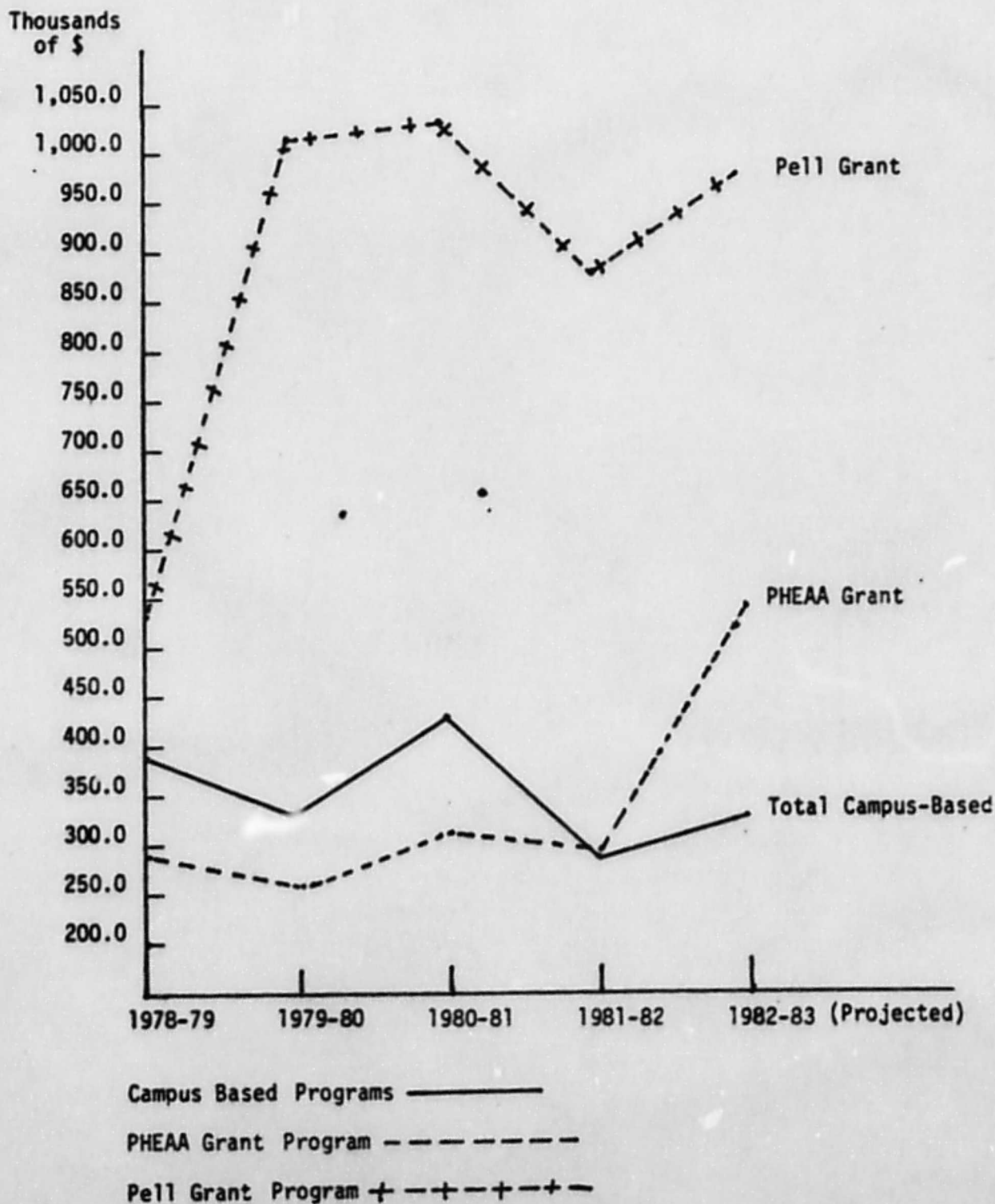
Mrs. Thomas asked about the status of Mr. Stevenson's house - will Mr. Meckley be moving in? Dr. Willis said Mr. Stevenson will be moving out, but did not do so immediately upon his retirement because of his poor health. Mr. Meckley will be moving in.

Mr. Stemler moved that the meeting be adjourned. Mr. Faulkner seconded. Meeting adjourned at 5:50 p.m.

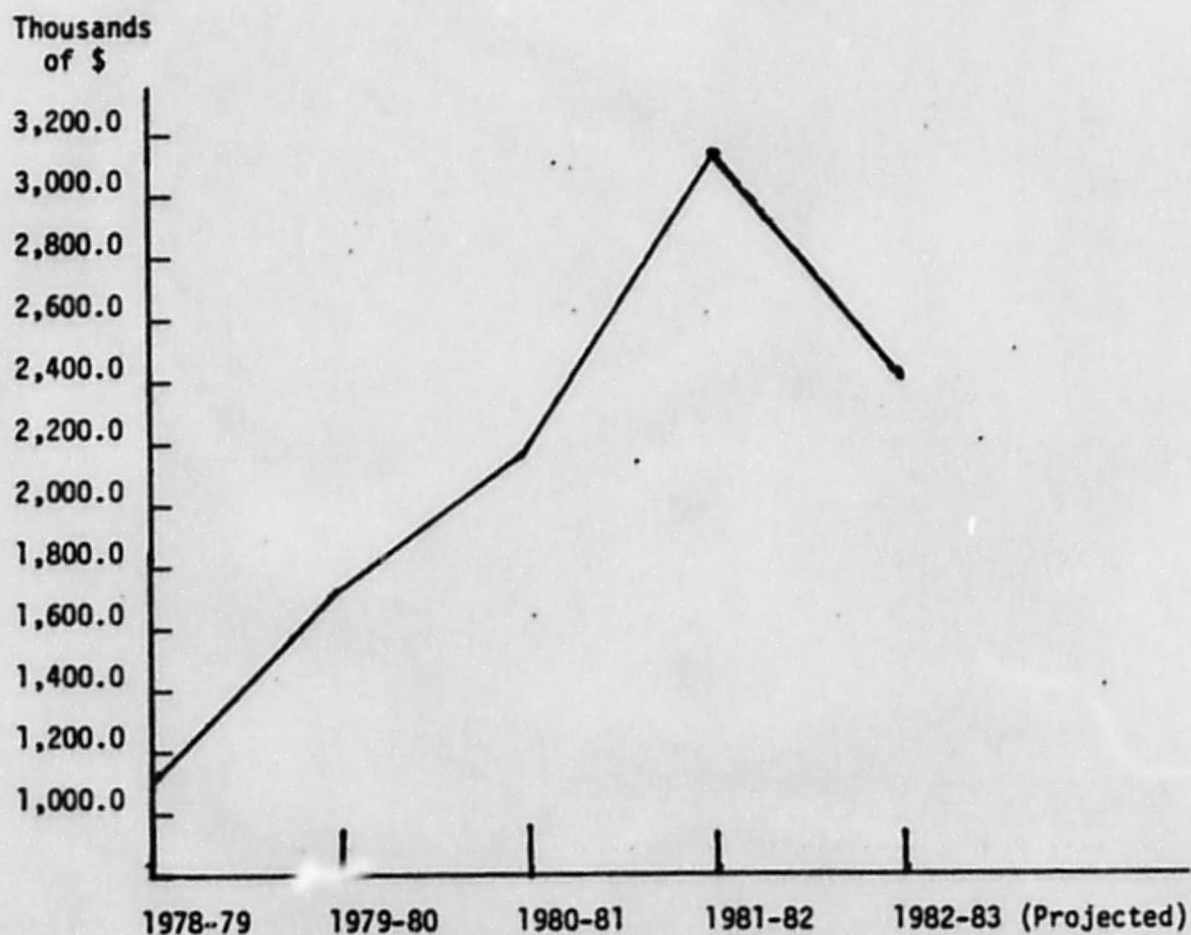
NEXT MEETING: Thursday, January 27, 1983
3:30 p.m. Executive Session - Board Room
4:00 p.m. Regular Meeting - Board Room


Shirley A. Thomas, Secretary

**Financial Aid Expenditures
for Selected Programs
1978-79 through 1982-83 (Projected)**



Guaranteed Student Loan Program
 Total Amount Borrowed
 1978-79 through 1982-83 (Projected)



Number of Borrowers				
<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>	<u>1982-83 (Projected)</u>
820	1,064	1,332	1,579	1,250

EXPENDITURES IN CAMPUS-BASED PROGRAMS¹

1978-79 to 1982-83 (Projected)

Year	Supplemental Educational Opportunity Grant		National Direct Student Loan ²		College Work-Study Program	
	# Recipients	Total Dollars	# Recipients	Total Dollars	# Recipients	Total Dollars
1978-79	78	\$ 28,496	272	\$184,285	271	\$172,195
1979-80	113	30,524	241	125,962	378	186,187
1980-81	168	59,161	258	152,596	410	223,758
1981-82	90	35,605	150	75,006 ²	375	181,634
1982-83 ³	110	29,277	160	125,000 ²	380	178,600

¹Campus-based programs are funded by federal appropriation but awards to specific students are determined by the Financial Aid Office on the basis of need.

²In National Direct Student Loan, available funds are the total of collected loans plus new federal contribution (if any). No new federal contribution was received in 1981-82 or 1982-83.

³Estimated.

TOTAL AID RECEIVED

BY TYPE

1978-79 through 1982-83 (Projected)

	<u>Grants</u>	<u>Loans</u>	<u>Employment</u>	<u>Total Unduplicated Recipients</u>
1978-79	\$ 893,240	\$1,274,679	\$ 313,399	1,716
1979-80	1,367,038	1,619,984	348,870	2,079
1980-81	1,468,708	2,355,262	389,058	2,298
1981-82	1,980,101	3,186,511	408,039	2,316
1982-83	1,644,777	2,559,500	403,600	2,250

The Board of Trustees of Lock Haven State College held its regularly scheduled meeting in the Board Room, Sullivan Hall, on Thursday, January 27, 1983.

BOARD MEMBERS PRESENT: Kenneth R. Clapper
Donald L. Faulkner
Charles W. Hamberger
Larry H. Lytle
Charles R. Rosamilia, Jr.
John W. Stemler
Shirley A. Thomas
William F. Williams

BOARD MEMBERS ABSENT: James M. Koch

OTHERS PRESENT: Craig Dean Willis, College President
J. L. Zaharis, V. P. for Academic Affairs
G. H. Marshall, V. P. for Administration
Robert Coltrane, Newswriter-Photographer, LHSC
Bruce Young, President, LHSC Chapter of APSCUF
Robert Storch, Employee Relations Specialist
Hugh A. Williamson, Dean, School of Arts and Sciences
John McNamara, President, Student Coop. Council
Jeff Fleishman, Reporter, Lock Haven EXPRESS
Julie Brennan, Reporter, Radio Station WBPZ
Matt Huber, Parliamentarian, Student Coop. Council
Robin Belitsky, Senator, Student Coop. Council
Brian Lane, 1st V. P., Student Coop. Council
Gary Interdonato, Chairman, Cultural Affairs,
Student Coop. Council
Karen Culligan, President emeritus,
Student Coop. Council

Chairman Williams called the meeting to order at 4:15 p.m., calling for a motion to approve the minutes of the November 18, 1982 meeting. Mrs. Thomas moved for approval; Mr. Hamberger seconded and the motion carried.

EXECUTIVE COMMITTEE - Chairman Clapper reported that there was an executive session preceding this Board meeting, but nothing to bring before the Board.

PRESIDENT'S REPORT
Craig Dean Willis

Transition - In preparation for the move from the Secretary of Education to a Chancellor under the new State system of higher education, a twelve member Transition Commission has been appointed by the Governor. The Commission is to be chaired by James P. Gallagher, Commissioner for Higher Education, and includes two college presidents (California and Millersville); two BSCUD members (Jackson and Smith); two faculty people (Terry Madonna, state APSCUF president, Millersville, and Ms. Donachy, APSCUF president at Clarion); two students (student president at Bloomsburg and student trustee at Indiana); a trustee from Cheyney; and two from the Department of Education (Mike Worman and Walt Plosila). We hope the Governor will appoint the Board of Governors soon so that the transition may move forward as the months progress. It appears

unlikely that a Chancellor will be appointed by July 1; it is assumed that there will be an Acting Chancellor for awhile.

The Board of Presidents is preparing a transition document for the Commission, dealing with all phases of college operation.

Enrollment - it appears that we are very close to last year's January enrollment, but at the moment next fall enrollment is down a little. With about 7,000 fewer high school graduates in Pennsylvania this year, we hope we get our share of them.

Dormitories - occupancy 86%.

Hiring freeze - originally until January 20, but extended to March 5. With the state's shortfall, this could extend to the end of the year.

Field Hockey - our team won the National Division II Championship.

Retirement - This is Mrs. Mildred Dietzel's last trustees' meeting, as she will retire March 18. She has worked faithfully with the trustees for over twelve years and deserves a round of applause. Mr. Williams said Mrs. Dietzel definitely will be missed and thanked her for her loyal service. Mrs. Dietzel acknowledged the comments with thanks.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

John L. Zaharis

Enrollment - will probably reach last year's figure, 2409. As of this morning, there were 2395 registered but the registration process continues. Applications for Fall 1983 are down 10.4%. Our admissions director attributes this to the economy, students deferring their decision until family circumstances are known. Among walk-in student inquirers recently was a girl with board scores exceeding 1100. Mr. Coldren made certain that she filled out an application form before she left campus.

Admissions - the office is functioning under a severe handicap, having lost a secretary by retirement in addition to a shortage of one full time assistant admissions officer, the minority recruiter. The secretary was important in getting student data to the computer center. Part-time student help cannot be trained to use the sophisticated equipment, and this creates a burden for the remaining secretary. We had completed a search for the minority recruiter and had a candidate waiting, but we were unable to proceed because of the hiring freeze.

Continuing Education - a project is under way to stimulate interest and encouragement among adults in the area who think about attending college but are hesitant about taking that first step. Through local radio announcements, Mr. Smalley is encouraging interested adults to attend this Saturday's open house, and quite effectively, apparently, as about 80 adults are expected to appear to find out about continuing education credit courses. Hopefully, any admissions shortfall may be made up by adults returning to college.

Teacher Certification - the college has received a five year approval for all the teacher certification programs in the School of HPER and the School of Education.

Dean's List - for the Fall semester, 232 students achieved the Dean's List with 3.5 or higher q.p.a., which was less than 10%. When I came here in 1976 I think it was way over 10%. We've adjusted the q.p.a. required for the Dean's List and have implemented new retention standards, requiring higher q.p.a.'s to remain in school, and the faculty reacted with tougher grading, expecting more from students. The system seems to be working well.

Letters of Dismissal - every January and every June the Deans send letters of dismissal to students who have failed academically. In January, 76 such letters were sent, down from 111 last time, so apparently students are working harder.

Probation - 240 students were put on probation, an increase over last year, so they are working hard enough to avoid dismissal, but not hard enough to stay off probation. 39 students were removed from probation at the end of the Fall semester.

All-college q.p.a. for the Fall semester was 2.496, an insignificant decrease from last year.

Australia - sixteen students and one art professor are here this semester from Kelvin Grove College. The students will be here until mid-July and I think the professor will be here until December. Dr. Bertha Mayes has returned after one year in Australia. She very much enjoyed her experience there, but is also happy to be back.

Poland - Donald Green (Geosciences), his wife and two daughters, and a professor from Bowdoin College in Maine, and his two daughters, and two of our students are to leave by February 1 to go to Poland for a semester. We have no people coming from Marie Curie Sklodowska this semester.

The Gerald Robinson Distinguished Lecture, Academic Honors Convocation, and Research Learning Center Dedication are planned for Wednesday, April 27, thus tying together the honoring of the college's former Vice President for Academic Affairs and students who have achieved academically. The Research Learning Center will be dedicated as Robinson Hall. The lettering on the building and the appropriate sign on the ground should be in place in time for the ceremony.

ROTC - in December we had one cadet commissioned and we expect possibly as many as sixteen more to be commissioned on Commencement Day. There are 85 students enrolled in ROTC courses this semester. The number of enrollees at Penn State seems to be declining, so we tend to make up the deficiency so that the program as a whole, since we are associated with the Penn State program, is still a viable program.

Computer Science faculty - we have been fortunate in finding a replacement for a faculty member who resigned in December. Arif Azeem, formerly a native of Pakistan, who earned his master's degree in computer science from Western Michigan University, is the replacement.

New or developing programs - the Special Education Department has submitted a syllabus on a proposed Associate in Arts degree program in Habilitation. If it is approved through all appropriate channels,

including the Department of Education, it will be the first two-year degree program offered here.

The School of HPER is developing two new degree programs: a B.S. in Recreation intended for non-teaching interests of people who want to be involved in recreation, and one in Health and Sports Sciences. They are considering one in athletic training for non-teaching interests and another in athletic training for teaching purposes, or possibly one in Health and Sports Sciences for either teaching or non-teaching.

Mrs. Thomas asked whether the Computer Science faculty resignation was from the faculty member needing an extended visa. Dr. Zaharis said it was not that person. NOTE: As of January 28, the request for extension of visa was approved by the Immigration Service, valid to August 20, 1983.

VICE PRESIDENT FOR ADMINISTRATION
George H. Marshall

PCB transformers - the new transformer ordered in September 1981 was delivered around Thanksgiving and was installed at Raub Hall to replace the only PCB on campus in bad condition. Five other PCB's have been inspected by Department of General Services engineers and they concluded that these five should remain in operating condition without problems and may be used until a general directive orders the removal of all PCB transformers.

Bell Tower - Although this was not a state expenditure, it is interesting to report that the installed tower was fabricated of steel which did not meet specifications. The warp is worsening and the company is fabricating a new tower at their expense, including delivery and installation. We will deduct from their bill the cost of state labor involved in re-preparing the site (breaking up the original cement and pouring new, etc.). Although the new tower won't look much different, it will be stronger and without a twist in it.

Handicapped accessibility - the project was finally inspected last week and some planting will begin as soon as the ground thaws, to conceal some of the ramps.

Fire protection - the project is ahead of schedule but has been halted until the ground thaws. Unsightly work areas on the main campus will be repaired soon and we expect little tearing up in the future.

Field House renovations - Because of slow deliveries, the work proceeds slowly. However, we anticipate no problem with setting back the final completion date.

Track resurfacing - we had intended to replace the surface this spring at a cost within state guidelines for local expenditure from operating funds, but estimates exceeded the allowable amount. We hope to modify the project to reduce the cost to within limitations so that we can avoid the long delay which would result from placing the project under General Services.

Personnel Complement - we now have about 355 positions on campus, 60% of which are teaching faculty. This brings the salary portion of our budget below 75%, which is probably the lowest percentage in the system. Some of the colleges run as high as 82%.

Hiring freeze - Federal program positions are also affected - we have several grant positions to fill but they have not as yet been approved.

Heat - We have had some slight savings on fuel costs - about \$40,000 saved by the end of December. With the moderate weather we've had we expected greater savings, but the price of gas has increased 21% since deregulation.

Electricity and other utilities have shown a slight cost increase. However, we are running slightly under our budgeted amount and hope to be able to allocate some funds for replacement of scientific equipment which has not been replaced for many years.

"Workfare"-this program will make able-bodied welfare recipients available for work in public service, and is expected to begin in February. These workers cannot be used to replace existing jobs, but must be used on special projects (for example, re-landscaping the campus or perhaps a special project in computer programming), depending upon skills available. There are questions and restrictions to be clarified, of course, but we hope that a meeting on February 14 will enable us to apply for 15 to 25 part-time workers. This should help the college considerably, particularly in this area where some highly skilled people are on welfare, through no fault of their own.

Budget - we are running slightly under expenditures expected. We budgeted at 2550 enrollment for fall; actual was 2605; for spring we budgeted at 2420 and the actual is expected to be over 2400. In housing, we budgeted 1569 for fall, which we exceeded by about 50, and right now we're about 30 students below the number we budgeted for spring. Thus, our augmentations are holding almost exactly as scheduled. A matter of some concern now is that, because of the state's shortfall, we may be asked to budget some money into reserve, to be lapsed to the Commonwealth. There is a distinct possibility that we may be asked to budget \$50,000-100,000 into reserve.

Transition - Dr. Zaharis and I were on the transition team of Vice Presidents. There are many questions, legal implications, affects of the administrative and fiscal codes and directives from the Governor, etc. The transition and the period beginning July 1 will be very interesting.

Mrs. Thomas asked if Workfare workers must be employees of Clinton County. Mr. Marshall responded that they must be residents of the county where they are to work, as far as he knows. He added that a very complicated formula will determine how many people the college will be able to hire, and the number of hours a Workfare employee may work will be computed by dividing the number of dollars they receive in welfare payment per month by \$3.35, the current minimum wage. Thus, if a person receives \$335 per month in welfare funds, he will be expected to work 100 hours per month.

LHSC CHAPTER OF APSCUF
Dr. Bruce Young

Grievances - two local grievances have been resolved in favor of APSCUF, although they were supported by Dr. Willis and our administration. It had to do with two people who were granted reduced time for certain functions, and Harrisburg refused to pay them for that because it resulted in an overload payment.

Essentially, the ruling means that reduced time can be granted locally, and Harrisburg will honor the overload payment for those promised.

Compared with the other state institutions, Lock Haven is rather inactive in terms of difficulties with respect to internally sorting out and interpreting the contract - we seem generally to be able to resolve our problems. In 1981, of 133 grievances filed statewide, Lock Haven had 2; in 1982, 118 statewide, Lock Haven 3. The number (1981) of grievances approved for arbitration by the Statewide Grievance Committee was 46 statewide, Lock Haven had none. Similarly, in 1982 approvals for arbitration statewide numbered 66, Lock Haven none. Hearings have not yet been held for 55 grievances approved for arbitration, statewide.

Transition - We are disappointed that our student trustee, John Stemler, was not selected for the transition team. We are hopeful that our recommendation for Board of Governors appointment will have some impact so that trustee Dr. Lytle may be selected. APSCUF hopes the Governor will make the appointments by February 10, according to the law, and that Senate confirmation will follow soon. Mr. Marshall expressed the opinion that the Governor may announce his appointments by that date, but the Senate will be involved in budget hearings beginning the third week of February, to the second week in March, and may be too busy to consider the appointments. Confirmation in late March or early April won't give appointees much time to function.

Kevin Kodish has been hired as APSCUF Newsletter editor. He's contacting all the student newspapers to try to develop good relations between APSCUF and the college newspapers. Our Eagle Eye has been contacted and two staff members have been invited to Harrisburg at APSCUF expense, hopefully to establish communication for public relations which will benefit the whole system.

STUDENT COOPERATIVE COUNCIL
John McNamara, President

The 1982-83 S.C.C. budget was distributed to the trustees. Mr. McNamara reported that the budget should have been completed by the previous administration, but it was just completed today and President Willis has not yet signed it. Work has begun on the 1983-84 fiscal year budget.

Despite the burdens placed on the S.C.C. from the past several years, 1983 looks promising for both S.C.C. and the college. The new theme for Lock Haven State College, "Educational Excellence in the Public Interest," is one of the goals my administration hopes to accomplish. This will be done by restoring integrity, responsibility, and trust within the student government.

A top priority on our list of goals is an effort to enhance and enrich the students' social life and their pride in Lock Haven State College.

We have started the creation of a new atmosphere in the Parsons Union Building by establishing a study area in the south lounge, moving the stage and baby grand to the north lounge for coffeehouses, and

creating a T.V. lounge. A directory has been purchased for the building, eight additional tables were placed in the snack bar, and new paneling was installed downstairs and upstairs. The painting has been completed with the exception of the T.V. lounge. The clothing location in the bookstore was changed, and some clothing merchandising was done. Hopefully, these combined improvements will build a more positive attitude throughout the P.U.B. and the college.

The S.C.C. claims to be unique and autonomous but, as President, I don't feel that it can remain so without guidance. There was guidance when Howard Reynolds was Director. Whether that guidance was good or bad is not for me to say, and it could be debated until eternity. There was also guidance by the administration, and whether that guidance was good or bad could also be debated until eternity. In order for the S.C.C. to survive, it needs guidance - adult guidance, administrative guidance, director guidance.

As President of the student body, I must uphold my duties to the students of the college and my parents. I must also do the administrative work of an individual who was hired to work eight hours per day, five days a week. This is no position for any student to be in and the effects will be felt eventually by the employees, the corporation, and the college.

I have received more than my share of guidance from Dr. Willis and Mr. Marshall. Most of that is not their job, but the job of an administrator of the S.C.C. Someone must be hired and a system worked out to prevent the loss that was incurred when Howard Reynolds was fired. The corporation and our employees have suffered greatly since, and I admire the perseverance of most of our employees throughout this crisis.

On December 15, 1982 the S.C.C. voted to settle out of court with Mr. Reynolds - at a cost of \$85,000 - \$30,000 of which will be paid by the Commonwealth of Pennsylvania, \$55,000 by S.C.C. This outlay of monies will prevent the S.C.C. from hiring an administrator until July, 1984. \$25,000 was to be paid to Mr. Reynolds by December 31, 1982, but there was a delay and Mr. Reynolds accepted the check on January 18, 1983. Another \$10,000 is to be paid Mr. Reynolds by July 1, 1983, plus \$20,000 by October 1, 1983.

I will, to the best of my ability, try to lead the student body and the corporation in a direction that will be beneficial to all concerned, and I hope that a decision will be made only after careful thought and careful review of the consequences of the decision.

As of December 31, 1982 our snack bar was \$5,352.41 in the red, and they have borrowed \$10,000 from the bookstore. We are faced with many problems in the snack bar, which have been outlined in a report by Wayne M. Clickner, a food management consultant contracted by the Department of Education, and engaged through Mr. Marshall to evaluate the snack bar operation. Mr. Clickner has been with the Department eight or ten years, inspecting food service operations at the fourteen state colleges. We have met with him three times and he has helped us tremendously. We are

working up plans to bring us out of this deficit.

As of December 31, the bookstore showed a profit of \$17,437.48. We currently have no problems and anticipate none in the near future.

In addition to scheduled movies, other coming events are:

- (1) Garrett Morris from Saturday Night Live, on February 3 at 8 p.m. in Price Auditorium - \$3 for students, \$5 general admission.
- (2) "Stars on 45," a concert/show on February 11 at 8 p.m. in Thomas Field House. \$2.50 for students; \$5 general admission.
- (3) "Hall & Oates" concert on March 25 (tentative). WSQV in Jersey Shore needed facilities and the student government helped them out. They will pay the total bill, if the concert is held on campus, but Capitol Theatre in Williamsport is their first choice.

Election of Senators will be held Wednesday, February 9, after which Bryan Van Deun will provide an informative leadership training session by the Student Life division. This will be a beneficial experience for individuals newly elected into student government. I will require attendance by all newly elected Senators.

You are all invited to visit the lower level of the P.U.B., look me up, and let me broaden your knowledge about student government, if I can.

SCHOOL OF ARTS AND SCIENCES

Hugh A. Williamson

Dr. Williamson's report was in the form of a slide presentation, supported with graphics and commentary. It examined the development and growth of the liberal arts program at Lock Haven State College, which was first authorized by the legislature in 1960. The impact of this authorization on the character of this college was not immediate. As late as 1970, only 22% of entering freshmen were involved in the limited number of majors available in the liberal arts. Fewer than 600 students were involved in these majors. In the fall of 1974, 42% of entering freshmen entered majors in the School of Arts and Science.

Since 1974, individual faculty, faculty committees, and the Dean of the School of Arts and Science have been engaged in a continuing and careful development of new major curricula. All have been assisted by the utilization of external evaluators and consultants. These newly developed majors include:

- General Studies (B.A. or B.S.) 1976
- Cooperative Engineering (5-year dual degree with P.S.U.) 1976
- International Studies (B.A.) 1977
- Computer Science Quantitative Business Track (B.S.) 1977
- Journalism & Media Studies (B.A.) 1977
- Management Science (B.S.) 1978
- Speech Communication (B.A.) 1981
- Economics (B.A.) 1982

Opportunity for faculty disciplinary diversification necessary to support these new academic programs has been almost entirely limited to some portion of those occasions presented by retirements and resignations. Substantial credit for

the existence of a diversified academic faculty must be shared with Dr. Klens, who served as Dean from 1966 to 1974. It was during this period when a significant growth in the number of faculty occurred.

The final segment of the report was devoted to an analysis of program developments since 1974 and the cumulative impact of this work on the overall character of the institution. In the fall of 1982, 63% of all entering students entered majors offered within the School of Arts and Science. Total enrollment in the School numbered 1,547. At the present time we are preparing the final prospectus for the proposed Bachelor of Fine Arts in Music, endorsed by the Board of Trustees at its meeting in November 1982. *

Dr. Lytle asked Dr. Williamson how he increases the School of Arts and Sciences faculty when necessary, since the School is expanding its enrollment and course offerings, while the School of Education shows a decline. Dr. Williamson explained that opportunities can be anticipated, generally, such as retirements and resignations, and such opportunities are utilized to relocate appointments to the best possible advantage, based on institution and school capacity.

Dr. Lytle asked if Arts and Science use slots from the School of Education or the School of HPER if needed. Dr. Williamson responded that his personal recommendations have, with one single exception, been based upon within-school openings.

Dr. Lytle inquired upon funding for equipment. Dr. Williamson explained that when a new building is finished, appropriated funds may be spent for equipment - a one time funding. Subsequently, through continuous maintenance contracts, equipment remains functional until spare parts are no longer available. This eventually becomes a matter of concern, as in the case of Ulmer Hall, where most of the equipment was purchased in 1970.

Dr. Lytle asked if there is any commercial aspect of student radio and TV, to acquire funds. Dr. Williamson said these operations are self-supporting - they use borrowed recordings and do some commercial advertising. Neither operation is S.C.C. funded.

Dr. Lytle asked whether Dr. Williamson expects Arts and Sciences to continue to grow in terms of programs offered and students enrolled. Dr. Williamson answered that a Bachelor of Fine Arts in Music proposal will soon be submitted to Harrisburg and we are involved in extensive program development to attract the private sector and the industrial community. He added that he is not sure how far we can go with the faculty, equipment and space that we have.

Dr. Lytle asked, "As a university, will the institution as a whole have a mission statement?" Dr. Williamson responded, "The institution's special mission is international education; other missions are teacher education and the development of the School of Arts and Sciences."

Mr. Williams asked if there has been any talk about taking computer science out of this school and putting it in another area. Dr. Williamson said, "No. We have developed this program in a department and this would mean tearing everything apart." Dr. Willis commented that when BSCUD members Anne Jackson and Rebecca Gross visited campus last fall they gave very complimentary reports, mentioning computer science as a highlight.

MATTERS FOR DECISION
Craig Dean Willis

Personnel Appointments

Mr. Arif Azeem Assistant Professor Math./Computer Science	Replacing Robert Aiken, resigned	Full Time, Permanent Beginning 1/8/83 \$22,151.
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Mrs. Thomas moved for approval. Mr. Rosamilia seconded and the motion carried.

Act 13 Purchases

Order No. 254236
Sterling Silver
Hoover & Strong
Art Dept.
\$783.33

Order No. 255758
Motorola Encoder
Motorola Radio Corp.
Law Enforcement
\$530.00

Order No. 254243
Computer Printer Ribbons
I.B.M. Corp.
Data Processing
\$421.00

Order No. 255759
Music Stands and Equipment
Humes and Berg Mfg.
Music Dept.
\$1,117.40

Dr. Lytle moved for approval. Mr. Hamberger seconded and the motion carried.

Declaration of Surplus - all damaged beyond repair

4	Study Chairs, #013940, #013953, #017504, #011517
2	Metal Folding Chairs, #004014, #004296
2	Blue Arm Chairs, #009565, #009525
1	Stacking Chair, #000644
1	Table, #016014
1	Video Tape Recorder, #51941
4	Tape Recorders, #5274, #5450, #5120, #5122
7	Record Players, #5134, #5036, #5158, #10479, #5240, #5208, #5217
1	16 mm Projector, #5277
1	Television Receiver, #5062
1	Slide Projector, #5123
2	Overhead Projectors, #5279, #5017
1	Filmstrip Projector, #5282
1	Amplifier, #10470

Mr. Clapper moved for approval. Mrs. Thomas seconded and the motion carried.

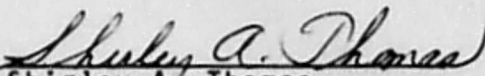
Awarding of Emeritus Status

Dr. Harvey D. Haddad
Professor Emeritus, Psychology
Term of Service: 9/1/65 - 1/7/83

Mr. Faulkner moved for approval. Mr. Stemler seconded and the motion carried.

The meeting adjourned at 5:45 p.m.

NEXT MEETING: Thursday, March 24, 1983 (note change from March 17)
2:45 Inspection of Plant
3:30 Executive Session
4:00 regular Board Meeting


Shirley A. Thomas
Secretary

LOCK HAVEN STATE COLLEGE
Board of Trustees Meeting Dates

<u>1983</u>		
Thursday, January 27	3:30 p.m. Executive Session 4:00 p.m. Board Meeting	
Thursday, March 24	2:45 p.m. Inspection of Plant 3:30 p.m. Executive Session 4:00 p.m. Board Meeting	1984 Meeting Schedule
Saturday, May 21	Commencement and Luncheon 1:30 p.m. Executive Session 2:00 p.m. Board Meeting Reception	Annual Report, S.C.C. Sabbatical Leaves Promotions and Tenure
Saturday, September 24*	3:30 p.m. Executive Session 4:00 p.m. Board Meeting Annual All-College Dinner	Annual Report, APSCUF
Thursday, November 17	3:30 p.m. Executive Session 4:00 p.m. Board Meeting	Tenure
<u>1984</u>		
Thursday, March 15	2:45 p.m. Inspection of Plant 3:30 p.m. Executive Session 4:00 p.m. Board Meeting	1985 Meeting Schedule
Saturday, May 26	Commencement and Luncheon 1:30 p.m. Executive Session 2:00 p.m. Board Meeting Reception	Annual Report, S.C.C. Sabbatical Leaves Promotions and Tenure
Saturday, September 22	3:30 p.m. Executive Session 4:00 p.m. Board Meeting Annual All-College Dinner	Annual Report, APSCUF
Thursday, November 15	3:30 p.m. Executive Session 4:00 p.m. Board Meeting	Tenure

Meetings will convene in the Board of Trustees Room, Sullivan Hall. Dinner will be served after the meeting, except where otherwise noted. Additional meetings may be scheduled as requested or required. Parking spaces will be reserved in front of Sullivan Hall for Trustees.

*Meeting date changed to Saturday, September 10, 1983
4:00 p.m. Executive Session
4:30 p.m. General Board Meeting
followed by All-College Dinner at
Elks Club
7:00 p.m. Cocktails
8:00 p.m. Dinner

A G E N D A
Board of Trustees Meeting
Lock Haven State College
Thursday, March 24, 1983
Board Room, Sullivan Hall

SPECIAL NOTES: Inspection of Facilities - 2:45 p.m.
Executive Session - 3:30 p.m., Board Room
Regular Board Meeting - 4:00 p.m., Board Room
Trustees' Dinner - 6:15 p.m., Faculty Dining Room

A. GENERAL

1. Approval of Minutes of the January 27, 1983 Board Meeting

B. REPORTS

1. Kenneth R. Clapper, Chairman, Executive Committee of the Board
2. Craig Dean Willis, College President
3. John L. Zaharis, Vice President for Academic Affairs
4. George H. Marshall, Vice President for Administration
5. Bruce W. Young, President, LHSC Chapter of APSCUF
6. John McNamara, President, Student Cooperative Council
7. SPECIAL REPORT - Mr. Robert D. Lynch
Director of Development, Special
Programs and Services, and
Minority Affairs

C. MATTERS FOR DECISION

1. Personnel Appointments
2. Act 13 Purchases
3. Declaration of Surplus
4. Room Fee Waiver - Act 101
5. Board Fee Increase (contingent on vendor re-bid)
6. Associate in Arts Degree Program in Habilitation
7. Naming of Facilities: Sloan Theatre
Hall of Flags
TV Studio
8. Schedule of Board Meeting Dates - 1984

NEXT MEETING: Saturday, May 21, 1983
Commencement 10:30 a.m.
Luncheon 12:00 noon
Executive Session 1:30 p.m.
Board Meeting 2:00 p.m.
President's Reception 5:00 p.m.

MINUTES
BOARD OF TRUSTEES
Thursday, March 24, 1983
Board Room, Sullivan Hall

BOARD MEMBERS PRESENT: Kenneth R. Clapper
Donald L. Faulkner
Charles W. Hamberger
Larry H. Lytle
Charles R. Rosamilia, Jr.
John W. Stemler
William F. Williams

BOARD MEMBERS ABSENT: James M. Koch
Shirley A. Thomas

OTHERS PRESENT: Craig Dean Willis, College President
John L. Zaharis, Vice President for Academic Affairs
George H. Marshall, Vice President for Administration
Rebecca Gross, Member, BSCUD
Robert Coltrane, Newswriter-Photographer, LHSC
Bruce Young, President, LHSC Chapter of APSCUF
Robert Storch, Employee Relations Specialist
John McNamara, President, Student Cooperative Council
Robert D. Lynch, Director, Special Program Development/
Minority Affairs/Special Services
Jeff Fleishman, Reporter, The Express
Julie Brennan, Reporter, Radio Station WBPZ
Holly Williams, Reporter, Eagle Eye
Karen Culligan, President Emeritus, Student Cooperative
Council

The meeting was called to order at 4:40 p.m. by Chairman Williams. The minutes of the January 27, 1983 meeting were approved as distributed.

Chairman Williams welcomed Mrs. Mary W. Lucas who has replaced Mrs. Mildred Dietzel as Secretary to the President.

REPORTS
EXECUTIVE COMMITTEE

The Executive Committee met prior to the general meeting of the Board. Chairman Clapper stated that there is nothing requiring Board action at this time.

PRESIDENT'S REPORT
Craig Dean Willis

Dr. Willis reported that he and other presidents met with Secretary Wilburn in January on next year's budget which will be very modest. There will probably be about a 2% raise overall in the budget. Since the meeting there has been talk of a freeze on salaries.

Secretary Wilburn called a meeting for next Tuesday, March 29, 1983 of the presidents, vice presidents for academic affairs and affirmative action officers regarding the Affirmative Action program of the System. He stated that we will probably be given formal guidelines for recruiting faculty.

students and staff. More information will be reported on this as it becomes available.

Dr. Willis reported that Miss Rebecca Gross's name was submitted by the Governor to the Senate to serve on the new Board of Governors of our System. Several names were approved recently. Hers was not because her data was not yet available.

The Spring, 1983 enrollment is the highest we have ever had with a total of 2514 students.

The hiring freeze has been lifted.

The Transition Committee appointed by the President of the State Colleges completed its work. The Governor's Transition Commission is now working on transition of the new system. They are using the president's project as a data base. John Zaharis and George Marshall both served on the President's Transition Committee.

We have been meeting with Williamsport Area Community College officials on a cooperative project.

Lock Haven State College is proud and pleased that four of our wrestlers participated in the finals in Oklahoma City, Okla. They were Wade Potter, Doug Buckwalter, Ed Black and Rick Petersen.

We were notified by the Department of Education that four persons have been recommended by the Governor to the Senate to be Trustees at Lock Haven. Mr. William Williams as a reappointment; Mr. Donald Faulkner as a reappointment; Mr. James Jacobson, a Lock Haven man employed at Hammermill; and an alumnus of 1971, Mr. Dan Elby who lives in Harrisburg.

Dr. Willis reported that this was Dr. Bruce Young's last meeting in his official capacity as President of APSCUF. He complimented Dr. Young on his many contributions to the College and expressed his pleasure in having worked with him.

Vice President for Academic Affairs
John L. Zaharis

Dr. Zaharis reported that the publicity efforts in the local newspaper have had a very positive impact on the Continuing Education program at the College. Two classes scheduled for the current semester have enrollments of 25 each.

He stated that in the course of analyzing the composition of our student body, it was discovered that we have 160 students aged 26 years and older in our Continuing Education program. The oldest is 71 years. The 160 represents 147 full-time equivalent students.

The Title III grant proposal which was mentioned in an earlier Board meeting will be completed and delivered to the grant agency (Department of Education) on Monday.

Three areas of our long range plan included in this year's proposal for funding are: Computer Literacy, Development and Long-Range Planning. It appears that the total amount of this request will be approximately \$180,000. Included in this proposal is a plan for the acquisition of 30 micro computers.

ROTC - Academic efficiency notices have been received for 13 lieutenants who have completed their branch qualification training since September 1981. All successfully completed the training and 6 received Superior ratings in various grading areas, including research, communication skills, and leadership. Two were women and they have qualified to be helicopter pilots.

Dr. Zaharis reported that Major Johnson, senior officer of our ROTC staff, will be leaving us in June for a Pentagon assignment. He reported that our sophomore class enrollment appears to be healthy enough to expect to be able to commission 20 lieutenants in 1985. Major Johnson stated that he may be replaced by a woman, which will be a new experience in that program.

Interviews are being conducted for a replacement in Computer Science for Mr. Lim, whose visa status changes in August and he will be unable to continue employment here. Interviews for the Psychology vacancy, created by the January retirement of Dr. Haddad, will begin after the spring recess.

The search process for an accounting faculty member is progressing. Mr. Adolph Wright has joined the Admissions staff. His chief responsibility is in minority recruiting.

Dr. Zaharis reported that the Secretary of Education has called a meeting for March 29 to discuss a comprehensive plan for equal opportunity in the State colleges as a result of declining enrollment of minority students. LHSC has been given a goal of 3.71% minority membership for the freshman class of 1988. He stated that we are starting from a base of .61 for the freshman class of 1982.

In addition, all institutions are required to reduce attrition of minority students by 40% by 1988.

The 1983-84 course schedule has been completed and will be available to faculty on or about April 5. Academic advisement for students will begin April 11.

About 300 students are expected to meet the requirements for graduation in May, 1983. This would be the largest graduating group in three or four years.

The Planning Commission has submitted requests to academic departments asking to be informed of any new degree programs being developed. The information must be submitted to the Commission by March 25. Final document will have to be submitted to Harrisburg (Department of Education) by April 15.

Vice President for Administration
George H. Marshall

Mr. Marshall began his report by stating that the College will be ending the year with a balanced budget. He stated that at the present time there is a larger balance in Accounts Receivable than usual but feels that is because of the economy.

The Track was put out on bid. The bid must be under \$25,000.00 in order for us to do it locally.

Mr. Marshall could not make a forecast concerning next year's budget because it is not known what the Legislature will actually appropriate until the Governor's budget is known. If the budget is passed after July 1, it will come under the Board of Governors to make the allocations.

He reported that the Governor has gone for 2%. If PP&L gets its increase, that figure happens to be one half of the one percent, that would disappear. There has been mention of no increase, then a 1% increase in salary, that would make it a percent and one half. The Chancellor's office is entitled to one half of one percent. That makes it 2% which leaves us virtually nothing for any increase cost figures. The money which comes off for Cheyney will be another half percent. Off-setting that we have the fact that this year we have had to pay the retroactive four and one half percent award and next year we won't have to pay that, so that money will be available. It is going to be a fairly tight year.

Phase I of the Thomas Fieldhouse renovation project is about 47% complete and 60% of the time has elapsed. The Contractor should be back up to schedule very soon.

Phase II of the Thomas Fieldhouse renovation project, which is to create from the old laundry building a Psychomotor Laboratory among other things, has been approved for final design and will go out on bid within the next 45 days. It will take about three months before an award is announced.

The outside digging of the water line is now complete. As soon as the weather clears the sub-contractor will come in to clean up the debris and planting will begin.

Mr. Marshall reported that the Handicapped Project has been completed. Plans are being made to do some planting around the ramps.

The old Lock Haven Hospital building on Susquehanna Avenue has been donated to the College by Clinton County at no charge. We are awaiting Legislative approval to accept it. There should be no problem with the approval being granted. We have been assured by our Senator and Representative that they will support a capital project to demolish the building, grade the property and make it a temporary practice field for use by the athletes. Mr. Marshall stated that he is very pleased with this gift from the County.

The Green Thumb Program has been very successful on our campus. There are now seven employees in the areas of Law Enforcement and Security, Audio-Visual Laboratory, Music Library and in the Revenue Office.

The Workfare Program is progressing slowly. There will probably be employees under this program by the end of the month. Workmen's Compensation is paid and up to \$25.00 per month for travel expenses. The College has asked for carpenters and laborers.

Mr. Marshall asked for a Room Charge Waiver for the Equal Opportunity (E.O.P.) students for the summer. There will probably be about 30-40 students this year. This would be a waiver of the room rate only, the students pay their own board. He asked for Board approval later in the meeting.

Mr. Marshall stated that he is very pleased that a letter was received from the food service vendor accepting an automatic increase in the contract. In February they look at the Food Index and this is automatically added to the contract. This year it came in at 6.019% which is the smallest increase in the past eight or nine years. He stated that the College is very happy with the present company. The increase will be passed on to the students. He asked the Board to approve a 1% raise in food costs to the students. The present rate on a daily basis is \$3.46 and the recommendation would increase the rate to \$3.70; for the week the present rate is \$24.25 and the recommendation would increase the rate to \$25.90. The semester cost is \$388.00 and the recommendation is to increase this to \$414.00. The increase caused by the 1% is just a matter of pennies.

Dr. Lytle asked about the outcome of an energy saving campaign initiated by a student whereby the lights would be turned off around campus. Mr. Marshall stated that the energy problem is still one area that concerns everybody. The student has graduated.

Mr. Marshall reported on the letter which appeared in The Express written by a visitor to the campus. The writer stated that the campus was filthy, etc. Mr. Marshall consulted Mr. Wayne Clickner, food service consultant for the 13 state colleges and asked him his opinion about the dining hall. Mr. Clickner answered in a letter to the College stating that the Custom Management practices very good sanitary procedures. Mr. Clickner also stated that he could not be as positive about the Parsons Union Building Snack Bar. This area lacks in overall cleanliness and practices of good sanitary procedures. The writer of the letter of complaint sent copies to legislators.

LHSC CHAPTER OF PASCUF
Dr. Bruce Young

Dr. Young stated that APSCUF and the Faculty are very pleased with the nomination of Ms. Rebecca Gross to the Board of Governors.

He reported that two local grievances have been resolved that involved the President's authority to grant reduced time beyond that specifically stated in the contract, and the refusal of the Commonwealth to compensate persons for their services. There is a directive from Dr. Robert Wilburn, the Wilburn Memorandum it is now being called, which states that the president has the authority to grant reduced time, at his discretion, for functions that he feels appropriate. Dr. Young stated that APSCUF welcomes that because it gives the campuses and the presidents more autonomy.

There is only one grievance pending and that is at Step I and it has to do with interpretation of workload.

In another matter APSCUF and Faculty noted that Bloomsburg and Millersville State Colleges have been granted fee remission for dependents of faculty and staff, bringing the total number of campuses that have that benefit to eight out of the 14 colleges in the System. This matter has been discussed here before and Dr. Young stated that it is not an easy issue to confront. APSCUF has established a committee to look into this to identify what the costs and the benefits to the college might be. Information collected from other campuses seems to indicate that only a few people take advantage of it. Dr. Lytle stated what he would be interested in is that we be sure that we compare comparable student/faculty so that we are not comparing Bloomsburg to Lock Haven. We need to identify how many faculty have college-age children that could take advantage of the option.

Mr. Rosamilia asked what the faculty would be giving in this relationship. Specifically, he questioned whether they are going to be less-demanding with the next contract.

Dr. Young stated that the concept of academic unionism does not compare with industry unionism. Faculty members simply do more than that which is required of them in the terms of the contract. They go way beyond their contractual obligations. He further stated that one possible way we could benefit would be in making this an attractive place to new faculty. If the faculty decides this is a viable proposal to bring before the Board, it is hoped that they will have some convincing evidence that would be in the best interest of the College.

Dr. Willis stated that it is important for all colleges to compare themselves with other colleges and that is what APSCUF is doing. Some discussion followed.

Dr. Young stated that additional information may be brought before the Board at a future date. There is no proposal at this time; enough data has not as yet been collected.

APSCUF is sponsoring a legislative workshop in Harrisburg, March 25 and 26. Ten local APSCUF members are attending. Dr. Zaharis and Ms. Gross will also be attending and APSCUF welcomes that.

APSCUF will be awarding \$1,500.00 this year in scholarships. The money comes from totally voluntary contributions from faculty and APSCUF dues money which comes out of the treasury so there is a guarantee of the money. Scholarships are generally given to the three outstanding students in each of the three schools plus one student campuswide with the highest quality point average. An additional two scholarships will be awarded to two freshman students to try to help support the Admissions program and try to entice people to come to the college.

Dr. Young announced that this is his last Board meeting and that Dr. Edward Clawson will be the new president of APSCUF.

Dr. Young expressed his gratitude and thanks to all members of the Board. Mr. Williams stated that it was a pleasure having him and wished him well.

STUDENT COOPERATIVE COUNCIL
John McNamara, President

John McNamara reported that members of his Executive Board attended a Lock Haven City Council meeting on a goodwill mission.

Since the January 27, 1983 Board of Trustees meeting, the SCC has undergone many changes to stabilize the situation facing the McNamara administration. The following steps have been taken:

Establishment of a Reorganization Committee. This committee will oversee the following three committees:

Policy Procedure Committee - formed to develop a Procedural Manual for the Student Cooperative Council and also the Parsons Union Building;

Constitution Committee - under the advisement of SCC Solicitor, Michael Hanna, under whose direction the SCC Constitution is being re-written;

Search Committee - formed to hire a Parsons Union Administrator. (Upon unanimous decision by the SCC Senate the SCC will take an independent stand on a PUB administrator.) All precautions will be taken to prevent another Reynolds incident.

The SCC unanimously passed a motion not to lease the Bookstore. The current inventory stands at \$83,175.00 which includes the new university clothing and other inventory.

The SCC has decided to allow bids for the Snack Bar to be distributed. Official bids were sealed and sent on March 24 by Mr. McNamara and Mr. Wayne Clickner. Bids must be returned by April 15, 1983 to be considered.

Mr. Wayne Clickner, a food service consultant for the Department of Education, made the following recommendations to Mr. Marshall on the Eagle Wing Snack Bar:

He recommended that the Eagle Wing Snack Bar be contracted for the following reasons:

- 1) Inability of the present manager to cooperate and communicate with SCC officials;
- 2) Lack of consistency in the present operation;
- 3) Inability of present SCC officials to establish lines of authority with the manager;
- 4) Inability to control purchasing, costing and cash procedures which leaves the Store with a present deficit of \$13,670.30.
- 5) Poor conditions of sanitation plus the inability to have adequate stocking and utilize stocking sufficiently;
- 6) The need for renovation/reorganization and present design of the kitchen which will cost over \$10,000.

Mr. McNamara stated that he feels certain the SCC will follow these recommendations and lease the Eagle Wing Snack Bar and only lease it as a temporary solution.

The SCC president went on to say that the SCC is changing as are students' attitudes toward the SCC. The SCC is beginning to have confidence in itself and, therefore, the rest of the college community is beginning to have confidence in the SCC. Three areas shown by this are: The SCC is reaching out externally. The SCC is assisting the Great Island Presbyterian Church in a project to help the campus spiritual needs; the SCC is joining the Lock Haven Merchants Association; and, the SCC officers and/or representatives will again meet with the Lock Haven City Council on April 26.

Mr. McNamara stated that he presently sees individuals not only questioning the SCC, the faculty and the Administration on matters such as jobs, hunger, etc., but they are also questioning federal leaders on issues and concerns.

Mr. McNamara pointed out that he had invited the Trustees to call him or to stop by his office. Only two Trustees responded. He again invited them to come to his office to see how the student government operates. It is his intention to continue to rebuild the SCC so that the College will once again be able to pride itself in the Student Cooperative Council.

A copy of Mr. McNamara's thank you letter to Lock Haven City Council is attached to these minutes.

SPECIAL REPORT
Director of Development, Special Programs
and Services, and Minority Affairs
Mr. Robert D. Lynch

Mr. Lynch reviewed each phase of the work under his supervision. A copy of his full and complete report will be attached to these minutes.

Mr. Lynch stated that the report is comprehensive due to the fact there are many services under the auspices of the Office of Development. This particular Division is required to work with all phases of the college community. The largest department that works inside the Office of Development is the Department of Student Services.

Due to time constraints, he presented an overview of all the areas assigned to his office.

MATTERS FOR DECISION
Dr. Craig Dean Willis

Personnel Appointments

Cynthia M. Vennie Instructor Specialized Studies	Replacing Susan McCloskey, temporary appointment terminated	Temporary 1/4 time 1/8/83 - 5/27/83
Michael F. McCready Head Coach - Track & Field (Men and Women) Asst. Coach - Wrestling		Temporary - F.T. 3/7/83 - 5/27/83 8/20/83 - 5/24/84

Personnel Appointments - continued

Gary B. Bartley Head Coach, Baseball	Replacing Steve DeLisle (did not begin his assignment)	Temporary 3/8/83 - 5/27/83
Scott Burket Asst. Coach, Football	Replacing Scott Reiner (terminated)	Temporary 3/8/83 - 5/27/83
Mrs. Margaret T. Schwarz Instructor Upward Board	Replacing Kathrine Taylor, on maternity leave	Temporary - F.T. 3/7/83 - 8/31/83 Contingent upon U.B. funding
Mr. M. Dolan Evanovich Instructor Upward Bound	Replacing Ranse Bostley, Resigned	Temp. - F.T. 2/28/83 - 8/31/83 Contingent upon U.B. funding
Adolph R. O. Wright SCUA II Admissions	Replacing Kathryn Brown, resigned	Perm. - F.T. Begin - 3/8/83
Louise M. Baskovich Clerk Typist I Head Start	Replacing Donna Bierly transferred to Admissions	Temp. F.T. 3/14/83-7/31/83 Contingent upon Head Start Funding
Shirley E. Kirby Clerk Typist I Upward Bound	Replacing Kay Crissman, transferred to Alumni Office	Temp. - F.T. 3/14/83-8/31/83 Contingent upon U. B. funding

A motion was made by Mr. Don Faulkner, seconded by Mr. Kenneth Clapper that these appointments be approved. Motion carried.

Declaration of Surplus Property

1 Lounge Chair, #008034
 1 Stacking Chair, #000574
 4 Side Chairs, #009418, #009526, #009540, #011857
 1 Square Table, #009576
 1 Study Chair, #011502
 1 BP Condenser Microphone
 3 Recorders, Cassette Audiotronics, #0013035, #0013041, #0013037
 1 Ektagraphic Slide Projector, #5890
 1 Ektagraphic Movie Projector, #5182
 1 Filmstrip Projector, #5259
 1 3M Recorder, #5287

It was moved by Dr. Lytle and seconded by Mr. Stemler that the above items be declared as surplus. Motion carried.

ACT 13 Purchases

255810

Plumbing Supplies and Equipment
Bi Lo Supply Co.
Maintenance
\$764.77

#255821

Squirrel Monkeys
Charles River Research Primates Corp.
Psychology
\$525.00

#255833

Paneling Claster's
Maintenance
\$544.36

#255836

Wall Paper
Schwarz's Store
Maintenance
\$548.22

#255850

Hero 1 Robot Teaching Kit
Heath Co.
Math and Computer Science
\$1,499.85

#255876

Skis, Ski Poles and Ski Boots
Deliverance Lifetime Sports
Health, Physical Education and Recreation
\$527.00

#255877

Skis, Ski Bindings and Ski Boots
Nippenose
Health, Physical Education and Recreation
\$905.65

#255878

Olympic Weights and Dumbells
York Barbell
Intercollegiate Athletics
\$1,430.55

#255879

Dialhalo Bromine Sticks
North Industrial Chemicals
Maintenance
\$1,428.70

Mr. Stemler moved for approval of these purchases. The motion was seconded by Dr. Lytle. Motion carried.

Room Waiver Fee

It was moved by Mr. John Stemler and seconded by Mr. Faulkner that the ACT101 students be granted waivers for Summer 1983 Room Fee. Motion carried.

Board Fee Increase

There was some discussion concerning the Board Fee increase. Mr. Clapper asked whether the figures could be rounded off. Mr. Marshall's reply was that it could be done.

It was moved by Mr. Clapper and seconded by Dr. Lytle that the fee be increased from \$388 to \$415. Motion carried.

Associate in Arts Degree Program in Habilitation

Dr. Willis called for questions concerning the proposal for the Associate in Arts Degree Program in Habilitation. A copy of the proposal was mailed at an earlier date to each Trustee. There were no questions and a motion was called for endorsement.

It was moved by Mr. Hamberger and seconded by Mr. Stemler that the Board endorse the Associate Degree Program in Habilitation. Motion carried.

Naming of Facilities

Dr. Willis stated that no decision has been made at this time concerning the naming of the Sloan Theatre, Hall of Flags or the TV Studio.

Schedule of Board Meeting Dates - 1984

Dr. Willis presented a proposed list of meeting dates for the consideration of the Board which would eliminate the January meeting.

Mr. Faulkner made a motion that the Trustees change their meeting dates from the former five times a year to four times a year, eliminating the January meeting. The motion was seconded by Dr. Lytle. Motion carried.

Inspection of Facilities

In compliance with Section 2008.2 of Act 13 which requires that the Board of Trustees conduct an annual inspection of facilities and make recommendation(s) to the Board of State College and University Directors, the members of the Board were conducted on a tour in which they visited Thomas Field House (presently being renovated), Himes Building, the boiler house and boiler, Zimmerli Gymnasium, and an inspection of the recently acquired hospital. They had no suggestions or comments.

The Board Chairman acknowledged the attendance of Miss Rebecca Gross, Member, Board of State Colleges and University Directors, at the meeting.

The meeting adjourned at 5:50 p.m.

The next meeting will be held on Saturday, May 21, 1983:

- Commencement Luncheon
- 1:30 p.m. Executive Session
- 2:00 p.m. Board Meeting
- Reception

Shirley A. Thomas
 Shirley A. Thomas, Secretary



LOCK HAVEN STATE COLLEGE

LOCK HAVEN, PENNSYLVANIA 17745

THE PRESIDENT

March 29, 1983

Mrs. Roberta J. Marsh
R. D. 5
Stroudsburg, PA 18360

(Chairman,
Board of State College and University
Directors)

RE: Board of Trustees Inspection of Facilities at Lock Haven State College,
Thursday, March 24, 1983

Dear Mrs. Marsh:

This is to report to you as Chairman of the Board of State College and University Directors concerning this College's compliance with Section 2008.2 of Act 13 which requires that the Board of Trustees of each college shall conduct an annual inspection of facilities and make recommendation(s) to the Board of State College and University Directors.

Members of the Board of Trustees of this institution were conducted on a tour in which they visited Thomas Field House (presently being renovated), Himes Building (used as a Center for International Education and Admissions), inspection of boiler house and boiler, Zimmerli Gymnasium, and inspection of the recently acquired hospital. They have no suggestions or comments.

Reference to this inspection is included in the minutes of the Board of Trustees meeting of Thursday, March 24, 1983. If any additional information is desired, we will be glad to respond to your inquiries.

Sincerely,

Craig Dean Willis
President

CDW:mwl

cc: Mr. Bernard Edwards, Executive Secretary, BSCUD
The Honorable James P. Gallagher, Commissioner for Higher Education

The proposed Associate Degree in Habilitation is intended to serve an unmet need. No community college or other institution of higher learning in the Commonwealth has such a program. Students that complete this two year program will have the competencies necessary to effectively aid in the process of making individuals served by the human service fields more capable. Graduates would most likely select employment in the public and private sector of education, health delivery, community and social services, and vocational rehabilitation. Competencies will be obtained through previous background and experiences, core courses, which include supervised field experiences, elective courses and other related courses. An integral part of this process is the selection of courses and experiences that are most appropriate for the enrollees' career goals and that encompasses realistic job expectations. This will be done by the enrollee with the support of their advisor and other resources of the Lock Haven State College community. An outline of the 60 s.h. program follows:

Core Courses - 24 semester hours

SE 105	Introduction to Exceptionalities	3 s.h.
HA 1	Introduction to Habilitative Services	3 s.h.
HA 2	Therapies and Rehabilitation	3 s.h.
HA 2	Career Education and Community Resources	3 s.h.
HA 2	Employment Opportunities and Trans-disciplinary Approaches	3 s.h.
HA 2	Behavior Management	3 s.h.
HA 2	General Field Experience and Practicum	3 s.h.
HA 2	Specific Field Experience and Practicum	3 s.h.

Electives - 6 semester hours

Student and advisor select from appropriate areas such as social work, psychology, recreation, and special education.

Related Courses - 30 semester hours

Courses may be selected from the areas of the humanities, natural science and mathematics, history and social sciences, and health, physical education and recreation. They will be selected by the student and their advisor, and must meet with the approval of the Dean of the School of Education and the Office of Academic Affairs.

STUDENT COOPERATIVE COUNCIL, INC.

March 23, 1983

FARMERS UNION BUILDING
LOCK HAVEN STATE COLLEGE
LOCK HAVEN, PA. 17745

Lock Haven City Council
c/o Frank L. Taggart, Manager
20 East Church Street
Lock Haven, PA 17745

Dear Mr. Taggart,

On behalf of the Student Cooperative Council, Inc., I would like to thank you for scheduling a special meeting of the Lock Haven City Council for the S.C.C. I would also like to thank the six council members and Mayor Eiesmann for taking their time to meet with us.

The meeting proved to be very productive for us, and hopefully for City Council also. Our purpose last evening was three-fold:

1. To establish a working relationship with City Council.
2. To establish a communication line between the student governing body at L.H.S.C. and the governing body of the City of Lock Haven (which will hopefully avoid any misunderstandings of the student body by actions taken by City Council).
3. To improve relations between Lock Haven State and the City of Lock Haven.

Most of the areas of concern covered were:

1. The City Ordinance concerning housing was explained.
2. The "Rock Series '83" festival was explained.
3. It was dicussed that this type of meeting should be held throughout the year.
4. The opportunity exists for us (college students) to be neighbors in the City and we should think and act that way.
5. We (S.C.C.) should make Council aware of activities so that organizations can be publically recognized for their contributions to Lock Haven.
6. There should be some type of relationship established between the business community and the college.

Mr. Frank L. Taggart

March 23, 1983

7. Another meeting of this type should be scheduled at this time. THE NEXT MEETING OF THE LOCK HAVEN CITY COUNCIL AND THE LOCK HAVEN STATE COLLEGE STUDENT COOPERATIVE COUNCIL, INC., WILL BE TUESDAY, APRIL 26, 1983, AT 7:00 P.M. IN THE COUNCIL CONFERENCE ROOM.

I believe that our mission to City Council was successful and I also believe that what will be accomplished at these meetings will greatly improve the college/community relationship.

Respectfully yours,

John P. McNamara
S.C.C. President

cc: Dr. Craig Willis
George Marshall
Bryan Van Deun
Dale Cooper
Bruce Young
Sharon Taylor
Ed Chatterton
Judy Rinella

Report from
Office of Development

presented to

Board of Trustees

March 24, 1983

LOCK HAVEN STATE COLLEGE

OFFICE OF DEVELOPMENT

MARCH 1983

The Office of Development is a multi-phased division of the College with most of its offices located on the ground floor of Smith Hall. This office works directly with many segments of the College and the local community. The following capsules are presented for introductory purposes with more specific information available in each section of this report.

AWARDS AND GRANTS OFFICE

Provides information on the availability of grant funding; assists administration, faculty and staff in the preparation for proposals; seeks funding opportunities for specific projects; works with students and community agency personnel who are interested in grant opportunities and funding.

Coordinator: Ms. Sandra Hammann - Smith Hall, G-7, Telephone: 893-2456

COMMUNITY DEVELOPMENT SERVICES

Concerned with the development of organizations to benefit and advance the campus and local community. The College-Community Orchestra, and Lock Haven Community Chorus, and the Lock Haven Chapter of Phi Delta Kappa were developed and are under the auspices of this area. The Director serves as the Conductor of the Orchestra and Chorus and Chapter Advisor of Phi Delta Kappa. Other duties include being a Director of the Board for the Clinton County Tourist Promotion Agency of which the College is a member.

Director: Mr. Robert D. Lynch - Smith Hall, G-4, Telephone: 893-2322

DEVELOPMENT OFFICE

Primarily concerned with the management of the areas described in this overview of services. The Director serves as the Government Relations Officer on both the State and Federal level; as the representative for the area on the College President's Cabinet, and serves as a representative of specific areas on all-college committees such as the Summer School Committee and the Admissions and Academic Regulations Committee.

Director: Mr. Robert D. Lynch - Smith Hall, G-4, Telephone: 893-2322

MINORITY AFFAIRS

Provides assistance to the Office of Admissions for minority student recruitment; works with and supports the Committee on Human Relations and the Affirmative

Action Officer; provides assistance to the minority student in the areas of program development, financial aid opportunities and group advisement. The Director serves as one of the Black Cultural Society advisors and also serves as Advisor to Kappa Sigma Phi (local fraternity) and Kappa Alpha Psi (national fraternity).

Director: Mr. Robert D. Lynch - Smith Hall, G-4, Telephone: 893-2322

PUBLIC INFORMATION SERVICES

Provides information concerning the College's relationship with general public. This area is responsible for news and publicity releases, sports information, news and publicity photography and general public relations. Informational services include relationships with radio and television agencies, newspapers and professional publications.

Public Information Specialist: Mr. Robert Coltrane - Woolridge Lobby, Telephone: 893-2323

Sports Information Director: Mr. Frank D. O'Reilly (Buck) - Woolridge Lobby - Telephone: 893-2350

SECRETARIAL CENTER STAFF

Provides support and secretarial services to area personnel; maintains area file system; supervises student employees, greets visitors and answers telephones.

Office of Development Secretary: Ms. Susan Bowes - Smith Hall, G-1 - Telephone: 893-2322

Supports Director of Special Program Development/Minority Affairs/Special Services, serves as office supervisor, supports Coordinator of Grants and Awards, Public Information personnel (when needed) and assists Director of Counseling and Testing.

Student Services Secretary: Mrs. Peggy Fanning - Smith Hall, G-1 - Telephone: 893-2479

Supports Act 101-EOP and SSDS programs and assists with Office of Development projects when needed.

SPECIAL PROGRAMS AREA

Composed of three programs for tutorial, counseling and other supportive services for college students who are in need of educational services. There is no additional cost to the student and services are available each semester and in the summer. The fourth program is a pre-college motivational program for high school students in Central Pennsylvania. The individual programs and their functions and staff are as follows:

Act 101-EOP Program

Is supported by external state funding with college matching funds. All students enrolled in this program must meet state regulations in regards to academic and financial need. The counseling component is divided into three areas which include academic and personal counseling, peer outreach service and group activities. The tutorial component provides individual and/or group tutorial assistance and study skills workshops.

Project Director: Ms. Patricia Jones (on educational leave this semester and will not return to LHSC)

Interim Project Director/Counselor: Dr. Clay Kleckley - Smith Hall, G-5,
Telephone: 893-2453

Program Advisor: Mr. Gregory Nolan - Smith Hall, G-8,
Telephone: 893-2454

Tutorial Coordinator: Mrs. Mary O'Neill - Smith Hall, G-11,
Telephone: 893-2457

The Special Services for Disadvantaged Students Program

Is federally funded with students enrolled according to federal guidelines. This program provides counseling and operates the Writing Center in conjunction with the Department of English and the Math Clinic in conjunction with the Department of Math/Computer Science. Other emphasis includes work with handicapped students.

Director/Counselor: Mr. Bruce D. Skolnick - Smith Hall, G-2, Telephone: 893-2324

Writing Center Coordinator: Mrs. Carolyn Perry - Raub 409, Telephone: 893-2171

Math Clinic Coordinator: Mrs. Carol Rehn - Akeley 104, Telephone: 893-2329

College Tutorial Services

Supported by College funds and offers tutorial services to all students not enrolled in the Act 101-EOP and SSDS Programs. Since the previously mentioned programs have specific guidelines for enrollment, the College Tutorial Services was developed to serve the remainder of students requesting academic assistance.

Staff: Operated by the Tutorial Coordinator of the Act 101 staff.

Upward Bound Project

Is a pre-college program for disadvantaged youth supported by federal funds. The Lock Haven project is one of the oldest in the United States and is divided into two components: the Academic Year and the Summer Residence Program. The U.B. Program and SSDS are federal TRIO programs operating out of the Office of Education.

Interim

Project Director:

Mrs. Margaret Schwarz (Mrs. Katherine Taylor is on
maternity leave)

Program Counselor:

Mr. M. Dolan Evanovich

Secretary:

Ms. Shirley Kirby

LOCK HAVEN STATE COLLEGE
AWARDS AND GRANTS OFFICE
MARCH 1983

Sandra J. Hammann, Coordinator

The position of Grants Coordinator is, currently, a half-time position. The other part of the Coordinator's assignment is as Academic Advisor in the Academic Advisement Center. Major areas of responsibility for the Coordinator in the grants area are described as follows:

KEY SERVICES

- 1) To disseminate information concerning grants to faculty and administration
- 2) To obtain program guidelines and assist faculty and staff to begin a proposal
- 3) To review proposals and assist in any possible revisions particularly the formation of the budget
- 4) To route the proposal(s) to the appropriate offices for review to assure that the College's interests, policies, and procedures are appropriately presented in the proposal(s)
- 5) To oversee budget negotiations if the proposal is funded
- 6) To work with successful grant applicants to assure program requirements are completed

CURRENT PROJECT(S)

The College has several grants, particularly in the Special Program area. During this past year, the Coordinator, with the assistance of the Vice President for Academic Affairs, wrote a proposal for the Title III Developing Institutions Planning Program. This proposal was funded and will enable the College to develop a long-range plan and proposal for the Strengthening Program.

OTHER DUTIES

The Coordinator has the responsibility for Title IX and DEOS reports for the Commonwealth. She also holds the title of Director of Equal Opportunity in Sports (DEOS). Additionally, since she is a professional photographer, she has been the photographer for special needs such as publications, slide shows, and campus displays such as that in the Board Room in Sullivan Hall.

**GRANT SUBMISSION PROCEDURES
A BRIEF GUIDELINE**

1. Originator(s) of proposal writes draft copy of proposal.
2. Copy is circulated to college personnel listed on the Proposal Sign-off Sheet.
3. The originator(s) of the proposal revises the proposal and includes the suggestions made by the college personnel reviewing the proposal.
4. The final proposal is submitted to the Coordinator of Grants for review.
5. The Coordinator of Grants obtains the authorizing official's signature.
6. The required number of copies of the proposal are made. Copies are mailed by certified mail to the agency. This insures a record of compliance with deadline dates being maintained.

PROPOSAL SIGN-OFF SHEET

Proposal Title _____

Proposal Originator _____

Agency from which funding is requested _____

Date proposal is due _____

Please initial this sheet when you have reviewed the attached proposal.
Recommendations should be forwarded to the proposal originator or attached to the proposal.

	Initials	date
Originator of Proposal	_____	_____
Department Chairman	_____	_____
Dean /Director/Supervisor	_____	_____
Vice President for Academic Affairs	_____	_____
Vice President for Administration	_____	_____
Coordinator of Grants and Awards	_____	_____
Business Office	_____	_____
Personnel Office	_____	_____

LOCK HAVEN STATE COLLEGE

OFFICE OF DEVELOPMENT

MARCH 1983

Robert D. Lynch, Director

BACKGROUND

The Office of Development was established by President Hamblin in 1971. The Director was given the title, "Director of Development and Upward Bound" and, in addition, held the title, "Coordinator of the Nottingham Exchange Program". Within the next two years, the Public Relations Office was added to the area responsibility and, as each special program was funded, they were added to the area. As listed in the report overview, the area is composed of the Awards and Grants Office, Public Relations-Public Information Office, Minority Affairs (attached in 1974), Community Development, Government Relations and the Special Programs area.

COMMUNITY DEVELOPMENT

The Community Development area is composed of three organizations which began as projects and are now viable organizations. In 1969, the Lock Haven Community Orchestra transferred to the college becoming the College-Community Orchestra; the Lock Haven Community Chorus was organized in 1971, and the Lock Haven Chapter of Phi Delta Kappa (Educational Leadership Fraternity) was chartered in 1977. All three of these groups were founded and organized by the Director of Development as community-college projects. The current status of each organization is as follows:

<u>Organization</u>	<u>Current Membership Totals</u>
Lock Haven Community Chorus	68
College-Community Orchestra	45
Phi Delta Kappa, Lock Haven Chapter	94
Participants	<u>207</u>

(It should be noted that some participants are members of two groups)

Additional community responsibilities for the Director include representing the college as a member of the Board of Directors for the Clinton County Tourist Promotion Agency and speaking presentations on human relations issues.

GOVERNMENT RELATIONS

The Development Office represents the institution on many college-government relationships. An example of this would be the Director of Development traveling with the Director of Financial Aid and the President of the SCC with his staff to talk with congressional representatives about the White House proposals to cut the student financial aid. Congenial relations to both the state and federal governments are important to the institution and necessary for the mission of the development office.

PLANS AND PLANNING

The Office of Development will be undergoing change and reorganization in the near future. Under the leadership of President Craig Dean Willis, the emphasis for the staff will be external fund-raising to meet specific goals and objectives of the institution. It is imperative that the institution undertake projects to supplement the general budget in this era of lean and austere budgets. Many of our sister institutions have also charged their development or institutional advancement offices with external fund-raising and this office will join their efforts in the fields.

LOCK HAVEN STATE COLLEGE

MINORITY AFFAIRS

MARCH 1983

Robert D. Lynch, Director

The Office of Minority Affairs was established formally in 1974 when these duties were officially added to the Director of Development's title. From 1969 to 1974, all activities organized and services rendered were on an informal voluntary basis. A list of current activities and services are listed as follows:

KEY SERVICES FOR ADMINISTRATION

- (1) To cooperate and work with the Affirmative Action Officer on special projects and mandated reports
- (2) To serve as a advocate for minority student concerns on campus
- (3) To provide supervision over the Lock Haven State College Black Cultural Center (which is located in Price Auditorium, Room 202)
- (4) To cooperate with the Office of Admissions for minority student recruitment
- (5) To cooperate in the recruiting of minority students who are athletes

KEY SERVICES FOR THE COMMUNITY

- (1) To provide information to minority families and professionals residing and working in the Central Pennsylvania area on programs and activities of interest presented by the Lock Haven State College
- (2) To work with personnel and public relations offices of area industries for the recruitment of minority candidates
- (3) To serve on the Representative Council of the Black Conference on Higher Education to represent Lock Haven and bring back information and programs of interest and support of the community
- (4) To work with various segments of the college-community in the retention efforts for minority students.

KEY SERVICES FOR STUDENTS

- (1) To provide a Newsletter with information for scholarships, financial aid, regular and summer employment opportunities and other information pertinent to the minority student and his concerns
- (2) To serve as one of the advisors to the Black Cultural Society organization
- (3) To serve as a liaison office for communications with other BCS units or similar organizations within traveling distance of the campus
- (4) To serve as an informal counselor to students making the adjustments to the campus

- (5) To provide direction to the students in the presentation of activities for the Annual Black History Month which is held in February
- (6) To represent the minority students and the College in the event human relations incidents should occur in the community

CURRENT PROJECTS

- (1) Organization of the 1984 Black History Month Program
- (2) Organization of a Leadership Workshop for the new Black Cultural Society officers

MAJOR PROBLEMS

The retention of our minority student population is very poor at this time. Our numbers are low due, in part, to few students entering or transferring to the College for the past two fall enrollments. With the addition of a new minority staff member as Assistant Director of Admissions with the special charge of minority recruitment, we should be able to alleviate this particular problem. It will require the efforts of students, the Admissions Office and Minority Affairs to increase our student population.

RECOMMENDATION

The growth of the Minority Affairs area, in terms of services and demands from the college-community, has created, in the opinion of the Director, a need for professional assistance. With other major areas of responsibility assigned to the Director, it has become impossible to achieve all of the goals and objectives. It is recommended that the Human Relations Coordinator position be filled even on a half-time basis. This position could also be entitled "Coordinator of Human Relations and Minority Affairs".

OFFICE OF DEVELOPMENT

PUBLIC RELATIONS

Robert M. Coltrane
Public Information Specialist

Frank D. O'Reilly
Sports Information Director

INFORMATION SERVICES

The two primary responsibilities of the Office of Information are to prepare and distribute news releases to the appropriate news media, and to provide photographic services. News releases about college activities are sent to local and state-wide media, while stories about student and faculty accomplishments are sent to hometown newspapers, both in and out of state. Photographs are taken to be used with news releases, for college publications and slide shows, for college historical records, and of athletic teams and events as required by the Sports Information Director.

The Director of Information Services also prepares a monthly faculty and staff newsletter called "The Appriser", and provides news stories and photographs to the college's Alumni Office and to the student newspaper, "The Eagle Eye".

All paid college advertising is processed by the Office of Information Services.

The Office of Information Services maintains the following files:

- A biography on each faculty member
- News clippings of articles about the college
- International education activities
- Recent news releases (old releases are kept for one year)
- Photographic negatives and proof sheets of all pictures taken during the year

SPORTS INFORMATION

The Sports Information Director acts as a liaison between the news media and Lock Haven State College's intercollegiate athletic program of 18 varsity sports, nine men's and nine women's.

He writes news releases that are sent to 55 daily newspapers in and adjacent to Pennsylvania, to the other 13 state colleges, to a dozen radio and television stations, to several specialty publications, and to the Eastern Collegiate Athletic Conference and the National Collegiate Athletic Association. In addition, stories about individual athletes are sent to their hometown news-

paper(s) with an accompanying photograph.

He telephones results to area newspapers and television and radio stations, issues credentials for their reporters and broadcasters, and arranges interviews with athletes and coaches.

He prepares brochures for the varsity sports, which are used as guides by the media and as recruiting literature by the coaches.

He compiles statistics, which are sent to coordinators for the Pennsylvania Conference, the Eastern Collegiate Athletic Conference and the National Collegiate Athletic Association, and are kept on file here for future reference.

The Sports Information Director also works with the Athletic Director to in any way assist him in the support, promotion and fund-raising activities associated with Lock Haven State College athletics.

EDUCATIONAL OPPORTUNITY PROGRAM-ACT 101

MARCH 1983

Dr. Clay Kleckley, Director

The Educational Opportunity Program-Act 101 serves 130 students who meet the academic and economic guidelines. The 1982-83 award consists of \$68,250.00 plus supplemental awards totalling \$3,000.00. Major accomplishments of the program include the following:

- (1) A structured credit generating summer program (6 credit hours consisting of Composition and Effective Reading)
- (2) A developed non-credit EOP seminar dealing with orientation and study skills development
- (3) Improved student retention that has steadily increased over the last few years
- (4) Admission of EOP students during summer only
- (5) Structured counseling component that includes academic advisement for all undeclared EOP students and peer counseling services
- (6) A functional Advisory Board that serves in an advisory capacity. The group includes faculty, administrative personnel, support staff, students, and community representatives
- (7) Established referral system with other support services, i.e., Writing Center and Mathematics Service
- (8) Academic year study skills programming

PROJECTIONS

- (1) There will be a reduction in available campus-wide tutorial services if available funds for student employment are not increased. Available funding for program students is currently satisfactory.
- (2) Appropriation for the 1983-84 year is to be determined.
- (3) There needs to be more discussion on developing the "Freshmen Experience" in which the EOP is a part

EDUCATIONAL OPPORTUNITY PROGRAM - ACT 101

TUTORIAL SERVICE

MARCH 1983

Mary O'Neill, Coordinator

Delivery of tutorial services, although available to the general student body, is targeted to Educational Opportunity Program students and Special Services students. These special populations comprised nineteen percent (19%) of the tutoring during the fall semester, 1982.

During Fall semester, thirty-nine (39) tutors were employed to service four hundred and eight (408) students in fifty-five (55) subject areas. Twenty percent (20%) of these tutors were hired at an instructor's request; the remaining eighty percent (80%) were hired to comply with students' request for service.

Limited resources during the Spring semester, 1983, have affected service availability and mode of delivery. Although a reduction in hours was absorbed by all student support services (peer counseling, the Math Center and the Writing Center), the tutorial cutbacks were substantially large at a forty-seven (47%) reduction in hours. This, further, necessitated a thirty-three percent (33%) reduction in staff, limiting the remaining staff to a ceiling of three (3) hours per week. Tutors were encouraged to implement a small or large group tutoring approach in order to service the largest quantity of students in a viable fashion. A mid-semester review of tutorial records shows that twenty percent (20%) of requests for tutoring have been denied due to the lay-off in staff cited above. All of these requests have been in science and math related courses.

RECOMMENDATION

To re-establish a complete, campus-wide tutoring service larger appropriations for the 1983-84 academic year are required. Although a quality tutoring program can operate without such an increase, modifications in the delivery of services would be necessary. In order to maintain the commitment to support special population students, as specified in the Educational Opportunity Program grant and the Special Services grant, delivery of services would be determined by these students' requests. Service to the general student population would then be determined by the availability of subject tutors after target students have been serviced. Group tutoring would continue to be implemented in trying to meet the needs of the general student body.

OTHER INFORMATION

In addition to servicing the College population, the Tutorial Center is also providing tutors for Lock Haven children in grades 1 through 12. This service has been initiated through parental request and is based on tutor availability. The Tutorial Center acts solely as a liaison between parent and tutor; payment for service is provided by the parent.

LOCK HAVEN STATE COLLEGE

COLLEGE TUTORIAL SERVICE

MARCH 1983

BACKGROUND

The College Tutorial Service was established in 1977 through a proposal by the Director of Development. It was and is supported by college funds and offers tutorial services to all students not eligible for enrollment in the Act 101-EOP and SSDS programs. The Act 101-EOP and SSDS programs have specific guidelines for enrollment based upon financial and academic need.

DELIVERY OF SERVICE

Since there is no staff for the CTS program, the records and tutors are assigned through the operational staff of Act 101 and SSDS. Basically, the student load coordinatorship falls on the Act 101 Tutorial Coordinator and the SSDS Math and Writing Clinics.

RECOMMENDATION

The demand for tutorial service has been so great that this program was developed to meet our student needs. It is imperative that funding be available to continue the service for student retention and support.

SPECIAL SERVICES PROGRAM

Background

Special Services is now in its third year of operation at Lock Haven State College. The assistance offered by the Mathematics Service, the Writing Center, and a counseling component, including services for handicapped students are made available through a federal grant. The target population of one hundred and fifty meet federal regulations as "disadvantaged students." These criteria include those who are physically disabled, low income, and/or first generation college students. The primary objective of the project is to retain and graduate forty-five percent (or more) of our participants in nine or fewer semesters.

Project staff are:

Mr. Bruce D. Skolnick, Director/Counselor
Mrs. Carolyn Perry, Writing Specialist
Mrs. Carol Rehn, Mathematics Specialist

Project Evaluation

The Special Services Program experiences considerable client turnover from year to year. This is encouraged by our funding source so that students do not develop a long term dependence on project services. The project served 166 participants in program year 1981/82 and many other students.

More than seventy-two percent of the project participants in 1981/82 were underclassmen with a mean SAT-Verbal score of 371 and SAT-Math score of 416. Sixty-nine percent of the participants met low family income criteria which is set at one hundred and fifty percent of the poverty threshold figure.

Seventy-seven participants (46.38%) from program year 1981/82 did not return as project clients in 1982/83. This figure appears to be a large attrition statistic but further detail is necessary. Eleven (6.62%) were graduates and thirty-seven (22.28%) were dropped from the project because of satisfactory academic progress, that is, they were no longer in need of project services. Thus, the true attrition statistic is based on twenty-nine participants (17.46%) who left the College. The most prevalent reasons included transfer (3.6%), personal reasons (8.4%), and academic dismissal (4.2%). Additionally, seventy-six percent (76%) of the participants successfully completed twenty-four or more credit hours during the academic year. With few exceptions, these students remained eligible for a variety of financial aid programs.

In the present program year we have retained ninety-two percent (92%) of our one hundred and fifty project participants. The minimal attrition of eleven students is viewed to be positive especially since three were fall graduates. Seventeen percent of our participants are currently on academic probation. Special efforts are being made to retain these individuals.

Based on these quantitative data and the formative data provided by students, faculty and staff, it is felt that the efforts of project staff are having a positive impact on high risk students.

Future Considerations

The Special Services grant will enter its last program year in September 1983. During the fourth year of this four year grant, key staff may be reduced to part-time due to level federal funding concurrent with mandatory salary increases. While staff morale may decline and individualized diagnostic and tutorial sessions become less feasible, assistance centers will remain open.

It appears that these services may cease to have professional staffing in the 1984/85 academic year if external funding is discontinued. This is expected despite the successful efforts we currently enjoy and the research findings demonstrated elsewhere (see attached Information Bulletin). A proactive approach is essential. We must avoid a potential crisis if and when the reality of declining enrollments hits Lock Haven. Without planning today, we may be forced into improving the retention of our more scarce recruits in order to remain solvent. Key services presently exist and should continue to develop in anticipation of what is likely to occur.

NATIONAL ASSOCIATION FOR REMEDIAL/DEVELOPMENTAL
STUDIES IN POSTSECONDARY EDUCATION
INFORMATION BULLETIN NUMBER 1

Benefits of Developmental Education and Learning Assistance Programs

Developmental education and learning assistance programs are frequently criticized because they supposedly cost too much and do not result in any tangible benefits. Such criticisms are clearly unfounded. In fact, the research suggests that the reverse is true — such programs are comparatively low in cost and provide a number of benefits to students and institutions. For the benefit of developmental education and learning assistance practitioners, faculty, and administrators, a summary of the benefits of such programs is provided below.

1. Developmental education and learning assistance programs are effective in improving students' basic skills. The research suggests that students who participate in such programs show consistent gains from pre-test to post-test on standardized measures of basic skill development (Boylan, 1983).
2. Developmental education and learning assistance programs are effective in improving students' grade point averages. The research suggests that students who participate in such programs show consistent gains in grade point average following participation. Furthermore, these gains are usually far superior to those shown by similar students who do not participate in developmental education or learning assistance programs (Boylan, 1983).
3. Developmental education and learning assistance programs are effective in improving retention for students who participate in them. The research suggests that students who participate in such programs are retained to a far greater extent than similar students who do not participate (Starks, 1982).
4. The improved retention of students who might otherwise be lost to an institution means improved institutional revenue from tuition, fees, FTE subsidies, and longer-term residential occupancy.
5. Improved basic skill development is cost effective. It results in:
 - fewer students having to repeat classes
 - fewer incompletes in regular curriculum courses
 - less time spent by regular curriculum faculty in remediating basic skills deficiencies
6. Skill gains associated with participation in developmental programs improve students' potential for meeting quality academic standards.
7. The presence of a developmental program is useful for recruitment purposes. It means that the college will be responsive to the needs of incoming students who may require assistance in developing their skills or adjusting to college.
8. Developmental programs provide and manage a variety of instructional support services (such as student counseling, monitoring, tutoring, and individualized study materials) that would otherwise have to be provided or monitored by academic departments.
9. Developmental programs lead to increased student satisfaction with their college experience. Research suggests that students participating in developmental programs frequently rate their experiences in those programs as among the most satisfactory of their college careers (Donovan, 1975).
10. While developmental education does cost money, the costs per student are usually lower than the per-student costs of other academic or student services. Furthermore, these costs are usually offset by the resulting cost-benefits of improved retention.

REFERENCES

Boylan, H.R., *Developmental Education Programs: Are they Working? An Analysis of the Research*. NARDSPE Research Report #2, Chicago: National Association for Remedial/Developmental Studies in Postsecondary Education, 1983.

Donovan, R.A., *National Project II: Alternatives to the Revolving Door*. New York: Bronx Community College, 1975.

Starks, G. "Community College Retention in the 1970's and 1980's: Reasons for Withdrawal and the Effects of Developmental Programs." Unpublished manuscript submitted to the *Journal of Developmental and Remedial Education*, 1982.

NARDSPE Information Bulletins are a publication of the "New Directions" Task Force coordinated by Dr. Harold Hild, Northern Illinois University, Chicago, IL and Ms. Diane Gruenberg, Rutgers University, New Brunswick, NJ.

Mathematics Service Division

Carol Rehn, Director

DESCRIPTION OF PROGRAM

The Mathematics Service Division is currently made available to the College through a Special Services for Disadvantaged Students Grant provided by the U.S. Department of Education. The program is available to the total college population and operates under the supervision of the Remedial Mathematics Committee and the Department of Mathematics and Computer Science. The staff presently includes a full-time Mathematics Specialist and six student assistants who are each employed an average of 6 hours per week.

The primary objective of the Mathematics Service Division is to identify and alleviate mathematical deficiencies of students. Identification of mathematical deficiencies is done with the use of a placement test given to incoming freshmen during orientation. In addition to the placement test, other tests are given on five different levels to students with special needs, such as Elementary Education majors and students majoring in Natural Science, Mathematics, or Computer Science.

Students demonstrating deficiencies on these exams are encouraged, in conference sessions with the director, to develop skills at the MSD or take the appropriate developmental courses. In addition, students enrolled in pre-Calculus level courses are able to receive tutorial assistance through the MSD. Instruction is provided by the staff using textbooks, staff-prepared worksheets, audio tapes, and a resource library, all located in the MSD, 104 Akeley.

USAGE

During the fall of 1982, six hundred and twenty (620) tests were given, ninety-five (95) students were tutored an average of five (5) times per semester, and seventy-seven (77) student-director conferences were held.

EVALUATION

Those students who used the MSD during the fall semester filled out evaluation sheets in December. The majority of students indicated that they had made genuine progress in mathematics, that the help they received caused their grades to improve one letter grade, and that as a result of instruction received, they felt more confident about mathematics. They indicated the instructors were helpful and competent, and the instruction was appropriate, clear, and effective.

The most gratifying evaluation, which unfortunately cannot be measured, is the tutored student who comes in right after he gets his test paper back and says with a big smile, "I passed the test. Thanks."

FUTURE DIRECTIONS

Unfortunately, the future of the Mathematics Service Division looks bleak. While the project has been funded by the grant for its final year in 1983-84, funding is at the same level as the preceding years. Thus, with rising costs, the proposed plan is that the director will be cut from full time this semester to 79% time next semester. The student tutors' time was already cut in February by 26%. There is no commitment either from the College or the federal government beyond May, 1984.

There are many students on the campus of Lock Haven with deficiencies in Mathematics who need services. They cannot pass their general education requirements in mathematics without either testing, counseling, and tutoring before they take the necessary math course(s) or tutoring while they are in the courses.

The College needs a commitment to developmental programs in mathematics. While some colleges are increasing aid to students with deficiencies to reduce attrition from the courses and the college, Lock Haven State College is headed in the opposite direction, cutting back on help for students with deficiencies.

The following recommendations are proposed:

1. Make the MSD a permanent part of the college.
2. Make the director's position full-time.
3. Have enough campus employment funds available to provide student tutors during daytime and evening hours.
4. Provide an adequate budget for audiovisual equipment, tapes, books, and other learning aids.
5. Require entering students to take placement tests in the spring or summer prior to enrollment so that they can be guided into the courses which meet their needs in their first semesters on campus.

In the meantime, the MSD will continue to provide as much assistance as possible to students with the resources available. The goal will continue to be to identify and alleviate mathematical deficiencies of students, and thus to help them become graduates of Lock Haven State College.

LOCK HAVEN STATE COLLEGE
SPECIAL SERVICES FOR DISADVANTAGED STUDENTS
WRITING CENTER
MARCH 1983

Carolyn J. Perry, Writing Specialist

BACKGROUND

In recent years, the "crisis" in the writing skills of college students has become the object of national concern. In the spring of 1981, Lock Haven State College joined the vanguard of institutions of higher education acknowledging the need to extend writing instruction beyond the composition classroom. That semester the college took three important steps toward improving our students' writing: The Writing Emphasis Program, based on the conviction that clear, effective writing must be taught across the curriculum, was established and continues to flourish; a Writing Committee, composed of faculty from a variety of disciplines, was formed and continues to oversee and actively promote Writing Emphasis courses; and the Writing Center, designed to provide supplementary, individual writing instruction to students and resources to faculty, opened its door.

Now, after four semesters of operation, the Writing Center is recognized as a valuable resource on campus and can claim significant success in meeting its goal of helping our students to become more competent, confident writers. During the 1981-82 academic year, the Writing Center provided services to almost 20% of the student body, including students enrolled in writing and writing emphasis courses and students targeted for assistance through the Special Services and EOP programs.

SPECIAL SERVICES PROGRAM

Under the terms of the Special Services for Disadvantaged Students grant, the Writing Center provides remedial and developmental instruction for all project participants who have writing deficiencies. In a given semester, not all Special Services Program participants demonstrate a need for these services; however, all target students were contacted several times during the year, reminding them of the available services and inviting them to use the Writing Center. During the 1981-82 academic year, forty of the Special Services Program participants (27%) made a total of 167 visits to the Writing Center. Detailed reports on each of these students' needs, attendance, and progress were sent to the SSDS Project Director.

INSTRUCTION

Drop-In Tutorial Sessions

Immediate help with a specific writing assignment continued to be the most frequently requested service. Many students were enrolled in Composition, Business Writing, or Writing Emphasis courses and were referred to the Writing Center by professors; others came on their own initiative.

Regular Tutorial Appointments

Students attended weekly or twice-weekly tutorial sessions, usually at the request of a professor who either required or strongly suggested instruction in the Writing Center. In these sessions, tutors helped students to correct basic skill deficiencies and to review grammar, sentence structure, punctuation, usage, or mechanics. Help with writing assignments was usually given as well. Tutorial appointments averaged thirty to forty-five minutes each; some students needed only a few sessions to correct problems, while others worked regularly for most or all of a semester.

Group Sessions

The special workshop "Tips on Writing Essay Tests" was scheduled twice in the fall semester (once in the evening and once during the Thursday advisory hour) and once in the spring semester (on a Sunday afternoon). Attendance was highest at the evening session.

At the request of faculty teaching Writing Emphasis courses in disciplines other than English, the Writing Center Director conducted group sessions for seven classes. Discussions included research strategies, documentation styles, methods of expository organization and development, and tips for avoiding common writing errors.

Some members of the English Department also brought their classes to the Writing Center for a short orientation and description of services.

STATISTICS - FALL SEMESTER 1982

<u>Total Number of Students to use Writing Center services</u>	-	<u>262</u>
Number to attend drop-in tutorial sessions	-	205
Number to attend regular appointments	-	11
Number to attend workshop on essay tests	-	9
(Number using only this service - 8)		
Number to use handouts/tapes/reference materials	-	11
(Number using only this service - 6)		
Number to use typewriters	-	54
(Number using only this service - 28)		
Number to use room for writing/study	-	23
(Number using only this service - 4)		
Number of students referred to Writing Center by professors	-	125
Number of Special Services students to use Center	-	24

STATISTICAL SUMMARY

Use of the Writing Center

1981-82 Academic Year

I. TOTAL NUMBER OF STUDENTS TO USE WRITING CENTER SERVICES: 443

- A. Number of registrants in fall semester, 1981: 215
 B. Number of these returning in spring, 1982: 35
 C. Number of new registrants in spring semester: 228

II. TYPES OF SERVICES USED

- A. A total of 392 students attended drop-in tutorial sessions.

<u>No. sessions per student</u>	<u>No. of students</u>	<u>Total no. of sessions</u>
1	195	195
2	94	188
3	46	138
4	23	92
5	19	95
6	7	42
7	1	7
8	4	32
9	1	9
10	1	10
11	1	11

TOTAL NUMBER DROP-IN SESSIONS: 819

- B. A total of 18 students attended regular weekly or twice-weekly appointments.

<u>No. sessions per student</u>	<u>No. of students</u>	<u>Total no. of sessions</u>
4	1	4
5	3	15
6	4	24
7	2	14
8	3	24
9	3	27
10	1	10
13	1	13

TOTAL NUMBER REGULAR APPOINTMENTS: 131

TOTAL NUMBER OF TUTORIAL SESSIONS: 950

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Year

INTER SERVICES: 443

, 1981: 215

1982: 35

semester: 228

Drop-in tutorial sessions.

Total no.
of sessions

195
188
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10
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TOTAL NUMBER DROP-IN SESSIONS: 819

Regular weekly or twice-weekly appointments.

Total no.
of sessions

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15
24
14
24
27
10
13

TOTAL NUMBER REGULAR APPOINTMENTS: 131

TOTAL NUMBER OF TUTORIAL SESSIONS: 950

III. D

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IV. EVALUAT

Samples
follow,

- C. A total of 54 students used handouts, worksheets, tapes, self-instructional materials, or references. (Number using only this service: 19)
- D. A total of 24 students attended special workshops. (Number using only this service: 14)
- E. A total of 81 students used typewriters. (Number using only this service: 31)
- F. A total of 41 students used the Writing Center for writing or study. (Number using only this service: 4)
- G. Approximately 168* students were instructed through visits to seven Writing Emphasis classes.

* Some of these students subsequently registered for further help; others did not. For this reason, and because the total is estimated, this number is not included in the total of students who used the Writing Center (Part I), the distribution of students (Part III), or the Evaluation (Part IV).

III. DISTRIBUTION OF REGISTRANTS

A. Distribution by school:	<u>Fall, 1981</u>	<u>Spring, 1982</u>
School of Arts and Science	136	135
School of Education	24	29
School of Health, Physical Education, and Recreation	55	99
B. Distribution by class:		
Freshmen	100	91
Sophomores	37	48
Juniors	37	80
Seniors	41	44

IV. EVALUATION

Samples of the forms sent to faculty and to students who received tutorial help follow, with totals tabulated.

LOCK HAVEN STATE COLLEGE

UPWARD BOUND PROJECT

MARCH 1983

Project Director: Mrs. Katherine Taylor (on maternity leave)
Interim Project Director: Mrs. Margaret T. Schwarz
Program Counselor: Mr. M. Dolan Evanovich
Project Secretary: Ms. Shirley Kirby

The Upward Bound Project and its participants have been an integral part of the Lock Haven College-Community. As quoted from our current grant proposal, "Lock Haven State College has served as a host institution since the beginning of the Upward Bound program in 1966, except for the 1980-81 funding year. Upon re-establishment of the program in September, 1981, we have maintained our objective of fifty students; currently, we have fifty participants, a waiting list of ten and twenty-one applications under review. Throughout its existence, the Lock Haven State College Upward Bound program has met all requirements and expectations of the initial program".

Our current student population of fifty students are from target schools in Clinton, Clearfield, Lycoming, Elk and Potter counties. In the academic year (September to June), the project operates academic centers in Clearfield, Lock Haven, Williamsport, Johnsonburg/Saint Mary's and Coudersport.

PROGRAM DESCRIPTION

Upward Bound is a program funded by the U.S. Department of Education. Its purpose is to generate the skills and motivation necessary for success in post-secondary education. Upward Bound is designed to help students from low income families who have academic potential but who lack adequate preparation in the basic academic areas or who are disadvantaged because of severe rural isolation.

The program is divided into two phases: the academic year program, which consists of twenty-four center meetings during the school year, and the five-week summer residence program at Lock Haven State College.

STUDENT ELIGIBILITY

The project will identify youth from low income families who have academic potential but who are unlikely to pursue post-secondary education because of inadequate secondary school preparation, lack of motivation, physical handicap or severe rural isolation. This office will review all applications to ensure conformity with current regulations and guidelines.

OTHER INFORMATION

From 1967 through 1980, 82% of Lock Haven Upward Bound graduates have enrolled in post-secondary schools. Again, as quoted from our current grant proposal, "The objective of improving academic skills and motivations has been met as 85% of our participants have shown an increase in their grade point average between the final reporting period of the 1981-82 school year and the first reporting period of the 1982-83 school year; 66% have improved their English grade, and 69% improved their Math grade. Again, CTBS standardized achievement tests given in April, 1982 and again, in July, 1982 show a mean grade level equivalent increase of .81".

Presently, 100% of the seniors are in good academic standing and expect to be graduated. Eighty-three percent of these students have applied to or are in the process of applying to post-secondary schools. Seventeen percent have joined or are in the process of attending educational programs provided by the armed forces.

MINUTES
 BOARD OF TRUSTEES
 Saturday, May 21, 1983
 Board Room, Sullivan Hall

BOARD MEMBERS PRESENT: Kenneth R. Clapper
 Donald L. Faulkner
 Charles W. Hamberger
 Larry H. Lytle
 John W. Stemler
 Shirley A. Thomas
 William F. Williams

BOARD MEMBERS ABSENT: James M. Koch

OTHERS PRESENT: Craig Dean Willis, College President
 John L. Zaharis, Vice President for Academic Affairs
 George H. Marshall, Vice President for Administration
 Rebecca Gross, Member, Board of Governors
 Robert Coltrane, Newswriter-Photographer, LHSC
 Edward Clawson, President, LHSC Chapter of APSCUF
 Robert Storch, Employee Relations Specialist
 John McNamara, President, Student Co-op Council
 Jeff Fleishman, Reporter, The Express
 Julie Brennan, Reporter, WBPZ Radio

The meeting was called to order at 2:20 p.m. by Chairman Williams. The minutes of the March 24, 1983 meeting were distributed prior to the meeting to all Board members. It was moved by Mrs. Thomas, seconded by Dr. Lytle that the minutes be approved as distributed. Motion carried.

REPORTS

Executive Committee
 Kenneth R. Clapper

The Executive Committee met prior to the general meeting of the Board. Chairman Clapper reported that there is nothing that needs action on the Board level.

PRESIDENT'S REPORT

Craig Dean Willis

Lock Haven University Status - Dr. Willis had several items to report. Lock Haven State College will become Lock Haven University of Pennsylvania on July 1. There will be a party to celebrate on June 30. This is to be an Ice Cream Social format which will be held in front of Russell Hall or inside Rogers Gym if it rains. We will celebrate again in the fall in a more formal way.

ACT 101 - The funds for the ACT 101 program have been renewed.

Title III - The decisions are still out.

International Education - Dr. Harold Silver, Principal of the Bulmershe College of Higher Education in England, was a guest lecturer at the Academic Awards Convocation. While he was here a working agreement for the future with England in the area of Special Education and also the possibility of several other areas was implemented.

Dr. Willis reported on his trip to South America as a member of the American Association of State Colleges and Universities. The AASCU Mission to Brazil took place on April 3-16, 1983 and was coordinated with the Congress of the Inter-American Organization for Higher Education. While in Brazil and Argentina he found that we all have the same problems in our colleges and universities. While there he looked at what we have been doing in Argentina. Dr. Mottet and Dr. Willis worked on an exchange of students project which they hope will come into fruition in the future. He reported that the trip was worthwhile.

Admissions - The admissions picture is about normal although slightly behind last year this time. The situation is going along pretty well and we are watching that closely.

Reorganization - There will be announced next week at a press conference some reorganization centering around four areas. One will be changing the names of the Schools to Colleges. All changes being made will be effective July 1. Some personnel changes will result in a greater emphasis on Development and External Relations; greater emphasis on Affirmative Action and changing the advising, counseling and testing, placement and special academic programs to come under Academic Affairs of the College.

Dr. Willis reported that two students died this year. They were Deanna Welshans, who was confined to a wheelchair, and John Lockhart who had a heart ailment. Both young people were in rather frail health. Memorial services were held for each student. A scholarship fund has been established in memory of Deanna and one is to be set up for John, also.

Board of Governors - The Board of Governors met twice in May and June. They would like to get their work finished before July 1. (See report by Ms. Gross.).

VICE PRESIDENT FOR ACADEMIC AFFAIRS

John L. Zaharis

Admissions - The admissions picture has improved. The number of paid deposits has increased almost 5% since an earlier report several weeks ago. Possibly due to the fact that all uncommitted students were called by the Admissions staff and estimates of financial aid were sent to them. There were about 400 students who had not declared themselves before the contacts were made. The economy seems to be a major factor in delaying students' commitments.

Summer School - As a further indication of this, the largest number of our students ever has asked for permission to take college courses at home this summer.

Dr. Zaharis reported that Summer School preregistration started slowly and has gradually picked up to approximately 85% of last year's enrollment. The 1982 Summer School enrollment was the largest since 1978.

E.O.P. - The Equal Opportunity Program is doing exceptionally well this year. Fifty-one students have signed up this year. If we keep these students we will meet our goal for the Office of Civil Rights.

Retirements - Two of our faculty are retiring at the end of this semester. Dr. Blanche Shamma of the Speech Department will retire after 13 years at the college, and Dr. Faith McNitt of the Music Department will retire after 10 years.

Searches for Replacements - We have been in the process of seeking replacement faculty all semester. A sabbatical leave was granted Terry Shultz of the Health, Physical Education and Recreation faculty who will be attending Penn State to earn credit toward an advanced degree.

At the present time we do not have a replacement for Mr. Lim in the Computer Science area nor do we have a replacement for Dr. Haddad in the Psychology area. An Economist was offered a position but took another job, and the search will continue in this area. It is uncertain at this time about replacements for Drs. Shamma and McNitt.

Dr. Zaharis reported that Dr. Mary Breid notified him that she expects to retire December, 1983.

There were 292 May graduates -- the largest in a number of years. In December 1982 there were 111, and in August 1982, 20 were graduated, which means we have graduated 423 this year.

International Education - In the area of program development, the Australian program, after somewhat of a slump, had the largest number of students (27) who has indicated an interest in Australia for next year. The maximum is 20. The same applies to England. We have both faculty and student who would like to go this next year. Not many of our students are interested in Poland although we do have faculty who would like to go.

Plans are underway for the Fall Academic Convocation. The purpose of the Convocation is to attempt to set the academic tone for the year. In addition to the planning for this program, Dr. Zaharis reported that the committee is planning to develop some program which will recognize Year I for Lock Haven University.

Three-Year Planning Document - Degree programs that were proposed on the 3-Year Plan included: 1984-85, B.S. in Health Sciences; 1985-86, B.S. in Accounting Implementation; 1984-85, B.S. Recreation. Since the last Board meeting the Bachelor of Fine Arts in Music was approved by the Department.

R.O.T.C. - Twelve cadets were commissioned prior to Commencement. For 2-year scholarships were awarded to our cadets this month -- the largest ever. These scholarships are a result of student competition based on aptitude and scholarship, not on need. These awards reflect the outstanding quality of the four cadets. Major Johnson anticipates the awarding of 2 additional 3-year scholarships in the fall.

No word has been received on Major Johnson's replacement.

Mr. Robert Lynch, Mr. Robert Storch and Dr. John Zaharis attended a 2-day workshop in Harrisburg on Affirmative Action. The workshop was called by the Department of Education and the Philadelphia Office of Civil Rights. The purpose of the meeting was to provide guidelines for us to develop our Affirmative Action Plan regarding hiring of faculty and staff, recruitment and retention of minority students. The College Plan is completed and has been delivered to the Commissioner for review.

Mr. Marshall's response was that at the present time we could not charge the fee. It would be up to the Board of Governors and Chancellor to decide after July 1.

LHSC CHAPTER OF APSCUF
Dr. Edward Clawson

Dr. Edward Clawson gave the following report concerning APSCUF Chapter.

Letters in Support of President Willis - The faculty has written letters to Lock Haven State College Board of Trustees and to the chairman of the Board of Governors of the State System of Higher Education in support of offering President Willis a contract as called for in Act 188 of 1982. The faculty stands ready to supply any additional information that either board might wish.

Scholarships - Five scholarships of \$300 each have been granted to students of the college. One scholarship is presented to a student in each of the schools who have attained a 3.5 or better average and who have reached their junior year.

Two scholarships are granted to incoming freshmen who are from the upper tenth of their graduating classes and have a minimum total score on the S.A.T. tests of 1100.

The purpose of these scholarships is to recognize and promote high level scholarship among students and to encourage high achieving students to attend Lock Haven State College.

Ben Franklin Partnership Board - Terry Madonna, president of state APSCUF, has been appointed by Governor Thornburgh to serve on the Ben Franklin Partnership Board.

The partnership was established to develop a cooperative venture among universities, industry and the state in developing regional technological enterprises. The regions are centered in Pittsburgh, Philadelphia, University Park and the Lehigh Valley. Each region has a large university at its center. Other colleges and universities in the region will be included through satellite arrangements.

Legislative Activity - The faculty prepared and presented to the members of the Pennsylvania Legislature, an analysis of the budget proposals as submitted by Governor Thornburgh. A copy of the analysis is attached. The analysis was based on the Commission of Presidents request presented to the Legislature in December 1982.

Dr. Clawson stated here that APSCUF was pleased to know that Dr. Willis has been showing an active interest in inviting legislators to campus to discuss mutual concerns.

Note of Appreciation - APSCUF wishes to express our support and appreciation for the open, humanistic and professional style of administration of President Craig Willis. He has made every effort to work within the framework of the college as he found it, yet he has found ways to put his individual brand of administration to work for the betterment of all concerned. He has opened the way for dialogue among faculty, between faculty and administration and throughout the entire college and larger community. APSCUF looks forward to continued progress through cooperation.

Lock Haven-APSCUF Position paper on the
Fiscal 1983 Budget for the
Universities of Pennsylvania

In December 1982 the Commission of Presidents presented to the Pennsylvania Department of Education, a rock-bottom budget request for a 20.6 million increase over the fiscal 1982 budget.

The administration in its budget proposal, has indicated that it would support a 2% increase over the previous year's budget which amounted to a \$4.5 million increase.

The administration has also proposed pension reform legislation that would provide an additional \$6.25 million dollars to the budget of the University system.

The 2% increase and the pension reform funds will account for only \$10.75 million which leaves a shortfall of \$9.85 million from the Commission of President's minimum request of \$20.6 million.

The administration has also proposed that \$1.4 million be allocated to Cheyney State College for compliance with the civil rights orders. This reduces the available funds to the system as a whole to \$9.35 million, making a shortfall of \$11.25 million.

In the event that the controversial public employee reform legislation does not pass, the shortfall would rise to \$17.4 million from the modest increase requested by the Commission of Presidents.

Summary of Shortfall

<u>Least Deficit</u>		<u>Most Deficit</u>	
Administration request for 2% increase	\$4.6 million	2% request	\$4.6 million
Pension report	\$6.25 million	No pension report	+0.0 million
Appropriation for civil rights	+\$1.4 million	Total	\$4.6 million
		Minus civil right's funds	1.4 million
Total	\$11.25 million	Actual increase	\$3.2 million
Presidents' request	\$20.60 million	Presidents' request	\$20.6 million
Appropriations	\$11.25 million	Actual increase	3.2 million
Shortfall	\$ 9.35 million	Shortfall	\$17.4 million

APSCUF'S position is:

To support the Presidents' request for a \$20.6 million increase over the 1982-83 budget for the 1983-84 fiscal year.

Page 2 - Addendum A

To support special legislation to cover the cost of implementing the civil rights directives at Cheyney.

To support an additional appropriation to cover the loss in the event that the pension reform legislation does not pass.

To support an increase in the proposed appropriation of \$9.35 million (2%) to make up the difference between the administrations proposal and the presidents' original request.

Lock Haven State College APSCUF

SPECIAL REPORT
Student Cooperative Council
Mr. John McNamara, President

Mr. McNamara stated in his opening remarks that he feels more confident about the state of the Student Cooperative Council. On December 15, 1982 the S.C.C. was faced with:

1. Leasing of the campus bookstore;
2. \$16,000 deficit in the Eagle Wing Snack Bar;
3. \$55,000 out-of-court settlement;
4. Student government and corporation with an out-dated Constitution;
5. Lack of what some students called adequate entertainment for a \$50.00 activity fee.

The Senate unanimously approved not to lease the Bookstore because the Bookstore was feeding the Corporation with annual revenue exceeding \$25,000.

With a \$16,000 deficit in the Eagle Wing, poor management practices and inability for the S.C.C. to establish line of authority, the Senate with no objections and one absention approved leasing the operation to Macke Food Service Company of Lycoming upon the recommendation by Mr. Wayne Clickner.

The Senate approved the rehiring of former director Howard Reynolds on an interim basis until October 1, 1983. With objection from the Department of Education's Regional Legal Counsel, the S.C.C. has halted any move which would jeopardize the Corporation if Mr. Reynolds were hired. The agreement would have been that the S.C.C. compensate Mr. Reynolds for an equal amount that he is receiving on unemployment. On October 1, 1983, his abilities would be evaluated and possible permanent employment would be negotiated for the return of a portion of the settlement.

A new S.C.C. Constitution was drafted and will be typed this summer, and hopefully approved by the Senate early in the fall semester.

A budget of slightly over \$342,000 has been approved and will be completed soon.

Activities is what the S.C.C. is all about, and no-one should complain after this past semester, stated Mr. McNamara. The following programs/special events were held: 14 Sunday night movies were shown, and the second Thursday of each month movies were also shown. A grand total of 18 movies were available for student enjoyment and next semester movies are being planned for Friday, Saturday and Sunday nights; Garret Morris from Saturday Night Live was brought to "the Haven;" "Stars on 45" performed; many cultural events were held through the Lock Haven Artist Series; "Battle of the Bands," was held to pick a college band for the opening of our outdoor concert; and, "Rock Series '83," closed the semester.

Mr. McNamara reported several minor problems occurred during the "Rock Series '83" but overall the students were pleased. He ended his reporting by saying that he was very pleased with the accomplishments and optimistic about the future of the Student Cooperative Council.

Chairman Williams asked Miss Gross to give a report on her meetings with the Board of Governors.

Miss Gross stated that the Board of Governors has been meeting every two weeks. The meetings have centered around two questions. One of which is the management of funds. The State treasurer's office has made a very strong case that all monies be turned over to them for investment for maximum returns. A vote was taken and it was decided that the system would operate as is for the present time.

The second question: Where will be the Headquarters of this new organization? Will it be in the Department of Education or other State property, or one of the universities or someplace else in Harrisburg. No-one expressed a definite opinion. This will have to be settled. She asked for reaction from the Board of Trustees.

Another question that came up was whether a person should serve in two roles simultaneously as a member of the Board of Governors and on Board of Trustees. At the present, there are three members in this situation. The people from the state department seem to take the attitude that there is no real conflict of interest. SCUD Board had no definite attitude about this.

The following committees were appointed: Business, Finance and Audit - Chairman, Mrs. Jackson; Chancellor Search - Chairman, Mr. Smith; Educational Policies - Chairman, Dr. Ali-Zaidi; Executive - Mr. Smith; and Student Relations - Dr. Crawford. Ms. Gross reported that she is on the Educational Policies Committee. Each committee has a staff advisor appointed by the Secretary's office. Mr. Wilburn is ex officio member of all the committees. Dr. Zaharis is serving on an academic affairs committee and Mr. George Marshall is on a committee for purchasing, property and insurance.

MATTERS FOR DECISION
Dr. Craig Dean Willis

Personnel Appointments
There were none.

Retirements - Professional
Dr. Blanche M. Shamma
Associate Professor - Speech Theatre Department
January 12, 1970, will retire May 27, 1983

Dr. H. Faith McNitt
Professor - Music Department
August 18, 1973, will retire May 27, 1983

Retirements - Non-Instructional
Clarabel L. Barbus - Clerk Typist II
Mary M. Brion - Clerk Typist I
Jean L. Cryder - Custodial Worker I
Dorothy Eells - Custodial Worker
Herbert Haines - Maintenance Repairman II
Richard Packer - Utility Plant Operator II
Vilma G. Patrick - Custodial Worker I
Florence T. Shearer - Fiscal Technician

Promotions/Sabbatical Leaves/Tenure

The following faculty are being recommended for promotion:

Full Professor

1. Joseph C. Thomas
2. Douglas S. Campbell
3. Tim P. Yoho
4. Arthur H. Gray

Associate Professor

1. Clay R. Kleckley
2. Joseph Nicholson, Jr.
3. John B. Gordon

It was moved by Mrs. Shirley Thomas, seconded by Mr. John Stemler that the promotions be granted. Motion carried.

Tenure

It is recommended that tenure be granted to Dr. Douglas Wion and Dr. Dane Bowen.

It was moved by Mr. John Stemler, seconded by Mr. Don Faulkner that tenure be granted. Motion carried.

Sabbatical Leaves

The following faculty members are being recommended for sabbatical leaves:

1. Virginia Martin - Summers 1984 and 1985
2. Neil Wilson - Summers 1984, 1985, 1986 and 1987
3. Allienne Becker - Summer 1984 and 1985
4. Wayne Allison - Summers 1984 and 1985
5. Michael Peplow - Summers 1984 and 1985
6. Leroy Straley - Summers 1984 and 1985
7. Dean Phelps - Summer 1984 and 1985

It was moved by Mr. Don Faulkner, seconded by Dr. Larry Lytle that the sabbatical leaves be granted. Motion carried.

ACT 13 Purchases

- | | |
|-----------------|-----------------------|
| 1. Order Number | 255929 |
| Item Ordered | Pontoon Swim Raft |
| Vendor | Red Eye Sports Center |
| Department | President's residence |
| Amount | \$950.00 |

It was moved by Mr. Don Faulkner, seconded by Dr. Larry Lytle that this purchase be approved. Motion carried.

Declaration of Surplus Property

We would like to have the following items declared surplus.

- 1 Floor Scrubber, Serial Number 18-9789, poor condition
- 3 Upright Sweepers, Serial Numbers B606068, 0267251, 0028360, all in poor condition
- 1 Executive Housekeeper, Serial Number 3304, poor condition
- 5 Mobile Waxers, poor condition
- 1 3M Copier, Property Sticker 007496, fair condition

It was moved by Mr. John Stealer, seconded by Mrs. Shirley Thomas that these items be declared surplus. Motion carried.

Foreign Student Tuition Waivers

Each year foreign student waivers are granted on the basis of 1% of the student body. Mr. Williams asked for a motion. It was moved by Mr. Kenneth Clapper, seconded by Mr. John Stealer that waivers be granted. Motion carried.

Emeriti Status

Dr. Willis recommended that the following faculty members be awarded Emerita status:

Dr. Faith McNitt
Dr. Blanche Shamma

It was moved by Dr. Larry Lytle, seconded by Mrs. Shirley Thomas that Emerita status be granted. Motion carried. A letter will be sent from President Willis to each informing them of the Board's decision.

Student Trustee Search Committee

Mrs. Shirley Thomas was appointed by Chairman Williams to serve as the Trustee member on this committee.

Special Report Persons for 1983-84

Dr. Willis announced the special report persons as follows:

Saturday, September 24, 1983*	Dr. Edward Clawson President, APSCUF
Thursday, November 17, 1983	Ms. Sandra Hammann, Mrs. Lynn Lytle, Mr. James Reeser Development Report
Thursday, March 15, 1984	Mr. George F. Rhodes Dean of Students Student Life Report
Saturday, May 26, 1984	President, Student Cooperative Council S.C.C. Report

*date changed to September 10.

Mr. Williams stated that May has been a busy month at the College with the dedication of Robinson Hall, the President's inauguration and Commencement today. He expressed his thanks and appreciation to Dr. Bryan Van Deun as coordinator of the inauguration program. Mrs. Shirley Thomas wrote a letter to Dr. Van Deun on behalf of the Board.

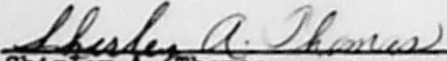
Dr. Larry Lytle asked if the College ever received an Audit Report. Mr. Marshall responded by reporting that the last audit was made in 1977. He stated that we are on record as having asked for a report, but we did not get one. He also stated that it is not known whether we will ever get another written report.

Naming of the Hall of Flags

Mr. Kenneth Clapper announced that it is the pleasure of the Executive Board that the Hall of Flags be named in honor of our immediate past president, Dr. Francis N. Hamblin. The recommendation was seconded by Mr. Don Faulkner, motion carried. The Administration will take immediate steps to get this underway.

The meeting adjourned at 3:15 p.m.

NEXT MEETING: September 10, 1983
4:00 p.m. - Executive Session
4:30 p.m. - General Board Meeting
Followed by All-College Dinner


Shirley A. Thomas
Secretary

PFAECO Vol.XV 1928

laying of the cornerstone
Central State Normal School

October 2, 1889

Act 1982-188

LAWS OF PENNSYLVANIA

No. 1982-188

AN ACT

SB 506

Amending the act of March 10, 1949 (P.L.30, No.14), entitled "An act relating to the public school system, including certain provisions applicable as well to private and parochial schools; amending, revising, consolidating and changing the laws relating thereto," establishing the State System of Higher Education and designating its institutions; creating and defining the powers and duties of the Board of Governors; establishing the office and duties of the chancellor of the university system; defining the powers and duties of presidents and the Councils of Trustees of the University Institutions; relating the powers and duties of the State Board of Education with the university system; and making certain repeals.

Section 2008-A. Councils of Trustees.—(a) *The council of each of the institutions shall consist of eleven (11) members who shall be nominated and appointed by the Governor with the advice and consent of the Senate. At least two (2) members of the eleven (11) member council of trustees shall be alumni of the institution.*

(b) *Ten (10) members of each council shall serve terms of six (6) years, respectively, and until their respective successors are duly appointed and qualified. One (1) member of each council shall be a full-time undergraduate student, other than freshman, enrolled for at least twelve (12) semester hours at the institution of which he is a trustee. The student member shall serve a term of three (3) years or for so long as he is a full-time undergraduate student in attendance at the institution of which he is a trustee, whichever period is shorter. Vacancies occurring before the expiration of the term of any member shall be filled in like manner for the unexpired term.*

(c) *The members of each board of trustees of a former State college or university serving in such capacity on the effective date of this act shall continue to serve for the balance of their respective terms.*

(d) *Six (6) members of a council shall constitute a quorum. Each council shall select from its members a chairperson and a secretary to serve at the pleasure of the council. Each council shall meet at least quarterly, and additionally at the call of the president, or its chairperson, or upon request of three (3) of its members.*

Section 2009-A. Powers and Duties of Councils of Trustees.—In accordance with the rules and regulations adopted by the board, the council of each institution shall have the power and its duty shall be:

(1) To make recommendations to the chancellor for the appointment, retention or dismissal of the president following consultation with students, faculty and alumni.

(2) To assist the president in developing proper relations and understanding between the institution and its programs and the public, in order to serve the interests and needs of both.

(3) To review and approve the recommendations of the president as to standards for the admission, discipline and expulsion of students.

(4) To review and approve the recommendations of the president pertaining to policies and procedures governing the use of institutional facilities and property.

(5) To approve schools and academic programs.

(6) To review and approve the recommendations of the president pertaining to annual operating and capital budget requirements for forwarding to the board.

(7) To review and approve charges for room and board and other fees except student activity fees.

(8) To conduct an annual physical inspection of facilities and make recommendations regarding maintenance and construction to the board.

(9) To review and approve all contracts and purchases negotiated or awarded by the president with or without competitive bidding and all contracts for consultative services entered by the president.

(10) To represent the institution at official functions of the Commonwealth.

(11) To take such other action as may be necessary to effectuate the powers and duties herein delegated.

(12) In accordance with the evaluation procedure established by the board each council shall conduct an evaluation of the president and forward the results of that evaluation with recommendation to the chancellor for submission to the board.

MINUTES
 COUNCIL OF TRUSTEES
 Saturday, September 10, 1983

COUNCIL MEMBERS PRESENT: Kenneth R. Clapper
 Charles W. Hamberger
 Larry H. Lytle
 Charles Rosamilia
 John W. Stemler
 Shirley A. Thomas
 William F. Williams

COUNCIL MEMBERS ABSENT: Donald L. Faulkner
 James M. Koch

OTHERS PRESENT: Craig Dean Willis, University President
 John L. Zaharis, Vice President for Academic Affairs
 George H. Marshall, Vice President for Administration
 Rebecca Gross, Member, Board of Governors
 Edward Clawson, President, LHU Chapter of APSCUF
 Sandra J. Hammann, Director, Public Relations
 John McNamara, President, Student Co-op Council
 Robert Cochrane, Treasurer, Student Co-op Council
 Holly Williams, Reporter, The Eagle Eye
 Jeff Fleishmann, Reporter, The Express
 Julie Brennan, Reporter, WBPZ Radio

The meeting was called to order at 4:39 p.m. by William F. Williams, Council President. The minutes of the May 21, 1983 meeting were distributed prior to the meeting to all Council members. It was moved by Mrs. Shirley Thomas, seconded by Dr. Larry Lytle that the minutes be approved. Motion carried.

REPORTS

Executive Committee
Kenneth R. Clapper

The Executive Committee met prior to the general meeting of the Council. Chairman Clapper reported that there are no items requiring action by the Council.

PRESIDENT'S REPORT

Craig Dean Willis

Dr. Willis reported on the status of our Title III Grant. Our Grant request was not approved. We had enough points to be approved but the funding did not get down as far as our grant. We thought that we could re-submit, but Ms. Hammann found out that for next year only Black colleges are being funded. He stated that the University plans to write to Senators and Congressmen about this because we do not feel that is fair or appropriate.

We are continuing in our quest for better operating and more effective Development Office. The people working in Development will be reporting at the November Council meeting.

Over the summer a seminar was held on campus involving the Development Office staff and others who are involved in any kind of fund-raising with two consultants from the University of Akron. It seemed to go well.

Dr. Willis reported that the enrollment picture looks very good. Dr. Zaharis will give a more detailed report.

We continue to work with the Office of Civil Rights, vis-a-vis the plan for State-related/State-assisted universities in the Commonwealth. While they have accepted the overall Commonwealth plan, they have problems with individual plans in almost every case -- ours was one of those. Mr. Robert Lynch, who's working with that is going to Harrisburg for one meeting and will be going to another to continue to bring us into compliance.

Dr. Willis reported that he will be meeting with Interim Chancellor McCormick on September 22, 1983 for an evaluation of his goals and objectives for the coming year. This information will be disseminated to the Council to keep them informed and for discussion at a future meeting. He stated further that the Board of Governors has hired an outside consultant to advise them on the whole realm of evaluation of presidents.

It was reported that both APSCUF and AFSCME have reached contract settlements. One of the settlements regarding APSCUF involves tuition waivers for faculty children. We hope we can move ahead on this for the University-at-large.

Dr. Willis asked that Council members give notice to Mrs. Lucas about whether they plan to attend the Academic Convocation, September 22, 1983. This is the formal celebration of change over to University status.

Dr. Willis reminded those present that the next meeting will be held at Sieg Conference Center, Lamar, PA.

A copy of the New ACT 188 was distributed for the perusal of the Council. The Board is now constituted as Council of Trustees under the Board of Governors. The old Act, ACT 13, was also distributed for comparison purposes by the Council.

VICE PRESIDENT FOR ACADEMIC AFFAIRS
John L. Zaharis

Enrollment - The fall enrollment is 2611 fully paid students which exceeds our goals. If this holds we will be slightly over the enrollment of last fall.

Registration - Registration for Sophomores, Juniors and Seniors was held in Zimmerli building on Monday, September 5 and went very well. Registration was completed in two and one-half hours ahead of time despite very hot weather.

Summer School - Summer School just passed, we had five fewer students in our summer programs than last summer. Last summer's enrollment was the highest since 1978. The enrollment for Summer School 1983 = 730; 1982 = 735.

The overall Grade Point Average for the University, Spring 1983 is 2.578 (also identical to that of 1982 of 2.586). Dr. Zaharis stated that he feels the expectations of the faculty and performance of the students have balanced one another.

The probation and dismissals report for Spring, 1983 is as follows:

	<u>Dismissals</u>	<u>On Probation</u>	<u>Off Probation</u>
Arts & Sciences	66	67	47
Education	10	20	23
Health, Physical Education and Recreation	<u>5</u> 81	<u>45</u> 152	<u>14</u> 84

Each April we submit to the Department of Education a plan regarding new degree programs that we would like to plan, develop and implement. The Department of Education in mid-Summer authorized us to develop a Bachelor of Science degree in Recreation and a Bachelor of Science degree in Health Sciences. The Bachelor of Science degree in Recreation is quite well along.

The Bachelor of Science degree in Accounting which we submitted last year was denied by the Department of Education because they claimed it is not within our mission as established by the SCUD Board. The wording on the designation of the SCUD Board authorized us to develop a Management Science program some years ago indicates, "Management Science/Business," so we contend that it is, in fact, within our mission and hope to be able to persuade the Chancellor and the Board of Governors that it is within our mission and that we will be able to grant this degree in the near future.

The Associate of Arts in Habilitation was approved and we are now authorized to offer our first Association of Arts degree in Habilitation. It will be housed in the Department of Specialized Studies which deals with the handicapped. Dr. Peter Matthews will be working on this for the remainder of the year overseeing syllabi writing.

The enrollment in R.O.T.C. summer camps has been as good as previous summers. Over 100 students are enrolled this semester which is the highest we have had in this program. Four students were awarded two-year scholarships; two students were awarded three-year scholarships; and there are two on the alternate list which our officers tell us will very likely be awarded very shortly. This means that most likely there will be a total of eight students receiving R.O.T.C. scholarships for this year. Ten students attended basic camp, four attended Airborne School (two of them were females); and 13 attended the Advanced Camp. As yet, we have no word on the replacement for Major Johnson. There seems to be a shortage of officers.

Last year we had a young woman (Pam Yablonski) in our journalism program who had an internship in Harrisburg. I am pleased to report that Brian Sansoni, journalism major, received 1 of 5 Competitive House Legislative Internships for the fall semester.

Last year, we had the largest number of graduates that we have a record of at the college. This includes August and December 1982 and May 1983 = 429.

Title III Grant - We have a Planning Commission and it is our intention to try to find ways to implement as many of the goals that we had in our 5-year planning document. It is hoped by the end of this academic year that we will be able to implement one or more of those 5-year goals despite the lack of outside funding.

We have no more staff people in Admissions than previous years but because of the competition and, I hope, increased energy of our Admissions staff, they are planning a rather extensive program that will take them to states they have never recruited. There is new promotional material being printed with the new logo and other materials, hopefully, which will be ready by the middle of October at the latest. Copies of the new literature will be distributed to Council members when it does become available. This will be the third set since we have used professionals to develop our literature.

Mr. Coldren, Director of Admissions, hopes to be able to use Word Processing in the Admissions Office to improve our recruiting efforts.

Admissions staff will be visiting 300 high schools in Pennsylvania, New Jersey, New York and Maryland and expect to participate in 130 College Night programs in Pennsylvania, New Jersey, New York, Maryland, Ohio, West Virginia, Washington, D.C., Delaware and Massachusetts. They have received an invitation to participate in College Night programs in Massachusetts. They hope to be able to enlist Alumni who are in Massachusetts to assist with recruitment.

The Admissions Office will sponsor a minimum of 6 Hospitality Nights in Pennsylvania and New York. These Hospitality Nights are held in motels -- invitations go out to all prospective students and parents, relatives, friends and neighbors and alumni and some of our own students and our faculty are asked to participate in these programs. We hope to bring in bus loads of Black students and minority students from schools in Harrisburg, Pittsburgh, Allentown, and Philadelphia. Mr. Adolph Wright will be in charge of that program.

VICE PRESIDENT FOR ADMINISTRATION
George H. Marshall

Mr. Marshall stated that he was happy to report that the College finished the fiscal year in the black. Our accounts receivable in May were way behind as were advanced deposits -- probably a condition of the economy. We finished up with about a normal carry over with our collections.

The Board of Governors has made arrangements with the Pittsburgh National Bank to handle our checking -- zero balance with repurchase agreement. Payroll is being done by Treasury, and not by the bank. That will be switched over to the bank in about three months.

The Board of Governors has contracted with the Comptroller's office to continue to do our accounting and maintain our records. They have contracted with Civil Service to provide Civil Service for the employees who were hired prior to the Act. After ACT 188 became effective no one goes into Civil Service. Those who were in Civil Service remain in Civil Service. They contracted for labor relations and employee benefits, the architectural engineering service we used to have from the Department of Education, and Central Data Processing to handle the personnel files.

The income from our investments should probably pay for the charges that the contracts will bring to us.

For the 1983-84 budget, we budgeted for an enrollment of 2525. The salaries budgeted were approximately the same as last year. The Union settlement was at 2% settlement but its affect is 1% which becomes effective in January. It was offset by some reduction in the retirement charges we pay, and we have had no major changes in any of the cost centers.

We do not anticipate any additional student employment than we had last year, and the overload will probably stay at the same figure.

74% of our budget is for salaries. This is probably the lowest figure in the System, with the possible exception of Cheyney which contracts all of its custodial services so it doesn't appear in their salary figure.

In Operating Expenses, only the significant increase has been for printing of the new recruitment literature. The telephone rate increase we have allowed for. There has been about a \$70,000 increase in the electric bill because of the recent rate settlement. We have added \$150,000 for fuel usage over what we spent last year. Last year was probably the warmest year in 50 years. The fuel bill is probably the biggest single uncontrollable variable in the budget.

Mr. Marshall stated that one of the benefits of ACT 188 is that we have been trying to go third party lease on our data processing equipment. The Commonwealth never approved of it so we executed a new contract shortly after ACT 188 went into effect with the Chancellor for approval. When we are going third party lease, we are buying the Computer -- the third party will immediately buy if from us, lease it back to us -- they apparently get a tremendous tax break on a third party lease. The net result would be almost a doubling of computer capacity both in internal storage and ability to accept terminals, and we still save over \$25,000 a year of what we are paying now. The new machine will probably not be here until November.

We have the best financial outlook this year that we have had in the last five. The physical plant: the waterline project was completed. Thomas Fieldhouse will not be ready until the end of October or first week of November. It is, however, on schedule under Phase I.

A small steamline contract has been bid and awarded and work will begin soon. This will take the steamline out in front of the dining hall and across the main street (Fairview Street) to the manhole in front of Ulmer. This is only one part of steamline repairs, other work needs to be done.

Over the summer we made extensive use of the Workfare people. They work so many hours per month in order to remain eligible for Welfare. Painting was finished on all woodwork on Russell Hall and Rogers Gym. Sieg was completely scraped and painted and the President's residence was painted with some rehabilitation work done on the woodwork. Work is now being done on the inside of Zimmerli. Some work will be done this winter in Ulmer Hall and possibly Price. If these jobs had been bid, they would have cost approximately \$60,000. The net cost for us was the cost of the paint. A part-time supervisor was hired to supervise the painting projects. We are pleased with these workers. 75-80% of them work very hard.

Our capital budget will be presented to the Board at the November meeting. The same items as last year will be in the budget. That is, renovation of Price Auditorium, Akeley and a steamline project of one million dollars (it has become very, very critical). Hopefully, by that time we will have a resolution on the old Lock Haven Hospital ground. Originally we were to have Legislative approval to accept the property. Under the new system approval need only be by the Board of Governors. We have submitted a proposal for this property which is to be presented to the Board of Governors on September 20.

We were requested by the Chancellor to prepare a Supplemental Budget Request. The Chancellor plans to go back to the Legislature and ask for a 2% equal appropriation on the grounds that the state-related universities (which are not as closely related to the Commonwealth as we are) got 4% and we got a 2% increase. We have included in that budget a micro-computer laboratory, scientific equipment for physics and chemistry departments, and library books. The 2% would equal \$2000,460. It is possible we may get it.

Bryan Van Deun has resigned and is now working at Pennsylvania State University in alumni affairs. Dr. Mary Pursell, of the Biology Department, is on a year's temporary assignment to Student Life. She has been in the position since August 1 and we are very satisfied with her work.

The residence hall occupancy report is that there are 11 triples. By the early part of this next week there will be no triples. We started out with 57 men triples and vacancies in the womens' dormitories. Some men moved into Woolridge. They will be moved out.

The new Bill has had a lot of impact on the administrative area of the university. We are now writing all of our checks locally, with the exception of salary. We are now paying travel within a week of receipt of the expense voucher.

There will probably be a cash flow problem the second payroll in October. The State has been releasing money at a very slow rate. All universities will probably be in the same situation because our student aid money doesn't come in until November -- which represents a substantial part of our fall tuition.

There will be a meeting of the 14 vice presidents and the new vice chancellor for administration on campus this week. We are going to make a plea that the State increase its share for the month of October so there is no problem with cash flow.

Mrs. Thomas asked whether we had a response concerning an audit? Mr. Marshall stated that the audit we requested before Dr. Hamblin left was a five-year audit which was done by the Auditor General prior to Dr. Willis' arrival; we had an exit interview. To date, we have not received a written response from the Audit. We have been told that the Auditor General will be on the campus within the next month or so for another audit. Whether we are going to get any more written responses is unknown.

Mr. Williams stated that he hasn't had an opportunity to read through the new ACT 188 to determine whether an audit is the responsibility of the Council of Trustees.

President, Student Cooperative Council
John McNamara

The Student Cooperative Council 1983-84 Budget was completed early in May and was run off during the summer. Copies of the budget were distributed to the Council members. Also, a listing of the fall S.C.C. movie schedule. (Both handouts are on file in the President's office.)

This semester the S.C.C. reports having 90% of the Activities Fees collected within the first four or five days of school.

During the summer all employees' offices were moved to the upper level of the Parsons Union Building. Macke Food Company renovated the Snack Bar and, so far, they are doing a fine job.

Mr. Raymond will be submitting a bid to S.C.C. to complete the TV Lounge downstairs which will include carpeting, painting and also plans are being discussed to put up a wall in the back to divide the room.

The second project we would like to complete is a patio outside of the PUB near the South Lounge -- near the field hockey field. S.C.C. would like to put out chairs, tables and umbrellas so the students can enjoy warm weather outdoors.

Howard Reynolds, former Bookstore Manager, was paid off in full about the 25th of July. In doing so a substantial amount of money was saved in interest. At that time any negotiations that existed between Mr. Reynolds and the S.C.C. were terminated.

For Homecoming, October 15, 1983, the S.C.C. is working with Student Life (Judy Rinella) on a Pep Rally, hopefully, a concert in Thomas Field House and other Homecoming festivities and a parade.

Dr. Willis commented that the idea of moving the PUB employees together was a very excellent one. The other two projects Mr. McNamara mentioned have not been approved by the Administration. The S.C.C. budget requires approval by the University President. The S.C.C. budget was approved by the President but not in writing yet because of a question about insurance being raised all over the Commonwealth. S.C.C. does have the money to cover that so the budget is approved.

The question was asked whether S.C.C. is seeking a new manager for the Bookstore. According to Mr. McNamara, right now, the Bookstore is pretty much self-sufficient and so at the present time there doesn't seem to be a need for a director.

SPECIAL REPORT
Edward C. Clawson, President
LHU Chapter of APSCUF

Dr. Clawson gave a complete overview of the enclosed report to the Council. He also gave an update of action taken by APSCUF at the September meeting. The reports are attached.

Report to the Lock Haven University
of Pennsylvania Council of Trustees

by
Edward Clawson, President LHU-APSCUF
September 10, 1983

An effective faculty member makes contributions to the University and the community in a variety of ways. Among the measures of service as a faculty member are, effective teaching, mastery of subject matter, fulfillment of professional responsibilities and contributions to the University. All of these items are documented through student evaluations, peer evaluations and administrative review of faculty performance. The product of these evaluations is placed in the faculty member's personnel file and is subject to review by the president of the university at any time.

One of the criteria for judging faculty effectiveness is contribution to the university community at large.

Community participation is not subject to the same close scrutiny as is teaching effectiveness, however a good indication of the value of such contribution is the amount of involvement of faculty in the community at large and the variety of community activities in which the faculty member participates.

This report attempts to demonstrate the variety and amount of participation of the Lock Haven University faculty on these various boards and service organizations.

The report is based on a survey made of all members of the faculty association. The survey was conducted during May of 1983 and the report is for the immediate past school year.

Fifty-seven (57) of the association members responded and the numbers and kinds of community participation reported is based on those returns. Not all organizations are listed in which faculty participate, however there is a sufficient number to indicate the variety of service given by faculty to the local community as a service beyond that for which the faculty is employed.

The report demonstrates that the communities surrounding Lock Haven University benefit not only from the considerable revenue generated by the employment of faculty but from the variety and quality of the volunteer service to the larger community.

I. Boards and Councils

A. 26 members of boards

1. Types represented

Board of Education - President, City Council, Infant Development, Drug and Alcohol Abuse, Industrial Development, Redevelopment Authorities, Environmental committees, Recreational Committees and Boards, American Association of University Women, Summer program for gifted children, Y.M.C.A., Family Planning Advisory Board, Public Library Board, American Red Cross, County Planning Commission, church boards,

Township Zoning Board - Sec. Treasurer, Vector Control Committee, Watershed Management Authority.

The majority of the boards are advisory in nature and make recommendations to elected bodies which make policy based on advice given. Boards such as city councils and school boards since elected are directly responsible for public policy.

II. Service Clubs

A. 27 belong to service clubs

1. Clubs identified

Rotary, Kiwanis, AAUW, Lions, American Legion, Historical Society, Lock Haven Music Club, Chinese American Club. Offices, Board members, Committee chairs, Vice-Presidents, Newsletter editors, President, and Past Adjutant.

III. Volunteer community service in hospitals, youth organizations, etc.

A. 15 do volunteer work of a more informal institutionalized nature.

Type represented

Lock Haven Artist Series, Baseball for Youth, American Red Cross - instruction in C.P.R., Hope Enterprises, Inc. Physical Education programs for the Mentally Retarded, Organization of Golf Tournaments, Band Boosters - operation of concession stands, Historical Society fund raisers, SPCA, Susqueview Home, Arthritis Foundation, Organize community tennis tournament, Youth swimming program at Y.M.C.A., Junior Achievement advisor, Ross Library fund Raising programs, Youth League, and Clinton County Literacy Council.

IV. Foundations

A. 4 members of foundations

1. Kinds of foundations

Keystone Foundation - Support programs outside regularly funded activities. Bald Eagle Athletic Foundation - Promote sports at L.H.U., Rotary Foundation - Scholarship funds.

Faculty members have also demonstrated a continued scholarly growth through publications, consultancies and participation in professional organizations.

I. Professional Activities

A. Publications

- 1. Articles - 22
- 2. Books - 5
- 3. Study Guides - 1

Contract ratification

The reopened bargaining agreement between APSCUF and SSHE received the overwhelming endorsement of the faculty. The final tally is:

3640 Ballots mailed to members
2061 votes for ratification
-279 votes against ratification
5 invalid ballots

This represents an 88% positive vote.

A summary of the provision is attached.

Item 8 dealing with professional development will require further development by a joint committee by the Board of Governors and APSCUF. LHU has a faculty member on that very important committee.

As one of only 5 of the SSHE universities that has not had a tuition waiver for faculty dependents, the LHU faculty is very pleased with this contracted provision. While there are only 12 children of faculty who are taking advantage of this provision, the morale factor goes far beyond the limited financial benefit to the faculty.

We would urge the Council of Trustees to do what they can to bring about a system of reciprocity among the SSHE Universities and to make the benefit uniform across the system.

We believe the Board of Governors can take these actions outside the negotiations process.

Membership in APSCUF

Lock Haven University has the highest percentage of membership of faculty in the Association of State Colleges and Universities of any of the 13 sister institutions. At the end of the 1982-83 academic year, there were 158 members comprising 93% of the faculty.

This indicates that the LHU faculty is remarkably unified and cooperative within the unit. This offers a potential for development within the university that is unmatched inside or outside academia.

If this potential can be properly activated, it could be a great source of energy to apply to the development tasks that have been identified on our campus.

The membership stands ready and willing to move forward on any project or task where the objectives are clear and the potential for development is in the best interest of the students, faculty, staff and the communities of the Commonwealth.

Relationship with the President and his management staff

The past year has been one of positive movement for the faculty and therefore, for the students they teach. This positive movement has been demonstrated by the inclusion of faculty in activities such as an all-college grant proposal

preparation, inclusion of faculty on special committees on development and athletics, consultations on the directions for the college, and interest in faculty development in general.

The President has made regular weekly contact with the leadership of the faculty in formal and less formal ways. This interest has been translated into much closer consultation and contact by all management with faculty and their leadership. Such close consultation and cooperation has had its positive impact on the morale of all faculty which creates the potential for additional activity by faculty in the development of new directions for the university of the future.

The faculty wishes to compliment the President on his very successful first full year and to express our appreciation for his efforts and accomplishments in these areas.

REOPENER AND CONTRACT EXTENSION SUMMARY

- (1) Extend the current contract (blue book) until June 30, 1985, except for the reopened articles. The major changes in the reopened articles are summarized below.
- (2) A salary package equivalent to AFSCME's with salary increases as follows: 2% January, 1984; 3% September, 1984; and a 2% bonus to be paid January, 1985, for all those faculty who are at Step G of his/her rank on July 1, 1983. (Faculty below Step G will be entitled to his/her annual service increment.) (Article XXII, blue book)
- (3) Non-bargaining unit employees will still continue to need department and local APSCUF approval before being assigned work in unit. (Article VII, D.2., blue book)
- (4) Guarantees that temporary full time faculty appointed for a standard work load for one academic year will be covered by Blue Cross/Blue Shield/Major Medical Plan. (Article XXI, A. 1. a., blue book)
- (5) Retirees must have ten years (formerly five years) of credited service for SSHE to pay for health benefits. (Article XXI, G. b., blue book)
- (6) APSCUF may participate in the Commonwealth/employee study committee to examine medical cost containment but APSCUF and SSHE will by September 15 establish their own joint committee to study cost effectiveness of hospital and medical benefits and make recommendations to the parties by January 1, 1984. Board of Governors may modify hospital and medical insurance benefits but no mandated cap on faculty benefits costs. Benefits may not be less than any SSHE employee covered by any collective bargaining agreement. (Article XXI, B. A., B., C., blue book)
- (7) For administrative faculty, eliminate Flag Day as a holiday but add one more personal day. (Article XXI, 8. C. 2., blue book)
- (8) Joint APSCUF and SSHE committee to establish a faculty retraining program to be implemented by September 1, 1984. (Article XXI, 8. F., blue book)
- (9) Full tuition waiver for those campuses that do not have it for children (under 25) of faculty. (Includes Lock Haven, Clarion, East Stroudsburg, Kutztown, and Shippensburg). No existing tuition waiver plans may be diminished. (Article XXI, 8. G., blue book)
- (10) Payments by employer into the Health and Welfare Fund will remain \$427.00 per year per full time faculty member.

GTM:dys
08/12/83

Dr. Clawson reported two other important things. The whole Blue Cross/Blue Shield medical benefits program is to be studied and recommendations need to be made.

Another aspect is professional development. As a result of the contract meeting there is a Commission set up to design some kind of development program for the University. The result will, hopefully, be to redirect faculty into different areas other than those they are in. Dr. Bruce Young will be APSCUF's appointee on that Commission.

Membership in APSCUF as of last Spring is 93%. This is the highest of the 14 institutions.

APSCUF has had a good year. The relationship of APSCUF with the president of the university has been very positive. The president wants APSCUF to have input into the affairs of the University.

Dr. Clawson reported two important moves which were made at the APSCUF September meeting. The members officially appointed the APSCUF president as Chairman of the faculty which makes it possible for the chairman to call the faculty together to deal with issues.

The second important move was that APSCUF went on record as directing the University committees to report to the faculty. They will now report to the faculty as well as the president. If a broad issue needs to be discussed, it will be brought to the faculty, they will make their resolutions, send that on to the president.

Dr. Willis stated that he feels this action has a lot of merit and he is glad to work with the faculty in this way.

Member, Board of Governors
Ms. Rebecca Gross

Ms. Gross announced that there would be a meeting of the Board of Governors on September 20 in Harrisburg. The August session was principally in the hands of the various committees discussing policy. Ms. Gross serves on the Academic Policy/Educational Planning Committee. Most of the time was devoted to the endeavor to make a preliminary prediction as to the way in which an on-going planning process can be inaugurated and developed so that we would be developing academic changes in all the institutions in light of some sort of knowledge of the needs of the Commonwealth. she asked for comments and stated that there are three members on this committee who are to consider this and make reports back to the Board of Governors. The advisor to this committee is Dr. Nancy Nelson. Ms. Gross also stated that she will be in a better position to give a more thorough report after the September 20th meeting.

Dr. Willis stated that the Chancellor's Office and Board of Governors is eager to have the Council of Trustees realize their full potential under Act 188. He also stated that Chancellor McCormick has expresses an interest in coming to one of the Lock Haven University Council of Trustees meetings.

MATTERS FOR DECISION
Dr. Craig Dean Willis

Personnel Appointments

Mr. Dennis Compston Permanent/Full Time	Replacement for Nate Hosley Resident Hall Director, Bi-weekly, \$632.25
Ms. Dona Davis Temporary/Full Time	Replacement for Terry Shultz who is on Sabbatical Leave - Bi-weekly \$914.03
Mr. John C. Green, III 1/4 time, Temporary for one semester	Teaching of Accounting Bi-weekly \$189.19
Dr. David Matson Permanent/Full Time	Replacement for Dr. Haddad Instructor-Abnormal/Clinical Psychology Bi-weekly, \$1,161.98
Mr. Edward Nixon Permanent/Full Time	Replacement for Judy Rinella who has been reassigned. Resident Hall Director, Bi-weekly, \$632.25
Mr. Wallace Smith Permanent/Full Time Managerial	Replacement for Don Pearman, Resident Hall Director, Bi-weekly \$632.25
Mr. Bruce Wooley Permanent/Full Time Computer Science	Bi-weekly salary, \$1,217.93
Temporary, seasonal coaching assignments:	
Mr. Donald Amoriello Assistant Athletic Coach, Football	8/15/83 - 5/15/84
Mr. Larry Richardson Assistant Athletic Coach, Football	8/15/83 - 5/15/84
Mr. Walter L. Lienl Assistant Athletic Coach, Football	8/15/83 - 5/25/84
Mr. James E. Long Assistant Athletic Coach, Football	8/15/83 - 5/25/84
Mr. Michael A. Stone Assistant Athletic Coach, Football	8/15/83 - 5/25/84

Personnel Appointments (continued)

Ms. Nancy C. Barner Temporary replacement for Barbara Greene who is on maternity leave. Science Office Secretary	\$5.26 per hour, no benefits
Ms. Dolores Confer Temporary/Full Time, Special Grants Programs Secretary	Bi-weekly salary, \$394.50 1/2 time Special Services 1/2 time for ACT 101
Mr. Truman Hibbler Permanent Utility Plant Helper	Bi-weekly salary \$420.80
Mr. Michael Hoover Temporary/Full Time Security Officer	Wage Employee - \$6.06 per hour
Mr. Roy McCauley Temporary/Full Time Maintenance Repairman	Bi-weekly salary, \$485.25
Mr. Frank Swinehart Temporary/Full Time Maintenance Repairman	Bi-weekly salary, \$485.20
Ms. Jill R. Porter Permanent/Full Time Clerk Typist II, Admissions	Bi-weekly salary, \$469.50
Ms. Shirley Vuocolo Permanent/Full Time Custodial Worker I	Employed for approximately 1 year with the Green Thumb Program, Bi-weekly salary, \$396.75
Ms. Grace A. Yearick Permanent/Full Time Custodial Worker I	Bi-weekly salary, \$396.75

Mr. Kenneth Clapper made a motion to accept the personnel appointments as read by Dr. Willis, seconded by John Stemler, motion carried.

ACT 13 Purchase

Dr. Willis reported that this will be the last purchase under ACT 13.

(1) Order Number	255907
Item Ordered	Speakers for the football stadium
Vendor	University Electronics Inc.
Department	Physical Education
Amount	<u>\$1,310.00</u>

It was moved by Mr. John Stemler, seconded by Mrs. Thomas, motion carried for approval of this purchase.

Dr. Larry Lytle made a recommendation for consideration by the Board of Governors that tuition waivers be extended to all children of employees of the University to include children of retired and deceased faculty. The children should be 25 years of age or under seeking a first degree.

The motion was made by Mrs. Shirley Thomas, seconded by Mr. John Stemler and the motion carried unanimously.

ELECTION OF OFFICERS

It was moved by Mr. Charles Rosamilia that Election of Officers be tabled until the next meeting, seconded by Mrs. Shirley Thomas, motion carried.

Mr. Williams announced that this was to be John Stemler's last meeting. He commended John and thanked him for his contributions and extended his best wishes.

Dr. Willis stated that the people who work at the University have found John to be extremely professional and appreciate his many contributions.

Mr. Clapper added that, from the standpoint of student trustees, John has certainly been the leadership-type and he thanked him for his many contributions.

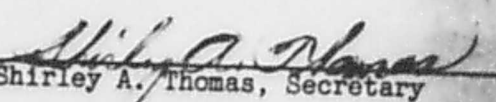
It was moved by Mr. Rosamilia, seconded by Dr. Lytle that a resolution be included in the official minutes commending John for his excellent and outstanding service to the Board/Council. Motion carried.

Mrs. Thomas stated that it will be difficult to replace John.

Mr. Stemler acknowledged the statements with thanks and stated that it has been a pleasure working with the trustees.

Dr. Willis announced that the November 17 meeting will be held at the Sieg Conference Center, Lamar, PA at 3:30 p.m. and dinner will follow at the Center.

The meeting adjourned at 6:02 p.m.


Shirley A. Thomas, Secretary



LOCK HAVEN STATE COLLEGE

LOCK HAVEN, PENNSYLVANIA 17748

THE PRESIDENT

October 6, 1983

Mr. John W. Stemler
536 Hamilton Street
Bowmanstown, PA 18030

Dear John:

It is indeed a pleasure to inform you that at the Council of Trustees meeting held on September 10, 1983, the following resolution was adopted in recognition of your faithful service to Lock Haven University:

WHEREAS, AFTER DISPLAYING SUPERIOR SERVICE TO LOCK HAVEN UNIVERSITY, AS A MEMBER OF THE BOARD OF TRUSTEES FROM MARCH 4, 1981 TO JUNE 30, 1983 AND ON THE COUNCIL OF TRUSTEES FROM JULY 1, 1983 TO NOVEMBER 17, 1983, JOHN W. STEMLER has hereby fulfilled all of his obligations and responsibilities to the Council;

AND WHEREAS, THE COUNCIL OF TRUSTEES RECOGNIZES AND APPRECIATES HIS DEDICATED PERFORMANCE AND LOYALTY TO THIS INSTITUTION;

BE IT RESOLVED, THEREFORE, THAT THE COUNCIL OF TRUSTEES OF LOCK HAVEN UNIVERSITY HEREBY LAUDS AND COMMENDS MR. JOHN W. STEMLER, WITH BEST WISHES FOR CONTINUED SUCCESS IN HIS EFFORTS TO PURSUE A ROLE IN HIGHER EDUCATION.

BE IT RESOLVED, ALSO, THAT THIS RESOLUTION SHALL BE INCLUDED AS A MATTER OF PERMANENT RECORD IN THE OFFICIAL MINUTES OF THIS COUNCIL.

Congratulations, and best wishes!

Sincerely yours,

Craig Dean Willis
Craig Dean Willis
President

CDW:mwl
cc: Mr. William F. Williams

PRESIDENT'S REPORT
Craig Dean Willis

Dr. Willis welcomed and introduced Mr. Leslie D. Noelk, newly appointed Council member. He also introduced Dr. Douglas C. Campbell, president-elect of APSCUF and chairman of the English, Journalism, and Philosophy Department of Lock Haven University.

Dr. Willis began his report to the Council by presenting his 1983-84 goals and objectives for the University. He indicated that three of the items are mandated by the State System of Higher Education. They are items 1, 2 and 3. In his plan to implement the Affirmative Action Plan, two affirmative action people have been hired. His goals and objectives are listed below with his comments:

1. Play an effective, active role in implementing the University Affirmative Action Plan.

This goal will be attainable when:

- 1.1 The hiring and student recruitment goals for minorities have been met.
- 1.2. Information on the University's position on Affirmative Action has been disseminated to all constituencies within the institution.

2. Reduce the disparity in retention rates between black and white students by 40% by 1988.

This goal will be attained by:

- 2.1. Assisting in providing financial aid to needy and eligible students through the Office of Financial Aid, as well as through aiding and obtaining employment, either on or off-campus.
- 2.2 Direct an aggressive campaign of academic and career counseling.
- 2.3 Improved tutorial service in conjunction with advisement.
- 2.4 Improving the cultural and social life on and off campus by means of scheduled, on-going discussions between campus and community groups.
- 2.5 Funding the Human Relations Committee to higher levels than heretofore.
- 2.6 Making the Black Cultural Society more visible on campus.

- 2.7 Developing curricular offerings which might serve to increase the interests of enrolled black students.
- 2.8 Develop a black and minority student orientation program.
- 2.9 Educate residence hall directors to the special problems which black students may have in a predominantly white university.
3. Manage the University without incurring a deficit, by:
 - 3.1 Improving the reporting system on a regular basis.
 - 3.2 Making heads of cost centers accountable for their budgets.
4. Examining the possibilities for graduate programs, by:
 - 4.1 Determining the need for graduate study in the areas not served readily by existing graduate institutions.
 - 4.2 Assessing the potential this university has for providing for those needs.
 - 4.3 Obtaining the guidance and support of the Chancellor's office to gain approval for graduate programs based upon the above.

(This has been something we have been talking about and we want to keep the question open and continue to explore the possibilities of a graduate program. The graduate committee is continuing to look at this.)

5. Examining the potential to expand international education into new areas of the world, by:
 - 5.1 Consulting with umbrella organizations such as UNESCO, ICET, and the U. S. Department of Education.

(We are exploring new programs for possible growth, and so that if we lose some others might be available.)

6. Increase the level of funding (Fiscal giving) from agencies other than the Commonwealth and student tuition, by:
 - 6.1 Developing an active, aggressive office of development, with adequate, well-trained staff.
 - 6.2 Integrating the activities of the Office of Development with the Office of Alumni Affairs, The University Foundation, and the Athletics Office.

(We have placed a big emphasis on development. The Office of Development staff will be presenting a report later in the meeting. We are optimistic about future developments in this area.)

7. Attempt to improve the condition of the physical plant, by:

7.1 Obtaining funding to demolish the old hospital, recently donated by the County Commissioners in order to use the land for practice/playing fields.

7.2 Obtaining a capital appropriation to renovate Price Auditorium and Akeley Hall and to renovate the steamlines.

(The gift of the old hospital will enable us to rotate athletic fields. If we receive funding, improvements are to be made to Akeley and Price.)

8. Conduct an in-depth study of varsity athletics and its impact on the institution, by:

8.1 Establishing a blue-ribbon committee of individuals drawn from the several constituencies of the University, both on and off-campus.

(A special ad hoc committee has been formed to look at this over the period of the next year.)

9. Examine the academic organizations of the University in order to streamline and improve its administration and effectiveness in serving those whom it is designed to serve -- the student, by:

9.1 Establishing a committee charged with taking an all-University look at the current organization.

(There is a group doing this.)

10. Continue to work toward improving the good relationship which exists with the city and county communities, by:

10.1 Inviting individuals and groups to the campus for informal and formal events.

10.2 Involving more of the staff and students in community organizations and events.

10.3 Actively pursuing to providing staff expertise to assist various agencies in the activities.

10.4 Making the physical plant available to more community groups.

(I believe good things are happening as we work together to enhance the community/university relationship.)

11. Clarify the uncertainty with regard to the University's mission in Business as designated by the SCUD Board but not accepted by the Department of Education, by:

11.1 Submitting a formal request for a re-examination of this designation, and the institutions' existing programs and potential for enhancement to the Chancellor.

11.2 Resubmitting a proposal to the Chancellor for approval of a B. S. in Accounting. This proposal was recently denied by the Secretary of Education because it was determined to be in non-compliance with our mission.

(We see an Accounting major as a very important addition to our existing programs in Business (Management and Computer Science.)

12. Continue the established practice of developing cooperative degree programs with other institutions, by:

12.1 Making personal contacts with administrators to determine potential for cooperative efforts.

12.2 Encouraging administrators and department chairpersons to do the same with their counterparts.

13. Continue to attract increasing numbers of adult learners by:

13.1 Surveying the adult population in the area we can reasonably hope to serve to determine their educational/vocational needs.

13.2 Assemble various sets of courses to meet immediate or short term needs of the underemployed.

13.3 Schedule courses at more convenient times for adult learners.

13.4 Conduct a vigorous advertising campaign to inform adults of the educational opportunities available for adult learners.

13.5 Explore the potential for development of the "Weenend College" concept.

(We have been working and planning in this area. The Weekend College program for adult learners is in the development stage. The Continuing Education Committee is looking into this.)

Report on Enrollment - The final enrollment is 2661, the highest in Lock Haven's history. We have a slightly smaller freshman class but the full-time equivalent figure is about the same as last year.

Fee Waiver - Dr. Willis reported on the status of the fee waiver. The Board of Governors met and have not taken action on this matter. They have indicated they will do so in January. SCUA has asked for the same as APSCUF.

Fall Academic Convocation - Dr. Willis thanked those who attended and indicated that we hope to continue this practice.

Mr. Fitz Dixon's Visit - Mr. Fitz Dixon's visit for November 8 was called off until a later date due to dense fog at the airport. He is now scheduled to visit the campus on Monday, December 5.

Status of Trustees-elect - Dr. Willis officially welcomed Mr. Leslie Noelk. There are three nominations by the Governors but not yet confirmed by the Senate.

Ceremony for Hall of Flags - The dates of April 13 and 14, 1984 have been designated as the dates for the Hamblin Hall of Flags Dedication. W. Clement Stone, insurance executive and philanthropist has been contacted and will be the keynote speaker.

Williamsport Area Community College - Dr. Willis indicated that has been in touch with Dr. Breuder, President of Williamsport Area Community College and that others at both institutions are working out cooperative ventures.

Thomas Fieldhouse - Dr. Willis indicated that \$144,000 has been released for equipment for the renovated Thomas Fieldhouse.

Meto-sequoia Tree - A tree in memory of Bruce Conner who was killed in an automobile accident and who was a member of Tau Kappa Epsilon, was planted at the corner of the Ulmer Science building. The TKE's had a ceremony in memory of Bruce.

Sports - The women's Field Hockey Team came in 2nd in Division II playoffs. Our Soccer Team is moving forward and placed in the quarter final.

Parsons Resolution - Dr. Willis proposed that it would be in order to give a resolution to the family of Dr. Ricahrd T. Parsons. Mr. Don Faulkner made the motion, seconded by Dr. Larry Lytle. Motion carried.

VICE PRESIDENT FOR ACADEMIC AFFAIRS
John L. Zaharis

Industrialist in Residence - Dr. Zaharis reported that Dr. Robert Romancheck, Manager of Rate Administration for Pennsylvania Power and Light Company was on campus November 16, 17 and 18 as our first industrialist-in-residence. This is a new effort by the University to introduce our Management Science majors to company executives and upper level management persons.

Institutional Research - Mr. Richard McCarty, Director of Institutional Research, is in the process of conducting an economic impact study for the University. He will be surveying a number of businesses and populations in an effort to determine the contribution which the University makes to the economy of Clinton County.

School and University Partnerships - A Joint Conference on School and University Partnerships was held in October at Indiana University of Pennsylvania. Superintendents of school districts, directors of Intermediate Units, university presidents, academic vice presidents and deans of colleges of education from each of the 14 universities and their local school districts met to develop ideas and strategies for closer cooperation in improving education in both the public schools and the colleges of education.

We have had a follow-up meeting on campus and the prospects for accomplishing some of our objectives this year look promising. Dean of the College of Education, Dr. Ira Masemore, is our coordinator in these efforts.

Australian Students - Twenty Australian students will arrive in late December for a semester of study at Lock Haven University.

Poland Exchange - Six students and a faculty member, Dr. Dane Bowen, will be going to Poland for the Spring 1984 semester and an equal number of senior and junior faculty will be here.

Las Vegas Nite - Las Vegas Nite is scheduled for November 19. This is the 4th year we have held this activity which raises money for scholarships.

Dr. Zaharis reported 152 will be graduating in December. This is the largest since 1972.

VICE PRESIDENT FOR ADMINISTRATION
George H. Marshall

Mr. Marshall's report on the budget was very positive and he expects that 1984-85 will be healthy. Collections are on schedule. He explained the budget process and stated that the System will request from Legislature an increase of 14% for 1984-85. In February or March the Governor's requested figure will be discussed. We will be asked to defend the budget, an allocation will be made in about a month and we will then do a re-budget. Our next budget request will not go through until next August.

The Council was asked to waive room rent for E.O.P. students for the summer. It was moved by Mr. Don Faulkner, seconded by Dr. Larry Lytle. Motion carried.

Mr. Marshall reported that Phase I of the Thomas Fieldhouse renovation project is now complete and Phase II is well underway. He reported a major hold up on the steamline project.

The Parsons Union Building is now amortized. Mr. Marshall asked that the \$10.00 Special Fee assessed each student be reduced to \$2.50 per semester, the collections to be maintained in an account restricted for the repair and renovation of the Parsons Student Union Building and other facilities utilized by student funded activities. It was moved by Mrs. Thirley Thomas, seconded by Dr. Larry Lytle that this adjustment in fee be made with the aforementioned stipulations. Motion carried.

Mr. Marshall asked that the Council consider giving the president authorization to approve purchases for the day to day operation of the university. There was some discussion as to the types of contracts, expenditures and/or purchases would fall within this authorization.

A listing of all purchases would be available for the review of the Council. There was some discussion on this matter and the following action was taken by the Council.

It was moved by Dr. Larry Lytle, seconded by Mrs. Shirley Thomas that the President be authorized to make such purchases as required for the normal operation of the University. Records of these purchases will be maintained in the Purchasing Office for the inspection of the Council of Trustees. Extraordinary expenditures or contracts, or expenditures of contracts in excess of \$5,000, will be reported to the Council at its regular meetings. Motion carried.

APSCUF REPORT
Douglas S. Campbell

In the absence of Dr. Edward C. Clawson, president of the LHU Chapter of APSCUF, Dr. Douglas S. Campbell, president-elect presented the following faculty report.

Chapter APSCUF presidents voted to recommend to the board of regents that tuition fee waivers be uniform and reciprocal across the system.

LHUP/APSCUF has established a committee to set up guidelines for evaluation of the president and a committee to set up guidelines for out-service leaves.

The faculty voted to make the president of APSCUF the chairperson of the faculty. It also voted to require all faculty committees to report decisions to the faculty at large. These decisions will then be reviewed and passed on to the president of the university.

State APSCUF is developing a catalogue listing faculty expertise.

LHU/APSCUF is co-sponsoring an Emeriti Art Exhibit.

The faculty has responded to the able leadership of President Craig Dean Willis with increased interest and commitment to faculty-management committees.

PRESIDENT, STUDENT COOPERATIVE COUNCIL

John McNamara

John McNamara began his report by introducing his vice president and president-elect of the Student Cooperative Council, Gary Interdonato. Gary then introduced his executive officers and gave the following brief statement concerning his role as the new Student Cooperative Council president. Gary stated that one of his jobs as vice president was to handle the elections, and since he was running for office he chose two people from the Nominating Committee to take over his functions. He reported that the elections went along fine. He stated that his main goals are to focus on the needs of the students, to see more student involvement and to try to take away the label of a suitcase college.

John McNamara continued his report by giving an overview of the past year's activities and accomplishments.

This past year has been a long and busy one for SCC and full of new experiences and, of course, it was educational. With a group of six students, two biology majors, two journalism majors, one computer science major, and one undeclared major and with one accounting course between all six of us, we were armed and ready to jump into the management of a one million dollar corporation barely surviving. We learned much about debts, lack of procedures, lack of policies, lack of respect in a lot of the areas of the Student Cooperative Council, legalities, contracts, poor management, poor inventory, poor inventory control and merchandising. We learned how to be persuasive, stand up to what we believe and what we were elected to do. We learned all about the different perspective of roles played by different organizations on our campus and how to play along with them and then how to end it. We learned to put truth and justice ahead of all, we fought for it in many instances and a lot of those instances were decisions which we made and were quite unpopular with the student body. I believe that is why my administration has accomplished each and every goal it set out to accomplish. We also learned how to budget our time between meetings, phone calls, classes and exams, problems and programs. We had little time to ourselves.

I never regretted anything I've done and I don't regret spending two of my three years at Lock Haven being involved with the Student Cooperative Council. However, if I had it to do over again, and I'm sure I can speak for the rest of my administration, we wouldn't, at least not under the circumstances we came into office with. It was one long and hard year battling problems

overlooked or as someone recently conveyed to me, "out of sight, out of mind," by many on this campus. The Student Cooperative Council can't be pushed into the back seat and brushed under the carpet. The money saved by the University just through personnel costs of the Student Cooperative Council employees, revenues tied up in the Bookstore and Snack Bar, maintenance and fuel costs of our vans, and so many other instances would put quite a dent in the fiscal year's budget. The University is getting off very cheaply by allowing students to operate a one million dollar corporation. I am asking the Council to come up with some type of system to not just control, but to oversee and correct if need be, a vital organization on this campus. I have noticed over my several years with the Student Cooperative Council that when things are fine the Student Cooperative Council is a part of Lock Haven University, and when things go sour it is that monster of a Student Cooperative Council that the students run. It cannot be both ways and I would rather see the Administration operate all aspects of the Student Cooperative Council rather than put our employees through difficult times year after year.

Before what I'm asking is considered, let me reflect on what my administration feels were accomplishments for both the Student Cooperative Council and the University:

- Not releasing the campus Bookstore;
- Trying to diplomatically settle the Reynolds lawsuit, and the \$50,000 the students paid on top of the \$30,000 the taxpayers paid;
- Eliminating a \$15,000 outstanding phone bill;
- Leasing the Eagle Wing Snack Bar which had been falling apart since 1981 and reducing a \$17,000 deficit to \$9,000 in four months, with the help of Wayne Clickner, and today the Macke Company has exceeded more than the Snack Bar has ever made in its existence;
- Rock Series '83 in Hubert Jack Stadium last May;
- The many artist series, lectures and cultural events;
- T.G.I.F. (Thank Goodness It's Friday parties), and top movies, and last but not least,
- A recently hired Student Union administrator, Mr. David Cox. Mr. Cox is from Johnstown, PA, married with three children, 34 years of age and a graduate of the University of Pittsburgh at Johnstown with a degree in Business/Economics.

We have made other accomplishments but one other which I feel is pertinent is that we have followed the philosophy of our University President and the tone which he has set for what this institution is. We have gone into the community in many aspects, trying to improve our relations between we the students and town people. Some of these have been through the Student Cooperative Council being featured on WBPZ's Talk Back, and most recently a

speaking engagement with the Lock Haven Kiwanis Club. I believe the community is beginning to realize that, because of the state of our economy, just what type of an industry the University is. I hope this will continue in the future.

John continued his report by saying, "Dr. Willis and Mr. Marshall, I would like to thank both of you for the guidance that you have shown me and directing me through the past year, and I'm sure I am speaking for the rest of my administration."

Mr. Williams asked for comments to Mr. McNamara's report. Dr. Willis responded by expressing his appreciation for the good things which John has done and for his very sincere dedication to the task. He applauded him for things that he did.

Dr. Willis acknowledged Gary Interdonato as President-elect of the Student Cooperative Council and mentioned that some of those present may think that Gary looks familiar. Gary works for Law Enforcement and Safety. Another point of interest that he made known is that Ms. Patty Miller, Student Cooperative Council Treasurer-elect is the wife of former Lock Haven student trustee Craig Miller.

SPECIAL REPORT - DEVELOPMENT OFFICE

Mrs. Lynn Lytle

Mr. James Reeser

Ms. Sandra Hammann

Mrs. Lynn Lytle, Director of Foundation Development, presented a brief history of the Development Office as the introduction of the Special Report.

It was almost a year ago that Dr. Willis expressed his desire to organize and establish a Development Office on campus. Mrs. Lytle was asked at that time if she would be interested in working in behalf of The Foundation. This had not been done before, officially having one person working for its organization. Since that year many, many things have happened. "At this time we are feeling optimistic and good about the direction we have established," stated Mrs. Lytle.

The first step was Mrs. Lytle's attendance at a workshop in California sponsored by the Council for Advancement in Support of Education (CASE). This workshop was how to establish a Development Office from the ground up. Mrs. Lytle stated that right from the start the Development Office has had full support demonstrated by Dr. Willis. Having the full support of the Administration has been a significant factor, giving the Foundation staff the freedom to become more creative and expansive and, hopefully, more effective than was ever possible before.

Last May, Ms. Hammann and Mrs. Lytle decided that in this lengthy and complex process the first thing needed was to meet with collegewide constituencies in an ad hoc fashion to talk about needs. This committee had representation from faculty, students, and community members. At that time they did some brain-

storming and a lot of enthusiasm was generated. From this meeting a list of needs was developed.

As of July 1, an official announcement of the reorganization of the Development Office was made. At that time Mr. James Rees joined the team. He brought to his position as Director of Alumni Affairs, many years of experience in dealing with the public in admissions and other capacities. Also, on July 1, the Development Office moved into its new headquarters in Himes Hall which gave it more visibility and accessibility. The proximity of the three offices (Lytle, Hammann, Reeser) proved to be invaluable.

Mr. James Reeser, Director of Alumni Affairs, continued with the Special Report. Mr. Reeser is an alumnus of the University, Class of 1964, and came to Lock Haven in 1966. He has worked in Admissions for 17 years and 1972-74 was employed as Director of Alumni Affairs.

Mr. Reeser pointed out the list of needs as outlined in the attached report. From the planning meeting in May through the middle of the summer when a workshop was held in August the Foundation staff was busy learning how to do their jobs. Ms. Hammann, Director of Public Relations, reported on the August workshop. The workshop was held August 2 - 4 with Mr. Foster Buchtel, assistant to the president at the University of Akron as the facilitator and he was joined by Mr. James Banks who is the development officer at the University of Akron. They spent the first day with the Development Office staff and with Mr. George Marshall, Mrs. Barbara Thiel and Ms. Sue Hall. The first day was spent discussing the need and importance of communication so that they all knew what everybody was doing within the University and more effectively how to communicate this to other people.

The second day of the workshp was a much larger session. Many of the people of the University who had anything to do with fund raising -- those in the Athletic Department, Music Department, and others, came to a meeting in Sullivan Hall where the presentor was Mr. James Banks. Mr. Banks explained the nitty-gritty things of fund raising for the University: where we should start, how we should do it and most importantly, the need to centralize all of this and to have one area responsible for coordinating the development at the University.

Mrs. Lytle, in her report, announced that the Friends of Lock Haven State College has now been changed to, "Lock Haven University Foundation." Along with the name change will be a new logo. This new logo will be a picture of a small green tree drawn by an art studnet of the magnificent evergreens as seen on campus. It is hoped that this logo will symbolize strength, longevity, growth, foundation.

Some thought is being given to expanding the Foundation Board to 15 members and to enlarge the scope of the Board to include members of the business community.

Mrs. Lytle encouraged the Council members to read the packet of information which includes the policies and procedures of the Board. She stated that through this the Council may look to themselves for ways in which they can enlarge their particular role as advocates of the University. She pointed out that a Nominating Committee has been established for the first time so that we will be able to draw on those people who can lend their support financially and in other ways. It is this group of people who may make the difference for our being able to achieve in the market place.

The scholarship program for the University will be run through The Foundation. The program has been enlarged since July, adding six new scholarships. One is an addition to one already in place, the other five are additions. The fall scholarship program has just been completed with \$10,000 awarded.

Mr. Reeser reported that the Alumni Executive Board met on Homecoming morning. The following four items were the major points for discussion.

A major step which must be taken is in the area of data collection. There are a lot of things which we need and presently do not have. The computer file was not changed in the collection of alumni information since 1976. Things ran stagnant from 1976 to 1983. Looking over what was available as to space and information some of the things, under Item 1 (attached report), are very important for us to have. Mr. Reeser stated that he thought it might be a nice gesture to have his secretary send a birthday greeting to every alumni over the age of 70. When he found that we only had 3,500 birthdates recorded for 13,000 alumni, this meant it could not be done until some work gets underway in this area. He stated that we have no idea where our graduates are employed. This is a very critical situation. The information will be gathered in the fall fundraising program. An Alumni Directory will be printed. Programming for the next year and one half will be as follows: Alumni Weekend, June 8, 9, 10. A residence hall will be used to house guests and a dinner/theatre is planned with possibly a picnic at Sieg Conference Center.

In 1975 there were 14 active Alumni chapters; in 1981 there were 8. We need to do a lot of work in this area, also.

Homecoming 1983 went very well. Mr. Reeser asked for comments and/or suggestions. He would like to expand Homecoming activities to two days and include special plans for Friday evening.

In early December a mailing for the Annual Fund will be sent to 17,000 people.

Mr. Reeser stated that he has a very optimistic outlook for future developments within the Alumni area.

Ms. Hammann presented the new brochure entitled "A Haven for Excellence" which is the title selected for this year's annual fundraising campaign. All literature will bear that slogan. She asked for Council's reaction to some pictures which she had on display at the meeting for new brochures. The emphasis for the campaign is "students." Our primary need is for student scholarships. She pointed out that if we use the pictures that Grit Publishing Company has now, we will save \$200 for every picture we use which is a \$1,200 savings. The Council agreed to this. Ms. Hammann reported that we had three competitive bids and Grit was the lowest, \$17,000 brochures in color for \$1,200 and they expect to have the brochure done by December 1.

Ms. Hammann continued with her report from the Public Relations Office stating that the primary purpose in the Public Relations Office has been, so far, to project the image of what Lock Haven University is, what we are doing and what we have to offer. We like to tell people what our students and faculty are doing because we do think we are doing some good things here at Lock Haven University.

During the past summer Ms. Hammann visited radio station, newspaper and television people to see what they want from us and how we can tell them about Lock Haven University. She stated that results are beginning to show and our programs are receiving very good coverage. Mr. Chuck Yorks, Grit Publishing Company, Williamsport, PA, spent some time on campus with deans, administrators and others as a guest for lunch and to talk about what we are doing. He is doing a feature article on the three universities that are within the Grit coverage area. The article on L.H.U. should appear in the Sunday edition. We think the relationship with the media has to be an on-going thing.

One of the things Ms. Hammann is doing this year is to coordinate all of the advertisements that go out from the University. She is trying to increase the level of some of them. She displayed several new brochures. All advertisements had to be changed because they said Lock Haven State College instead of Lock Haven University.

News releases, brochures, etc., will go through Public Relations. Her office is working with faculty and administration in this endeavor. Students work with compiling news releases and also help with photography. Ms. Hammann has been attending meetings of the state public relations organizations and getting to know some of the "P.R." people from the other state universities. Visual materials will also be used this year. These are posters by Kodak and cost \$16.00 a piece for a 20 X 30" poster. These will be displayed in Himes Hall where the Admissions and Development Offices are located so that people who come to visit can see up-to-date contemporary pictures of our students and our buildings. Photo slides will be updated for presentations. The College of Health, Physical Education, Recreation and Athletics has requested that this be done for their College.

Ms. Hammann asked for suggestions and/or recommendations concerning the materials that she distributed to Council.

Ms. Hammann gave a report concerning her work with the federal and state grant funds. She listed those which we currently have in the attached report with the amounts shown. Currently, applications are being prepared for the Special Services project. It is a three year program and runs out this year. We are applying for three years, again. We have applied to be designated as an eligible institution for Title III. We will be revising our Title III proposal to resubmit for next year.

On November 5, Ms. Hammann talked with the Pennsylvania State University Chemists' Association on how to write grant proposals.

At the present time the Development Office staff is very pleased to be a part of the new thrust at Lock Haven University.

Ms. Hammann thanked the Council for the opportunity to talk with them. She is a graduate of Lock Haven State College, Class of 1962 and has been employed at the University for the past 15 years.

Mr. Williams stated that he was very pleased with the Development Office Special Report.

Mr. Reeser publicly thanked Dr. Douglas Campbell for his involvement in assisting the Development Office. He has been sharing his expertise having had experience in fund raising.

Dr. Willis stated that he is very pleased, also, with the work of the Development Office team. He expressed his thanks and remarked that they are a part of a very vital function of Lock Haven University.

Dr. Willis stated that some of the trustees may want to consider attending the A.G.B. meetings in the future. It is a very important organization to be a part of.

Mr. Williams called on Miss Rebecca Gross for remarks.

The Board of Governors met on November 15, 1983 and have been involved with the matter concerning Commonwealth Association of Students and the dues collection. The Board authorized the universities to collect the CAS dues. Miss Gross apologized for the Board of Governors concerning tuition waivers. The Board did not act on this matter.

C. Matters for Decision

1. Personnel Appointments

Dr. Willis made the following new personnel announcements pending approval by the Council:

Faculty

MALIN, Sue A., Instructor, replacing H. Faith McNitt who retired. Full-time, permanent employee, appointed 8-20-83. Bi-weekly salary \$1,006.25, annual salary: \$20,125.00. Music Department.

MASCARI, Marla M., SCUA I. Temporary-wage employee, appointed 9-28-83. Salary: \$8.43 per hr. Temporary assignment will end November 25, 1983. Admissions Office.

VENNIE, Cynthia, Instructor, replacing S. McCloskey. Temporary, quarter-time employee, appointed 8-20-83. Bi-weekly salary \$189.19, annual salary: \$1,891.91. Appointed for Fall 1983 semester only -- temporary assignment will end January 6, 1984. Specialized Studies.

Mr. Donald Faulkner made a motion to accept the personnel appointments as read, seconded by Mrs. Shirley Thomas. Motion carried.

Staff

COAKLEY, Melvin, Custodial Worker I, replacing D. Eels who retired. Full-time, permanent employee, appointed 9-27-83. Bi-weekly salary \$381.75, annual salary \$9,956.00. Maintenance Department.

ELDRED, Raymond, Custodial Worker I, replacing J. Miller on sick leave. Full-time, temporary-wage employee, appointed 10-3-83. Salary: \$5.09 per hr. Maintenance Department.

HOUSER, Kimberly, Clerk Typist I. Temporary-wage employee, appointed 10-10-83. Salary: \$5.09 per hr. Law Enforcement.

Mr. Donald Faulkner made a motion to accept the personnel appointments as read, seconded by Mrs. Shirley Thomas. Motion carried.

Resignation

Dr. Willis announced the retirement of Ms. Marianna Hoad. Ms. Hoad made her resignation known from the Department of Speech/Theatre effective the end of the academic year. She has been associated with the University since August 26, 1978 for a period of 5 years 10 months.

2. Awarding of Emerita Status

Retirement

Dr. Willis announced that Ms. May Ireland notified him of her retirement from the Department of English/Journalism/Philosophy effective the end of the 1983 fall semester. She has been associated with the University since August 26, 1967 for a period of 16 years 4 months.

A motion was made by Dr. Larry Lytle, seconded by Mr. Don Faulkner that Ms. May Ireland be awarded Emerita status. Motion carried. An appropriate resolution and letter is to be sent notifying Ms. Ireland of this action.

3. New Business - Election of Officers

Dr. Willis presided for the election of officers. He called for nominations for Chairman of the Council.

Mr. Kenneth Clapper nominated Mr. William Williams for the office of Chairman of the Council, seconded by Mr. Don Faulkner. Motion carried. Dr. Larry Lytle moved that the nominations be closed, seconded by Mr. Don Faulkner. Motion carried.


Mr. Williams accepted the action of the Council to serve as its chairman.

Mr. Williams appointed Mrs. Shirley Thomas as Secretary of the Council and Mr. Kenneth Clapper as Chairman of the Executive Board.

Dr. Willis distributed copies of the report by the National Commission on Excellence in Education entitled, "A Nation At Risk: The Imperative for Educational Reform" and encouraged members of Council to read it at their leisure.

Those present at the meeting enjoyed Sieg Conference Center as a place to meet.

The meeting adjourned at 6:15 p.m.


Shirley A. Thomas, Secretary

Attachments -

Richard T. Parsons Resolution of Respect
Special Report - Development Office



LOCK HAVEN UNIVERSITY OF PENNSYLVANIA
LOCK HAVEN, PENNSYLVANIA 17745

PRESIDENT

December 1, 1983

Mrs. Janet Parsons
4 Hemlock Drive
Lock Haven, PA 17745

Dear Janet:

The following resolution was adopted at the Council of Trustees meeting held on November 17, 1983: .

RESOLUTION OF RESPECT
adopted by the
COUNCIL OF TRUSTEES
LOCK HAVEN UNIVERSITY OF PA
on the death of
DR. RICHARD TORRENCE PARSONS

The COUNCIL OF TRUSTEES, in recognition of the dedication of his life and service to LOCK HAVEN STATE COLLEGE/LOCK HAVEN UNIVERSITY, believe it to be both fitting and proper to express its keen sense of loss in the death of DR. RICHARD TORRENCE PARSONS, and state here the appreciation of his colleagues of his leadership as PRESIDENT of LOCK HAVEN STATE COLLEGE for the period 1942-1970.

DR. RICHARD TORRENCE PARSONS devoted his life to the duties and responsibilities of his office. He was an interesting and caring person who was sensitive to the need of a quality education for our youth. His desire to keep Lock Haven State College a small undergraduate institution gave him opportunities to get to know the student population on a personal level.

Lock Haven State College/Lock Haven University extends its deepest sympathy to his wife, Janet, and members of his family. We have lost a friend, a teacher and advisor. He continued as a true leader and educator through physical infirmities up to the time of his death.

Be it therefore resolved, That this expression of sympathy and appreciation be sent to the family of DR. RICHARD TORRENCE PARSONS, also that it be spread in full upon the minutes of the Council of Trustees.

Respectfully submitted

Craig
Craig Dean Willis
President

REPORT TO THE COUNCIL OF TRUSTEES

NOVEMBER 17, 1983

FROM

OFFICE OF DEVELOPMENT

Sandra J. Hammann
Director of Public Relations

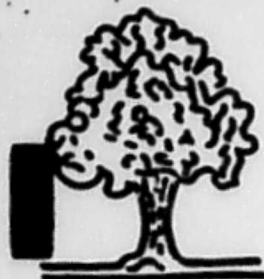
James C. Reeser
Director of Alumni and External Relations

Lynn J. Lytle
Director of Foundation Development

LOCK HAVEN UNIVERSITY NEEDS - 1983-1984

The first four items listed in this section are listed in order of priority. Other items listed are not in any specific order.

1. Student Financial Aid
2. Computer Equipment Needs
3. Scientific Laboratory Equipment Needs
4. Learning Resources Materials and Equipment
5. Facilities
 - A. Renovation of Price Auditorium
 - B. Renovation of Akeley
6. Tennis Court Improvements (Refurbishing and Lighting)
7. Athletic Fields Improvement
8. Campus Beautification
 - A. Plan by landscape architect
 - B. Implementation
9. Development of Recreation and Health Facilities
10. Faculty Development
 - A. Stimulating of research
 - B. New directions for teachings
 - C. Attendance at major professional meetings
11. Marina



Friends of Lock Haven State College, Inc., Lock Haven, Pennsylvania 17745

October 28, 1983

Dear Friends,

Even though our name change is official and no longer includes the word "friends," it's use is most apropos when addressing you, the group who has demonstrated in the truest sense, friendship for Lock Haven University.

Before too much time elapses, I want to keep fresh in your thinking certain aspects of our last meeting.

The Foundation can make the difference for Lock Haven University. The Foundation is the single most important adjunct to the existence of our institution in terms of minimizing the effects of the status quo metered out by the State. It will only be through the inspiration and leadership demonstrated among our membership that our various campaigns and fund raising efforts can achieve any measure of success.

A misconception all too widely held is that the institutions of higher education under the aegis of the State are the recipients of generous portions of tax monies that allow for continued maintenance of standards and growth. This simply is not true. In order to enhance the system of the State we must add substantially from the private sector, the financial support absolutely essential for us to compete in the market place.

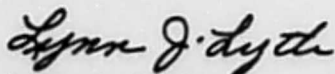
Development experience tell us it is critically important that the various constituencies of the University generously demonstrate by virtue of their financial support their personal commitment to the institution. This kind of generosity inspires giving by others, not only alumni and friends but corporations and foundations as well. It therefore becomes a crucial point that when called upon, you respond as significantly as possible. This is a cornerstone of successful development efforts. It is only with the energy, expertise and financial support from, first of all, the Lock Haven University Foundation Board, that we will be able to succeed.

It behooves us then, to request of each of you some soul searching that will clarify for yourself, your own personal role on the Board.

Friends
October 28, 1983
Page 2

Would you demonstrate as dramatically as you dare your personal commitment to the growth of our University by contributing substantial financial support, by encouraging those persons who are potential supporters, and by lending your time and professional expertise?

Sincerely,



Lynn J. Lytle
Director of Foundation
Development

LJL/sah

cc: Dr. Craig Dean Willis
Mr. George H. Marshall

ALUMNI RELATIONS

1. Priority need is to update alumni records to develop a more comprehensive data base for future University use.
Data needed includes:
 - A. Social Security Number
 - B. Birthdate
 - C. Home Telephone Number
 - D. Name of Spouse
 - E. Year of Graduation
 - F. Major
 - G. Degree
 - H. Advanced Degree
 - I. University
 - J. Occupation
 - K. Business Telephone Number
 - L. Business Address
 - M. Children's Names and Birthdates

2. An Alumni Directory will be developed as an outgrowth of #1.

3. Alumni Office Programming
 - A. Alumni Weekend 1984
 - B. Alumni Chapter Meetings
 - C. Homecoming 1984

4. Fund Raising
 - A. Annual Fund Campaign
December 1, 1983 to June 30, 1984

December 1983

THE TIMES NECESSITATE CHANGE!

This statement is one we hear continuously in today's society. In reality, no matter where we turn, changes are taking place.

Here in the beautiful West Branch Valley, changes are taking place on campus. Lock Haven State, as most of you know it, became Lock Haven University of Pennsylvania on July 1. Our newest building, the Research Learning Center, has been named for Dr. Gerald Robinson, and the complete renovation of Thomas Fieldhouse was finished last month.

But even with these changes, the University still has needs that far exceed the funding we receive from our Commonwealth appropriations. At a time when budgets are being squeezed tighter and tighter, and costs continue to spiral upward, we must receive increased financial support from our alumni and friends if we are to maintain the excellence for which we are known. It is essential that we expand our student scholarship program, continue to modernize our computer and scientific equipment, and purchase ever-needed library materials. In short, we need your involvement if we are to remain "A Haven for Excellence."

Your Alumni Association and University Foundation Boards have examined this situation carefully and have instituted a change in procedure. The annual dues program of financial contributions will be replaced by a combined Annual Fund Campaign with gift clubs for distinguished levels of giving. We're sure you will understand the reason for this change and that you will continue to support the University.

We all owe a great deal to Lock Haven. Just stop and reflect! A gift from you is not only an expression of your commitment to Lock Haven University, but to higher education in general. Whether your gift be \$10, \$25, \$50, or more, it will enable us to continue the Lock Haven tradition.

Send your tax-deductible gift by using the enclosed postage-paid, return envelope. Please make your check payable to the LHU Foundation.

Thank you for your support of Lock Haven University.

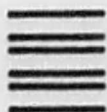
Sincerely,

Paul M. Walison '70
President, LHU Alumni Association

Joseph B. Whittaker '40
President, LHU Foundation

Lock Haven University Annual Fund
Himes Hall
Lock Haven, PA. 17745

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 92 LOCK HAVEN, PA. 17745
POSTAGE WILL BE PAID BY ADDRESSEE



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



Thank you ...



*On behalf of those who will benefit from
your generosity, the President and Trustees
of Lock Haven University thank you for
your loyalty and support.*

Remember ... our Annual Fund Campaign ends June 30.

This year we are updating our alumni records for the purpose of printing an **ALUMNI DIRECTORY**. Would you please take a few minutes to answer our questions? If we receive your response before January 15, 1984, you will receive a **FREE** copy of the directory.

Social Security No. _____ Birth Date _____
Home Phone () _____ Name of Spouse _____
Year of Graduation _____ Major _____ Degree _____
Advanced Degree _____ University _____ Business Phone () _____
Occupation _____
Business Address _____
Children's Names and Birth Dates _____

ANNUAL FUND

I wish to make a contribution in support of Lock Haven University. Enclosed is my gift of:

\$50
 \$25

Or ...

I wish to become a member of the following gift club:

\$100 \$250 \$500 \$1,000
1870 Haven Associates Archway President's Inner Circle
Club

My gift will be matched by my employer.



If address shown is incorrect, please make correction.

Name
Address
City
State
Zip

I designate my gift for:

- Student Scholarships
 Computer and Science Equipment
 Library Materials
 Other: _____

Please make your tax-deductible gift payable to LHM Foundation

A HAVEN FOR EXCELLENCE

Even with the wisdom of Solomon, we could not have predicted the pace with which the University, the nation, and the world have changed! While the Commonwealth might have provided Lock Haven University with all its needs years ago, it no longer does. Therefore, we are instituting an Annual Fund as a means for seeking support for the University.

We need your support to continue the tradition you are a part of. We need you to help us remain a Haven for Excellence.

Lock Haven University has maintained a tradition of quality education for more than 100 years. Our campus has grown; our programs have expanded; our student enrollment has increased. Our Haven for Excellence has continued throughout this growth.

ANNUAL FUND

Lock Haven University requests your support to continue this tradition. Three major needs have been identified by the University. Presidential Scholarships would provide full tuition for academically talented freshmen regardless of family income. Excellence in achievement would be rewarded and would continue to bring Lock Haven University talented students in an age when there is much competition for these students.

Teaching excellence requires support via up-to-date equipment featuring the latest technology. Lock Haven University graduates must be taught how to utilize computers, word processors, and modern equipment relative to their future careers. Because of extremely tight economic times, the equipment has not been available.

A major thrust is needed now to update the equipment on our campus; especially needed are micro-computer equipment for the general university population and science equipment such as compound microscopes and electronic analytical balances.

Stevenson Library represents the third area of major need. Our Library has been an excellent resource for both the university and students and for the community. Your contributions in this area will help to improve the collections we now have and to add the research/library technology which has been rapidly developing. A library is a foundation for the University. We must see that ours is strong enough to support the new programs being developed.

You have participated in the excellence that is Lock Haven University. As alumni, friends of the University and parents, you can help to continue the tradition by giving to our Annual Fund which is a combined venture of the Lock Haven University Foundation and the Alumni Association.

GIFT CLUBS

The students at Lock Haven University benefit directly from the gifts you give to the University. Four gift clubs have been established for those of you who wish to give to our Annual Fund at more distinguished levels. Those donating \$1,000.00 or more will be members of the President's Inner Circle. Each member and spouse will be invited to a formal dinner at the President's home, admitted to all University sponsored activities, and receive the monthly campus newsletter. The donor's name will be displayed on a deluxe plaque in Sullivan Hall and he/she will receive a personalized symbol of recognition. The Archway Society Club is for those donating \$500.00 to \$999.00. Members of this club will be invited to a reception at the President's home and admitted to all University sponsored activities. The donor's name will also be displayed on a plaque in Sullivan Hall. He/she will receive a personalized symbol of recognition. Donors of \$250.00 to 499.00 will become members of the Haven Associates. Members of this club will be invited to a reception at the President's home, admitted to selected University sponsored activities and receive a personalized symbol of recognition. The fourth club, the 1870 Club, will be composed of members who have donated \$100.00 to \$249.00. Each 1870 Club member will be admitted to a University sponsored activity and will receive a personalized symbol of recognition.

LOCK HAVEN UNIVERSITY

Lock Haven University offers 50 degree programs in the College of Arts and Science, the College of Education, and the College of Health, Physical Education, Recreation and Athletics. The University continues to focus on the student as an individual and to make available to each the resources of the entire institution.

As its foremost goal, the University encourages academic excellence in each student in both the general education program and in a specialization. Thus, the University continues to design an educational program which will stimulate the student's intellect, develop a sense of individual and community responsibility and increase knowledge and understanding of American and foreign cultures. Through formal instruction and an organized system of counseling, the University program helps the student develop intellectual, spiritual, emotional, and physical capabilities to achieve personal and professional goals and to participate in, as well as to improve and preserve, a democratic society.

The Annual Fund is an extremely important venture for Lock Haven University. The three people listed below are working with the Annual Fund. Please contact any one of them if you have any questions or would like to discuss this further.

Sandra J. Hammann
Director of Public Relations

Lynn J. Lytle
Director of Foundation
Development

James C. Reeser
Director of Alumni and
External Relations

Lock Haven University
Himes Hall
Lock Haven, Pennsylvania 17745
(717) 893-2021

PUBLICATIONS

1. Major Annual Report - December 1984
 - A. Coverage Period: August 1982 to December 1984
 - B. Progress Report -
Sources of Funding and Expenditures

2. Monthly - 4 Page Newsletter
 - A. All Staff
 - B. Council of Trustees
 - C. Other Universities
 - D. Members of all University Boards
 - E. State System Personnel in Harrisburg

3. Calendar - In Association with Student Affairs
 - A. Distribution:
 1. Last year's graduating class and each reunion returning class
 2. Parents
 3. Boards
 - B. Add 2 Pages
 1. Alumni - Association and Development
 2. Foundation
 - C. Target Date - July 1984

4. Foundation
 - A. Brochure
 - B. Scholarship Pamphlet
 - C. Comprehensive, Descriptive Hand-Out

PUBLICATIONS
(Continued)

5. Alumni

A. Glossy Magazine - Winter Issue

B. Three Tabloids

1. November

2. March

3. July

FALL 1983FEDERAL AND STATE GRANTS

1. Library Resources	\$890.00
2. Upward Bound	\$143,761.00
3. Head Start Training	\$111,264.00
4. Special Services for Disadvantaged Students	\$85,004.00
5. Act 101	\$70,120.00
6. SEOG (initial)	\$12,612.00
7. SEOG (renewal)	\$17,658.00
8. Work Study	\$172,337.00
9. NDSL	\$33,255.00
10. Pell Grant ($\frac{1}{2}$ year - strictly for fall - will get approxi- mately same amount for spring)	\$527,870.00

MINUTES
COUNCIL OF TRUSTEES
Thursday, March 15, 1984

COUNCIL MEMBERS PRESENT: Kenneth R. Clapper
Alma Kay Crawford
Daniel Elby
Donald L. Faulkner
Larry H. Lytle
Leslie D. Noelk
Shirley A. Thomas
William F. Williams

COUNCIL MEMBERS ABSENT: Charles Rosamilia, Jr.

OTHERS PRESENT: Craig Dean Willis, University President
John L. Zaharis, Vice President for Academic Affairs
George H. Marshall, Vice President for Administration
Rebecca Gross, Member, Board of Governors
Edward Clawson, President, APSCUF, LHU Chapter
Joseph A. Coldren, Director of Admissions
Gary Interdonato, President, Student Cooperative Council
Bernard Dornisch, Faculty Member, Math Department
James Matthew Huber, Student Trustee-Elect
David Prusak, Student Reporter, Eagle Eye
Wendy Akeley, Reporter, The Express
Julie Brennan, Reporter, WBPZ Radio

The meeting was called to order at 4:35 p.m. by Council President, William F. Williams. Upon opening the meeting he introduced and welcomed Ms. Alma K. Crawford and Mr. Daniel Elby, new Council members. Mr. Williams stated, hopefully, a student trustee will be appointed soon.

APPROVAL OF MINUTES

It was moved by Kenneth Clapper, seconded by Shirley Thomas that the minutes of the November 17, 1984 meeting be approved. Motion carried.

REPORTS

Executive Committee
Kenneth R. Clapper

Mr. Clapper gave a report on the evaluation of President Willis which is required of the Trustees by ACT 188. Letters of evaluation were submitted by alumni, faculty, and students. As a result of their deliberations, Mr. Clapper moved that the Council send a positive recommendation to the Chancellor thus meeting this requirement. The motion was seconded by Donald Faulkner, motion carried unanimously.

There was no further business to be reported from the Executive Session.

PRESIDENT'S REPORT

Craig Dean Willis

Dr. Willis began his report by welcoming trustees Ms. Alma K. Crawford and Mr. Daniel Elby.

Dr. Willis reported that the spring enrollment count is 2399, down slightly from last year mainly because we had more December graduates. He did not give an estimate for summer school as yet because the students have just started to pre-register.

The fall admissions picture looks encouraging.

A December recognition ceremony was held for graduates. There were more finishing this time than we had since 1972. Some students had requested a graduation; this is a change because it used to be we had difficulty getting students to attend graduation exercises. The December ceremony was very well received.

The fee waiver issue which the Council of Trustees asked the Board of Governors to consider is still on hold. It is hoped that it will be on the agenda for the March 20 Board meeting and that it will receive positive action. The Board has been asked to give all employees' children the same fee waiver that the faculty children now have. It is understood that there is a motion going to the Board that will meet our needs in this respect.

Dr. Willis stated that he hopes the Board of Governors acts positively on the Classification issue at its March meeting, also, or by May, 1984. We have requested the ability to classify administrators here as long as we stay within our budget. This has been denied by Harrisburg because they are concerned that this be uniform in the System. He stated that he may ask for assistance from the Council on this in the future if it does not go through.

The Board of Governors will be meeting in Harrisburg on March 20. The chairmen of the Councils of Trustees have been invited.

Since the last Council meeting, Mr. Fitz Dixon, Chairman of the Board of Governors visited the campus. He gave each of the 14 campuses in the System a gift of \$1,000.

Dr. Willis reported that both he and Mr. Marshall attended House and Senate Budget Hearings recently in Harrisburg. He stated that they did not get a very clear picture of what is going to happen. There is quite a different flavor in the two hearings. In the House hearing there was a lot of concern about Cheyney and what's happening there, and the proposed inner-city Philadelphia campus of Cheyney. Lock Haven University was not mentioned in either one. In the Senate there was a lot of concern about the workload of the professors. Dr. Willis stated that we have a fine group of dedicated people here.

Coming Events

The Polish Rector of Marie Curie-Sklodowska University, Lublin, Poland will be here starting March 22, 1984 for a visit. On April 15, 1984 the dedication of the Hamblin International Auditorium in Robinson Hall will be held at 1:30 p.m. More details will be forthcoming. It's a weekend of international programs. The International Club has special events planned and the Model United Nations is scheduled during that time. The speaker for the Hamblin ceremony will be W. Clement Stone from Chicago who serves with Frank Hamblin on a board for the International Council of the Education of Teachers. Dr. Willis asked that an appropriate resolution be written to be presented to Dr. Hamblin. Action will be called for under new business.

The Gerald R. Robinson Lecture will be held on April 19, 1984. The speaker will be presenting a lecture the evening before, also, entitled, "Three Women" which looks at women through the ages from the standpoint of literature and art.

The Ben Franklin Partnership program did not move ahead here last year because Penn State did not seem to want to include us in that endeavor. They have had new leadership this year and a dinner was held on campus of all the Ben Franklin and local industry people. A follow-up meeting will be held on March 28, 1984 with the County Commissioners and Industrial Development representatives to see what can be done to try to generate more jobs in Clinton County.

In the area of Development, the Development Office has raised close to \$20,000. They are planning a telethon later in the year. The feedback we have had about Public Relations, that is, the information emanating from us to the media and to the community has been good, also.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

John L. Zaharis

Dr. Zaharis reported on the latest Admissions Report statistics. He made a comparison with last year's report of the same time.

Fall number of applications received - up 9% (represents 1860 applications).

Applications accepted for admission - up 21%

Advanced deposits received for those acceptances - up 24%

Acceptances that have not paid their deposits - up 55%

(This probably reflects the uncertainty of the economy.)

The breakdown by divisions is:

Undecided majors - up 83%

Arts and Science - up 4%

Health, Physical Education, Recreation and Athletics - up 7%

Secondary Education - up 375%

Education - up 19%

There are 296 seniors who have applied for May graduation. As of March 15, 1984, 274 have had their record cleared. The remaining are in the process of being evaluated. This is just about the number projected for May graduation. This is comparable to the past two to three years in terms of numbers.

The Head Librarian Robert Bravard, conducted a survey of the number of volumes that are checked out by students vs the total enrollment in each of the 14 institutions. We registered for 1982-83, which is the most recent year for which he has these figures -- 29.71 volumes per student, which put us third highest among the 14 institutions in terms of library usage. The two other institutions who had higher rates were Edinboro and Indiana University of Pennsylvania.

The number of volumes in our Library has exceeded 310,000, which is quite an increase over the 300,000 volumes that we had just two years ago.

The Planning Commission has been meeting since last fall. We expect to submit our Three Year Plan to the Chancellor's office by the May 1st deadline. Included

in the planning document will be a Bachelor of Science in Health Sciences -- a proposal for a new degree. It was authorized by the Department of Education last year, but this will represent an implementation schedule. The second is a degree in Recreation which we expect will begin this fall. It will probably be about a year before the Health Science degree will be implemented. We intend to resubmit our request for a B.S. in Accounting. This was denied by the Department of Education last year. They contended that it did not fall within our Mission. We are hoping to re-establish a dialogue with the Chancellor's office. We applied for a Masters of Liberal Studies and were denied, and are now applying for a Master of Education. The PSEA conducted a survey and received an exceptional response. All responses were positive and in support of our offering an M.Ed. degree. We will approach the Chancellor's office with the hope that this will be approved.

The Title III Grant proposal has been resubmitted to the Federal Department of Education. Last year when we submitted it, it was approved for funding, but they ran out of money before they got to our numerical level.

Our Title III Grant is focused on two rather than three areas. They are Computer Literacy and Institutional Development. We are asking for funding to assist us in implementing these two goals.

The College of Health, Physical Education, Recreation and Athletics has undertaken an extensive recreation program for this summer. They have developed a brochure which they are mailing out to different constituencies. It will invite people in our area and outside the area to participate in these summer programs.

On the International Education scene, with the stimulus provided by one of our assistant admissions officers, we are exploring the possibility of developing a new exchange with a university in Yugoslavia. It is progressing in a very positive manner. The people in Yugoslavia who could explore this with us have expressed a positive attitude about developing such an exchange. A draft of the kind of contract we have developed with other institutions with which we have an exchange has been sent and we are waiting to hear from them. The Minister of Education of Yugoslavia would probably designate a university there where we would have the exchange.

Dr. Zaharis handed out copies of the 1984 Summer Schedule for those who may be interested.

There were 228 students who made the Dean's List for the fall semester -- 3.5 QPA or better. 53 students achieved a 4.0 which is the highest QPA one can achieve; 98 students, however, received dismissal letters for academic failure. That compares with 76 in January 1983 so the number of dismissals increased. 229 students were placed on probation. The overall grade point average for fall semester was 2.5. Dr. Zaharis stated that is just about where it should be.

VICE PRESIDENT FOR ADMINISTRATION
George H. Marshall

Budget

The budget request from the Chancellor's office is for a 14% increase. The Governor's office has recommended a 7% increase. The 7% was contingent on a retirement agreement that the Legislature passed -- that employees would contribute 1-1/2% more. Commonwealth Court ruled in favor of AFSCME saying that they

could not increase the contribution without materially changing the program. It will now go to the Supreme Court. We have about \$97,000 involved in that which we will carry in a reserve until it is decided one way or the other. If it is decided against the Commonwealth, we will have the money to cover it. The possibility of us getting less than 7% becomes very real.

Enrollment

We have been hearing about a 25% reduction in students by 1990. The Governor's Budget Office has come up with the following variation: that between 1982-83 and 1988-89 the State System of Higher Education enrollment at less than 1,000.

Collections

Mr. Marshall stated that last year at this time he was very concerned about the collections. At this time we are \$353,000 above what we were last year. We have taken a much harder line on deferring tuition payments. We are in an excellent cash flow position.

Augmentations

Our augmentations are off this year because of the decreased enrollment (\$104,000). This we can absorb because we write an encumbrance which ties up the money we are going to spend on food for the entire year. With these students not coming, food costs will be appreciably lower. We had over-encumbered money in fuel. There won't be a deficit.

Physical Plant

Mr. Marshall conducted a tour of the campus and was joined by trustees before the regular meeting. He invited others to take a tour at any time. The Zimmerli building interior has been painted using Work Fare people. Work will be started on Ulmer Hall soon.

Capital Budget

There is no change at the present time in the Capital Budget status.

Steamline Project

The steamline is being replaced by the Boiler Plant. This project should proceed without difficulty.

Student Life

Two items of interest which Mr. Marshall reported on in the area of student life:

A letter was received from the food service vendor. The contract is written so that, based on the Consumer Price Index (food away from home Philadelphia Index), the Contractor can increase prices to us and we can accept it and continue the contract if we both agree to it. Mr. Marshall stated that this year the price is the lowest he has ever seen it. The increase for January was 1.9%, last year it was approximately 6%. The Council will be approached in May with a request to increase the Board bill by an amount sufficient to cover the food cost increase, and to increase a little above the overhead we now have because we plan to replace some equipment. This would represent a very minor increase in student board for next year.

Quality of Food

The State food service consultant considers the food balanced and portions acceptable under the terms of the contract.

An evaluation was done on the Residence Hall Directors. The group as a whole had a 3.2 grade point average. Six of these people had a 4.0 average -- 45% are generally concerned with the situation and willing to help; 47% of students responded

that they never had to ask for help; 2.3% could not approach the Director. Generally, the results of this evaluation were remarkably good. The Directors do an exceptional job.

Interest

The money invested this year has earned interest of over \$50,000. This is additional income to what we had last year under Act 13. The cash flow is very much improved. Mr. Marshall stated there should be no problem meeting payroll. Because we now write our own checks we can take all discounts; this has improved our rapport with creditors. We can now pay our bills within two to three days.

Mr. Marshall stated that, locally, because of the things we can do under Act 188, things are going along very well. However, in the area of Personnel and Classification (which must go through Harrisburg) the situation is worse than under the old system. We receive no action at all.

Law Enforcement

Law Enforcement has been providing training services for local law enforcement officers within several counties. Since 1976, 20 different workshops/seminars have been completed. Our own Law Enforcement people attend these on their own time at their own expense in most of the cases. There have been ten programs for various other law enforcement groups, such as, rape education, police academy, cardio-pulmonary resuscitation, crime prevention, arsen awareness, alcohol detection, and we are projecting about eight more courses for the next year. These are done by our officers with no additional compensation. We provide the facilities.

Educational Opportunity Program Waivers (E.O.P.)

At a later point in the meeting a request will be made for room waivers for E.O.P. students. Room waivers for 40-45 students for 1984 summer will be requested.

Mrs. Thomas asked who decides what color the inside of a building will be painted. Mr. Marshall responded to that question by saying that the Art Department faculty is sometimes consulted and those working in a particular office or building are consulted, also. If a decorator is doing the work, he would make the decision.

Dr. Willis added to Mr. Marshall's report by advising the Council that Mr. Yowell, Flood Protection Agency director, attended a meeting on campus to inform us that when the new flood project goes through, it would take out our lower parking lot and a portion of the back yard at 25 West Water Street (the President's home.) The land belongs to the Commonwealth and we would not be reimbursed for the parking lot. If this comes about we would have some work to do through Harrisburg to see that we get the parking spaces needed. The process is underway for flood protection, but we do not know how soon this will be started.

Mr. Marshall was asked what the University is doing to "crack down" on fraternities. He was asked this question as a result of a Zoning Board meeting in Lock Haven concerning a request from Alpha Chi Rho fraternity to purchase a private home on Fairview Street. He stated that Lock Haven University is monitoring the fraternities more closely. The Interfraternity Council has been dealing with the discipline. Mr. Marshall stated that it seems to be the belief of those downtown that LHU officials are ignoring their responsibility in fraternity matters. The University has no legal right to interfere. If fraternities do not abide by the Interfraternity Council rules, then the University would have the right to pull their charter.

Mr. Williams thanked Dr. Clawson for APSCUF's part in the evaluation of President Willis.

APSCUF CHAPTER REPORT
Edward C. Clawson, President

Dr. Clawson reported on APSCUF's involvement in State and Local activities and developments.

As part of their professional responsibility, the faculty continues to participate in a variety of developmental and academic activities of the University, both locally and at the state level. In so doing the faculty members demonstrate that they wish to bring about a steady development for the system and a steady improvement in the academic quality of the programs within the university system.

I. State Level Developments

A. Statement of Excellence in Higher Education

An APSCUF commission on excellence in higher education has been preparing a statement on the State System of Higher Education's role in improving educational opportunities for the citizens of Pennsylvania through improved programs in the universities and in the system as a whole.

The three main topics to which the paper is addressed are: improve general educational opportunities for all citizens, greater involvement of the system in providing for new technologically prepared citizens, and renewed efforts to provide excellently prepared teachers for basic education programs of the Commonwealth.

The complete text of the statement is slated for final approval in April. A copy of the final statement will be provided to the Council of Trustees at its May meeting.

B. Franklin Partnership

As reported to the Council at an earlier meeting, the president of state APSCUF sits on the board of the Franklin Partnership. This is a partnership among state, local industry, and regional educational institutions for the development of industrial and technological potential in the Commonwealth.

Four regions centered around universities were designated. These large universities centers were to set up a satellite relationship among themselves, industry of the area, and smaller educational institutions. The smaller educational institutions such as Lock Haven University, were to serve a support function in the form of providing trained personnel for the support of research and development in the identified technological areas. Pennsylvania State University was to be the center for the central region and Lock Haven University was as a part of the satellite network, to provide scientific training, technological training, instructional hardware and education in the use of robotics.

In the initial year (1982-84) there was minimal contact between Penn State and the satellite institutions.

After close scrutiny by the Franklin Partnership Board, it was suggested that Penn State would not be renewed in the partnership unless other institutions were properly included. As a result of this action, Penn State has appointed a new director who has made contact with Lock Haven University and has conducted a workshop on campus for local industrial development interests and Lock Haven University.

This whole effort should be of considerable interest to the University and the community since there is 10 million dollars available this year for development in the center areas. In the next fiscal year it is projected that this fund will double to 20 million dollars.

The faculty is active in this effort both at the state and local level. The faculty supports a member on the industrial development fund board.

The APSCUF state president and Walter Plosila, the Deputy Secretary of Commerce have a good working relationship at the state level. Mr. Plosila has the responsibility for seeing the program through to a better industrial climate in Pennsylvania.

C. Catalogue of Expertise

The state APSCUF office has proposed to the office of the State System of Higher Education that the two groups work cooperatively on development of a catalogue of all faculty and staff of the universities who have expertise that would be of value in the future development of the Commonwealth.

The Association has already begun to collect information about its members in anticipation of future cooperative efforts between the SSHE and APSCUF. We anticipate that when the system office has its full staff in place, this kind of cooperation will develop for the benefit of all.

II. Local Level Activity

A. Evaluation of President

Local APSCUF has undertaken two efforts with regard to presidential evaluation. At the request of Council chairman Williams, the faculty has prepared a statement of evaluation for President Willis. This was prepared by an ad hoc committee which represented each college of the university.

On a longer term basis, there is a committee at work attempting to develop an evaluation procedure which will be used on a regular basis. Such questions as criteria for evaluations, composition of the evaluation committee, role of entire faculty, and frequency of evaluation will be addressed.

B. Local Development

The faculty has cooperated in or been responsible for several ongoing developments at the university this term.

Faculty and management are studying the acquisition, housing, and teaching requirements for personal computers and computer literacy. Since many schools and much of business and industry are using this technology, we need to provide the opportunity for all our students to use this type of equipment.

The general education program has been identified as needing study. A committee is at work studying need for an instrument to determine the strengths of our students who graduate from the university. General education is that portion of the program that should be studied by all students. Typically it is centered in the arts and science portion of a program.

The faculty of the College of Education and College of Health, Physical Education and Recreation are developing cross university programs at the masters level in addition to preparing for local masters degrees in these areas. The results of a survey in central Pennsylvania demonstrate the need for a masters degree program in education.

In November APSJUF conducted a retirement workshop for all staff members of the college. Fifty-two people attended. As a result of this workshop, several faculty and staff reported that they have decided on a date for retirement. Retirements provide a flexibility that is usually beneficial for the college program as a whole.

There is a plan to establish an academic convocation in early September 1984. The purpose of this convocation is to demonstrate to all students and especially to freshmen that we all take academics seriously.

Various groups are to be recognized for their average academic standing and individuals who maintained high academic averages will be recognized.

We hope this effort will enhance the academic climate of the university.

Dr. Willis introduced and welcomed Gary Interdonato, President of the Student Cooperative Council, and a Management Science major who has done well academically and also with campus Law Enforcement and Safety.

STUDENT COOPERATIVE COUNCIL
Gary Interdonato, President

Mr. Interdonato first explained his perspective of what the student government should be. It is his belief that the student government should act as a liaison between students, faculty, administration, and staff. He believes all should provide students with activities of a wide variety and try to encourage students to participate in University functions.

Gary stated that he is uncertain as to whether or not students should be totally responsible for handling a corporation with the number of assets held by the S.C.C. "We are dealing with a yearly budget of approximately \$340,000. We handle \$240,000 in the collection of Activity Fees." He stated that the job of student president is a challenge, and before making major decisions he plans to consult with experienced and qualified administrators and the PUB administrator. Gary also stated that he proposed that the Athletic Department turn over the vending rights to S.C.C., which indicates that he wants to concentrate on students needs. In his opinion the students suffered tremendously without a PUB administrator because the attention was focused on matters of the Corporation rather than student needs.

Mr. David Cox was hired at the close of the Fall, 1983 semester. His official title is PUB Administrator. He has successfully completed his probationary period and is now working under a four year contract. Mr. Interdonato stated that Mr. Cox has been a tremendous help and he is extremely well-qualified for the job.

Future business to be transacted includes a new contract for the Snack Bar, the vending contract, and purchase or lease of new van(s). The contracts will be rebid. The vans are rapidly depreciating.

S.C.C. brought Ralph Nader to campus and he is to appear in Price Auditorium on the evening of March 15. There is a concert coming up in April (a rock concert) and it will be held in the Thomas Fieldhouse.

There has been some concern locally about Lock Haven High School students getting into fraternity parties with bogus identification cards and that they are getting their I.D.'s from the college. Mr. Interdonato stated that he has taken measure to prevent this from happening. He has stopped the student officers from taking I.D. pictures. The only people allowed to use the I.D. machines are S.C.C. full-time employees.

The S.C.C. assisted the students who lost their possessions in a recent fire. They were offered a deferred payment plan to get new books and supplies.

Mr. Williams thanked Mr. Interdonato and students who assisted in the evaluation of President Willis. He also expressed his appreciation for all the help given by students to area residents during the recent flood scare. The local citizens expressed their gratitude both through letters and telephone calls to President Willis. The Express published several articles concerning the fine cooperation given the community by college students.

Dr. Willis stated that he received many calls and letters commending the students for volunteering their time and energy during the recent flood scare.

SPECIAL REPORT
ADMISSIONS
Director of Admissions
Joseph A. Coldren

The Director of Admissions, because of the new role of the Council of Trustees in admission policy under ACT 188, gave a comprehensive report on Admissions at Lock Haven University.

I. Admissions Standards

A. The Office of Admission uses the following selection variables in the evaluation of applicants for admission to the university:

1. High School transcript indicating applicants program of study and grades achieved.
2. Rank in class.
3. Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) Scores.
4. Counselor/Teacher recommendations.
5. Involvement and achievement in extracurricular activities.
6. Other pertinent information.

B. These variables are used in combination, one with the other, in making admissions decisions. Although each candidate is evaluated individually on his/her own merits, generally applicants who rank in the upper half of their graduating class in a college preparatory program of study in high school having acquired a Scholastic Aptitude Test score (SAT) of 850 or higher will be considered for admission to the university.

II. Admissions Recruitment Activities - 1983-84

A. Awareness Activities

1. High School Visitations Conducted - (Total = 294)
2. College Night/Day Programs Attended -(Total - 121)
3. Community and Junior Colleges Visited - (Total = 11)
4. Minority High School Visitations - (Total = 49)
5. Advertising

a. Radio	d. Magazine
b. Television	e. High School/Community College Newspapers or Magazines
c. Newspaper	
6. Guidance Counselor Information Day
7. Direct Mail Campaigns
8. Learning Resources Network 16mm Presentation in 75 Select High Schools in Pennsylvania and New Jersey
9. Minority Bus Trips
10. High School and Community College Poster Mailing
11. High School and Community College Catalog Mailing
12. Lock Haven University Student Recruitment Program During Semester Break
13. Information Packets for Summer Workshop and Camp Participants
14. Information Table at Education Day Open House and Science Convocation

B. Follow-up Activities

1. Annual Admissions Phonathon
2. Annual Regionally Located Hospitality Programs (Off-Campus)
3. Campus Visitation Day Programs
4. Minority Phonathon Program
5. Minority Christmas Card Mailing
6. Academic Deans Congratulatory Letter
7. Private Interviews and Campus Tours Weekdays and Saturdays
8. Alumni Scholarship Program
9. Faculty Scholarship Program
10. Alumni T-Shirt Program
11. Various Special Follow-up Mailings

Note: All faculty, administration, and alumni are directly contacted and invited to participate in numerous recruitment activities.

III. New Promotional Literature and Logo

A display of all admissions brochures, applications, poster, maps and all materials relating to recruitment.

IV. New Recruitment Features 1983/84

- A. Alumni Scholarship Program
- B. Minority Phonathon
- C. Alumni T-Shirt Program
- D. Expanded Radio/Newspaper/Magazine Advertising
- E. Minority Christmas Card Mailing
- F. Direct Mail Notification to Prospective Students of High School Visitation

V. Affirmative Action Plan Relative to Admissions Recruitment (See Attached)

VI. Admissions Status Report for the Fall 1984

Because the Council of Trustees is now charged with program proposals and admission standards, Dr. Willis explained that we do not have open admissions. We look for evidence that the person can be or will be a serious scholar. For students who have had problems we offer admission through our Educational Opportunity Program (E.O.P.)

Miss Rebecca Gross, member of the Board of Governors, reported that there is to be a meeting of the Board of Governors on March 20, 1984 in Harrisburg. At that meeting the Board will announce the appointment of the new Chancellor of the State System of Higher Education. There will be an Open House at the Headquarters for the visiting trustees. She added that quite a number of new employees have been added to the System office with staffing pretty well completed.

The agenda for the regular meeting of the Board includes the tuition waiver problem. Miss Gross mentioned that at several of the universities tuition for dependents of trustees had been waived. By action of the Board of Governors this practice has been stopped until an overall policy can be worked out.

MATTERS FOR DECISION - Awarding of Emerita Status

Dr. Willis read appropriate resolutions for the following retiring faculty members. Copies of the resolutions will be made part of the minutes.

Ms. Mary L. Breid (16 years) August 1974 - May 1984
College of Health, Physical Education
Recreation and Athletics and the
Department of Professional Studies

Dr. Helen P. Goodell (10 years) August 1974 - May 1984
Department of Specialized Studies

Mrs. Naomi L. Shuey (16 years) August 1968 - August 1984
Art Department

All three are eligible to be considered for Emerita status. It was moved by Mr. Faulkner to adopt the resolutions as read, seconded by Mrs. Thomas, motion carried.

Dr. Willis read an appropriate resolution for Mr. Charles Hamberger, former member of the Board of Trustees whose term expired. It was moved by Dr. Lytle, seconded by Mr. Noelk that the Council adopt the resolution and that it be made a part of the official minutes. Motion carried.

Room Fee Waiver - ACT 101

Every year action by Council is needed and requested to waive the room fee for E.O.P. students. The motion was made by Mrs. Thomas, seconded by Mr. Clapper that housing fee for the Educational Opportunity Program (E.O.P.) summer students be waived. Motion carried.

Room Fee Waivers for Athletes

Room waivers for 15-20 athletes to be equally divided between men and women (based upon participation in athletics) was discussed. It was moved by Dr. Lytle, seconded by Mr. Faulkner that the waivers be granted. Motion carried.

MATTERS FOR DECISION

Purchases over \$5,000

The following purchases were presented to the Council of Trustees for action.

SPC 863602 - Repairs to Swimming Pool Filter Tank Vendor: Valley Oil and Gas	\$ 6,507.00
FL 1060668 - Copy Machine Paper Vendor: Xerox Corp.	\$10,016.40
FL 1060687 - Paper Products - Towels, Bathroom Tissue, etc. Vendor: Harrisburg Paper Company	\$ 5,725.00

It was moved by Mr. Clapper, seconded by Mrs. Thomas that the above purchases be approved. Motion carried.

Hamblin Resolution

Dr. Willis recommended that an appropriate resolution be drawn in the Council's name to be presented to Dr. Francis N. Hamblin, President Emeritus, at the dedication ceremony on April 15, 1984.

The motion was made by Mr. Faulkner, seconded by Mr. Noelk, motion carried.

NEW BUSINESS

Mr. Bernard C. Dornish, faculty member, presented a report of Unsuccessful Grades. A copy of his report is attached. After hearing the report Mr. Williams stated that the Council will take the report under advisement.

PROPOSED CALENDAR FOR COUNCIL OF TRUSTEES MEETINGS

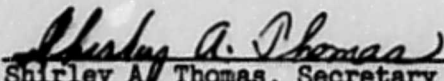
The Council meeting dates will be as follows:

May 26, 1983	February 21, 1985
September 21, 1984	May 25, 1985
November 15, 1984	

It was moved by Miss Crawford, seconded by Mr. Faulkner that the above dates be established and approved. Motion carried. The November meeting will be held at Sieg Conference Center.

It was moved by Mr. Faulkner, seconded by Mrs. Thomas that the meeting be adjourned. Motion carried.

The meeting adjourned at 6:15 p.m.


Shirley A. Thomas, Secretary

NOTE: Trustees and special guests went to Bentley Hall Cafeteria where they went through the student line and dined with the students.



LOCK HAVEN UNIVERSITY OF PENNSYLVANIA
LOCK HAVEN, PENNSYLVANIA 17745

PRESIDENT

March 15, 1984

Mr. Charles W. Hamberger
P. O. Box 405
Lock Haven, PA 17745

Dear Mr. Hamberger:

It is indeed a pleasure to inform you that at the Council of Trustees meeting held on March 15, 1984, the following resolution was adopted in recognition of your faithful service to Lock Haven State College.

WHEREAS, after displaying faithful service to Lock Haven State College, as a member of the Board of Trustees from February 3, 1976 to September 10, 1983, CHARLES W. HAMBERGER has hereby fulfilled all of his obligations and responsibilities to the Board;

AND WHEREAS, the Council of Trustees recognizes and appreciates his dedicated performance and loyalty to this institution;

BE IT RESOLVED, therefore, that the Council of Trustees of Lock Haven University hereby lauds and commends CHARLES W. HAMBERGER, with best wishes for good health and happiness in the future.

BE IT FURTHER RESOLVED, that this resolution shall be included as a matter of permanent record in the official minutes of the Council of Trustees.

Congratulations, and best wishes!

Sincerely yours,

Craig Dean Willis
Craig Dean Willis
President





LOCK HAVEN UNIVERSITY OF PENNSYLVANIA
 LOCK HAVEN, PENNSYLVANIA 17748

PRESIDENT

March 15, 1984

Ms. Mary L. Breid
 802 St. Kitts Cove
 Niceville, Florida 32578

Dear Ms. Breid:

It is indeed a pleasure to inform you that at the Council of Trustees meeting held on March 15, 1984, you were awarded Emerita status after 16 years of commendable service to this institution. The following resolution was adopted:

WHEREAS, after displaying faithful and commendable service to Lock Haven State College/Lock Haven University, as a member of the College of Health, Physical Education, Recreation and Athletics and the Department of Professional Studies from September, 1967 to December, 1983;

AND WHEREAS, the Council of Trustees recognizes and appreciates her dedicated performance and loyalty to this institution;

BE IT RESOLVED, therefore, that the Council of Trustees of Lock Haven University hereby lauds and commends MARY L. BREID, with best wishes for good health and happiness in her retirement.

BE IT FURTHER RESOLVED, that this resolution shall be included as a matter of permanent record in the official minutes of the Council.

Congratulations, and best wishes!

Sincerely yours,

Craig Dean Willis
 Craig Dean Willis
 President





LOCK HAVEN UNIVERSITY
OF PENNSYLVANIA
LOCK HAVEN, PENNSYLVANIA 17745

THE PRESIDENT

March 15, 1984

Dr. Helen P. Goodell
P. O. Box 804
Lock Haven, PA 17745

Dear Helen:

It is indeed a pleasure to inform you that at the Council of Trustees meeting held on March 15, 1984, the following resolution was adopted in recognition of your 10 years of commendable service to this institution:

WHEREAS, after displaying faithful and commendable service to Lock Haven State College/Lock Haven University, as a member of the Department of Specialized Studies from August 23, 1974 to May 25, 1984;

AND WHEREAS, the Council of Trustees recognizes and appreciates her dedicated performance and loyalty to this institution;

BE IT RESOLVED, therefore, that the Council of Trustees of Lock Haven University hereby lauds and commends HELEN PATRICIA GOODELL, with best wishes for good health and happiness in her retirement.

BE IT FURTHER RESOLVED, that this resolution shall be included as a matter of permanent record in the official minutes of this Council.

Congratulations, and best wishes!

Sincerely yours,

Craig Dean Willis
Craig Dean Willis
President





LOCK HAVEN UNIVERSITY
OF PENNSYLVANIA
LOCK HAVEN, PENNSYLVANIA 17745

THE PRESIDENT

March 15, 1984

Mrs. Naomi L. Shuey
Box 92
Pleasant Gap, PA 16823

Dear Naomi:

It is indeed a pleasure to inform you that at the Council of Trustees meeting held on March 15, 1984, the following resolution was adopted in recognition of your 16 years of commendable service to this institution:

WHEREAS, after displaying faithful and commendable service to Lock Haven State College/Lock Haven University, as a member of the Art Department from August 28, 1968 to August 17, 1984;

AND WHEREAS, the Council of Trustees recognizes and appreciates her dedicated performance and loyalty to this institution;

BE IT RESOLVED, therefore, that the Council of Trustees of Lock Haven University hereby lauds and commends NAOMI L. SHUEY, with best wishes for good health and happiness in her retirement.

BE IT FURTHER RESOLVED, that this resolution shall be included as a matter of permanent record in the official minutes of this Council.

Congratulations, and best wishes!

Sincerely yours,

Craig Dean Willis
Craig Dean Willis
President



RECRUITMENT OF BLACK STUDENTS

The Commonwealth and Lock Haven State College are jointly committed to reduce by 50% the disparity between the "going rates" for black and white high school graduates enrolling in the thirteen traditionally white state-owned institutions of higher learning. In pursuit of this goal, Lock Haven State College is committed to enrolling the percentage of black high school students graduating within the leading counties constituting our traditional area of student recruitment. Accordingly, Lock Haven State College adopts the following black student recruitment and enrollment goals which shall be achieved through conscientious adherence to the action steps outlined in the plan.

	<u>1982</u>	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>
Black Enrollment (%)	.80	1.28	1.77	2.25	2.73	3.22	3.70
Black Freshman Enrollment (%)	.61	1.64	2.67	3.70	3.70	3.71	3.71

Despite the fact that Lock Haven State College has experienced a precipitous decline in black student recruitment/enrollment over the past two years, Lock Haven State College is confident that all the interim black recruitment and enrollment goals which have been established shall be met in a timely fashion.

Lock Haven State College has recently acquired the services of a black Assistant Director of Admissions. In the very short time he has been employed, he has made a significant contribution to the improvement of our black recruitment program. The Admissions Office is reasonably certain that there will be no fewer than 18 new black students entering this Fall 1983 out of the 750 students that will be newly admitted. Therefore, Lock Haven State College expects to reach its black student recruitment/enrollment goals that have been established for 1983 and to exceed the goals that have been established for the five succeeding years.

GOAL FOR 1983/84

GOAL: To achieve a black student (freshmen and transfer) entering class of 1.642 for the academic year 1983/84.

OBJECTIVES	ACTION	PERSON RESPONSIBLE	COMPLETION DATE	MEASUREMENT OF OBJECTIVE
<p><u>A.</u> To inform the admissions staff as to their responsibilities in the attainment of the enrollment goal and to provide them with adequate information and training to effectively contribute to its achievement</p>	<p><u>A.</u> Staff members will receive training and information to enhance their success in recruiting black students. Selected staff members will attend workshops specifically addressing minority student recruitment. Black students, faculty and administrators will also be used as resource persons to provide training and information for the staff.</p>	<p><u>A.</u> Director of Admissions Selected Staff or Support Staff</p>	<p><u>A.</u> 07-30-83</p>	<p><u>A.</u> Knowledge obtained through information observation training</p>
<p><u>B.</u> To secure and identify from official sources those high schools with- in traditional recruiting territories that have black student populations.</p>	<p><u>B.</u> Coordinator of Minority Recruiting will secure from official sources information on those high schools with black student populations. This information will be used by the coordinator and all members of staff to develop recruiting strategies.</p>	<p><u>B.</u> Director of Admissions</p>	<p><u>B.</u> 07-30-83</p>	<p><u>B.</u> Acquisition and compilation of specific high schools with black student populations and the dissemination of information to staff.</p>
<p><u>C.</u> To secure and identify from official sources those community and junior colleges within traditional recruiting territories that have black student populations.</p>	<p><u>C.</u> Coordinator of Minority Recruiting will secure from official sources information on those community and junior colleges with black student populations. This information will be used by the Coordinator of Minority Recruiting and the Coordinator of Transfer Admission for the development of recruiting strategies.</p>	<p><u>C.</u> Director of Admissions Coordinator of Minority Recruiting Coordinator of Transfer Admissions</p>	<p><u>C.</u> 07-30-83</p>	<p><u>C.</u> Acquisition and compilation of specific schools with black student populations and the dissemination of information to staff.</p>

OBJECTIVES	ACTION	PERSON RESPONSIBLE	COMPLETION DATE	MEASUREMENT OF OBJECTIVE
<u>D.</u> To develop an effective tracking system to monitor black students from the time of inquiry to the time of enrollment.	<u>D.</u> Design a reporting system to monitor the progress of black students from the time of inquiry to the time of enrollment using available computerized resources.	<u>D.</u> Director of Admissions Coordinator of Minority Recruiting	<u>D.</u> 09-30-83	<u>D.</u> Receipt of weekly hard copy reports from computer center to monitor the progress of students from inquiry to enrollment.
<u>E.</u> To inform high school and community college black student counselors in recruiting territories as to the Coordinator of Minority Recruiting and to lay the ground work for articulation between schools.	<u>E.</u> The Coordinator of Minority Recruitment will telephone and forward letters of introduction to counselors of black students in targeted schools and community colleges within recruiting territories.	<u>E.</u> Coordinator of Minority Recruiting	<u>E.</u> 09-15-83	<u>E.</u> Counselors informed of contact person in the Office of Admission and of our commitment to provide articulation between schools.
<u>F.</u> To visit high schools and community colleges with targeted black student populations and establish contact with prospective students and counselors.	<u>F.</u> Develop and implement high school and community college visitation schedule.	<u>F.</u> Director of Admissions Coordinator of Minority Recruiting Admissions Staff	<u>F.</u> 05-31-84	<u>F.</u> Implementation and completion of visitation schedule.
<u>G.</u> To contact prospective black students through the universities of the Pennsylvania State System of Higher Education Joint Recruitment Program in Philadelphia and Pittsburgh.	<u>G.</u> Staff participation in the joint recruitment program in Philadelphia and Pittsburgh.	<u>G.</u> Director of Admission Coordinator of Minority Admissions Staff	<u>G.</u> 11-30-83	<u>G.</u> Acquiring the names and addresses, intended major, and additional student information from prospective students attending the programs.

OBJECTIVES	ACTION	PERSON RESPONSIBLE	COMPLETION DATE	MEASUREMENT OF OBJECTIVE
<p>II. To contact prospective black students through the use of commercially available list.</p>	<p>II. Purchase list of black students from the Student Search Service of the College Entrance Examination Board and prepare direct mail campaign to generate inquiries.</p>	<p>II. Director of Admissions Coordinator of Minority Recruitment</p>	<p>II. 10-31-83</p>	<p>II. Inquiries generated from direct mail campaign.</p>
<p>I. To contact prospective students through our participation in the AFNA (Philadelphia) and NSSFNS (Philadelphia/Pittsburgh) programs.</p>	<p>I. Staff participation in the AFNA and NSSFNS programs.</p>	<p>I. Director of Admissions Coordinator of Minority Recruiting</p>	<p>I. 05-31-84</p>	<p>I. Acquiring the names, addresses, intended major and additional information from prospective students attending the programs.</p>
<p>J. To conduct a Phonathon Program to assist applicants for admission through the decision making process and to cultivate continued interest.</p>	<p>J. Organize and implement a Phonathon Program in which properly trained Lock Haven black students place telephone calls to prospective black students.</p>	<p>J. Director of Admissions Coordinator of Minority Recruiting Director of Minority Affairs</p>	<p>J. 02-16-84</p>	<p>J. Completion of calling list.</p>
<p>K. To invite prospective black students to attend one of six university sponsored "Hospitality Programs" locally in Pennsylvania and New Jersey and cultivate continued interest in the institution.</p>	<p>K. Invite black students to attend one of six university sponsored off-campus Hospitality Programs in a regionally designated area of Pennsylvania.</p>	<p>K. Director of Admissions Coordinator of Minority Recruiting Coordinator of Hospitality Programs</p>	<p>K. 02-28-84</p>	<p>K. Number of prospective black students attending programs.</p>

OBJECTIVES	ACTION	PERSON RESPONSIBLE	COMPLETION DATE	MEASUREMENT OF OBJECTIVE
<u>L.</u> To generate black student interest in the university through their participation in a university sponsored busing program to the campus.	<u>L.</u> Selected high schools and community colleges with significant black student populations will be invited to have students participate in a busing program to the university campus. An organized program of activities will be conducted during their visit for students and visiting counselors.	<u>L.</u> Director of Admissions Coordinator of Minority Recruiting Director of Minority Affairs Human Relations Comm.	<u>L.</u> 04-30-84	<u>L.</u> Number of prospective students visiting campus and participant feedback.
<u>M.</u> To organize and train a core of enrolled black student recruiters to assist in on and off-campus recruitment activities.	<u>M.</u> Select and train enrolled black students in order that they may be utilized in a variety of on and off-campus black student recruitment activities. Students should clearly understand the black student enrollment goals and action plan.	<u>M.</u> Coordinator of Minority Recruitment	<u>M.</u> 04-30-84	<u>M.</u> Utilization of core group and evaluation of their effectiveness.
<u>N.</u> To organize and train a core of faculty and administrators (especially those black) to assist in on and off-campus recruitment activities.	<u>N.</u> Select and train faculty and administrators to participate effectively in the black student recruitment program. Participants should be aware of the enrollment goals and the action plan.	<u>N.</u> Director of Admissions	<u>N.</u> 04-30-84	<u>N.</u> Utilization of core group and evaluation of their effectiveness.

OBJECTIVES	ACTION	PERSON RESPONSIBLE	COMPLETION DATE	MEASUREMENT OF OBJECTIVE
<p><u>Q.</u> To prepare annual black student admissions report.</p>	<p><u>Q.</u> Collect, organize and report information on the disposition of applications, academic profiles, curricular choices, demographic information and a summary of recruiting and other related activities.</p>	<p><u>Q.</u> Coordinator of Minority Recruiting</p>	<p><u>Q.</u> 11-30-84</p>	<p><u>Q.</u> Submission and acceptance of report by the Director of Admissions.</p>
<p><u>P.</u> To cultivate black student interest through their participation in one of six "Campus Visitation Day" programs.</p>	<p><u>P.</u> Invite all black students on the inquiry file to attend one of six campus based "Visitation Day" programs.</p>	<p><u>P.</u> Coordinator of Minority Recruiting</p>	<p><u>P.</u> 04-7-84</p>	<p><u>P.</u> Number of Black students attending programs.</p>
<p><u>Q.</u> To generate contacts through the participation in the MACAC College Fair Programs in Pittsburgh; Philadelphia; Washington, D. C.; Baltimore; New York City, N.Y.; Long Island; N. Y.; and Hartford, Conn.</p>	<p><u>Q.</u> Staff participation in programs.</p>	<p><u>Q.</u> Director of Admissions Coordinator of Minority Recruiting Admissions Staff</p>	<p><u>Q.</u> 05-12-84</p>	<p><u>Q.</u> Inquiries generated from participation in programs.</p>

GOAL FOR 1984/85

GOAL: To achieve a black student (freshmen and transfer) entering class of 2.67% for the academic year 1984/85.

OBJECTIVES _____ ACTION _____ PERSON RESPONSIBLE _____ COMPLETION DATE _____ MEASUREMENT OF OBJECTIVE _____

*Objectives A through Q for the academic year 1983/84 will be measured and then continued, modified, or deleted for the academic year 1985/86.

<p><u>A.</u> To develop in coordination with the Office of Alumni Affairs a network of trained black alumni and other interested alumni to participate in the black student recruitment program.</p>	<p><u>A.</u> Through the assistance of the Office of Alumni Affairs identify black alumni interested in participating in the recruitment program. Organize and train a network of strategically located alumni to aid in off-campus recruitment activities and the referral of prospective students.</p>	<p><u>A.</u> Director of Admissions Coordinator of Minority Recruitment Director of Alumni Affairs</p>	<p><u>A.</u> 07-31-84</p>	<p><u>A.</u> Utilization of trained alumni and the number of referrals generated</p>
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<p><u>B.</u> To develop a black student recruitment brochure and camera ready advertisements to be used in newspaper, magazine, and high school and community college publications.</p>	<p><u>B.</u> Contract with a professional promotional agency to develop a black student recruitment brochure and camera ready advertisements.</p>	<p><u>B.</u> Director of Admissions Coordinator of Minority Recruitment</p>	<p><u>B.</u> 09-03-84</p>	<p><u>B.</u> Production of finished copy.</p>
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<p><u>C.</u> To acquire and compile a list of agencies, church groups, organizations, civic groups, clubs and other support groups that will assist in the black student recruitment process through direct or indirect contact or referrals.</p>	<p><u>C.</u> Develop list of interest groups which will provide direct or indirect contact with prospective black students. Contact and develop articulation arrangements.</p>	<p><u>C.</u> Coordinator of Minority</p>	<p><u>C.</u> 10-15-84</p>	<p><u>C.</u> Completion of list and dissemination of literature.</p>
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OBJECTIVES	ACTION	PERSON RESPONSIBLE	COMPLETION DATE	MEASUREMENT OF OBJECTIVE
<p><u>D.</u> To establish a No Need Based Academic Scholarship Program for prospective black students.</p>	<p><u>D.</u> Meet with representatives of the University Foundation, Office of Alumni Affairs and Faculty Organization to secure funding and establish criteria for selection of recipients.</p>	<p><u>D.</u> Director of Admissions Coordinator of Minority Recruiting</p>	<p><u>D.</u> 04-30-85</p>	<p><u>D.</u> Monies secured for scholarships and selection of recipients.</p>
<p><u>E.</u> To evaluate and refine black student recruitment strategies and techniques in traditional and new market regions.</p>	<p><u>E.</u> Analyze the computer data base of inquiries and applicants and make refinements in recruiting strategies accordingly.</p>	<p><u>E.</u> Director of Admissions Coordinator of Minority Recruiting</p>	<p><u>E.</u> 07-31-85</p>	<p><u>E.</u> Statistical report generated by computer center and subsequent refinements in recruiting program.</p>

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GOAL FOR 1985/86

GOAL: To achieve a black student (freshmen and transfer) entering class of 3.70% for the academic year 1985/86

OBJECTIVES ACTION PERSON RESPONSIBLE COMPLETION DATE MEASUREMENT OF OBJECTIVE

Objectives A through Q for 1983/84 and A through D for 1984/85 will be measured and then continued, modified, or deleted for the academic year 1985/86.

A. To develop an on-campus summer leadership conference for black high school students. A. Organized through the assistance of the Office of Academic Affairs, Student Life Office and Office of Minority Affairs a summer "Leadership Conference" for outstanding black high school students. A. Director of Admissions Coordinator of Minority Recruitment Director of Continuing Education Associate Dean for Students Director of Minority Affairs. A. 07-31-86 A. Student attendance and subsequent evaluations by staff and student participants.

B. To develop videotape profile of black student life on the campus for use as a recruitment tool. B. To coordinate the development of a videotape profile of minority student life on campus and to organize the dissemination of tapes to specific high schools, community colleges. The videotape will also be used for presentations to alumni, civic, community and other interest groups. B. Director of Admissions Coordinator of Minority Recruiting Director of Media Services B. 01-31-86 B. Videotape presentation completed and utilized for Spring recruitment activities.

C. To develop a "Job Placement Prospectus" of recent black university graduates for distribution to prospective students, guidance counselors, alumni, college staff and others. C. Secure and compile data from Career Development Center and distribute to various interest groups and prospective students. C. Coordinator of Minority Recruitment Director of Career Development Center C. 09-15-85 C. Completion and distribution of completed document.

GOAL FOR 1986/87

GOAL: To achieve a black student (freshmen and transfer) entering class of 3.70% for the academic year 1986/87.

OBJECTIVE	ACTION	PERSON RESPONSIBLE	COMPLETION DATE	MEASUREMENT OF OBJECTIVE
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*Objectives A through Q for 1983/84, A through D for 1984/85, and A through C will be measured and than continued. modified or deleted for the academic year 1986/87.

<u>A.</u> To expand and refine the Black Student Alumni Recruitment Program through continuous refinements in the program and the training of additional alumni representatives.	<u>A.</u> Train new alumni representatives through workshops and seminars and expand the recruitment territory. Visit alumni chapters and provide training and information update sessions. Continue to refine the overall program.	<u>A.</u> Director of Admissions Coordinator of Minority Recruiting	<u>A.</u> 07-15-86	<u>A.</u> Implementation of campus workshops and attendance at off-campus chapter meetings. Refinement of the Alumni Recruitment Program.
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<u>B.</u> To develop a more sophisticated follow-up program to cultivate prospective black students interest using the computer center based word processing equipment in the Office of Admissions.	<u>B.</u> Design a strategic series of mailings to cultivate student interest using the word processing equipment.	<u>B.</u> Coordinator of Minority Recruiting	<u>B.</u> 09-15-86	<u>B.</u> Implementation of strategic mailings.
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<u>C.</u> To compile from available data the academic performance of matriculated black students over the past five years according to the high school from which they graduated.	<u>C.</u> To assist in designing a computer generated report displaying the academic performance of matriculated black students according to their high school of enrollment. This information will be used in developing recruitment strategies and the counseling to prospective black students and counselors.	<u>C.</u> Coordinator of Minority Recruiting	<u>C.</u> 05-31-87	<u>C.</u> Completion of report and utilization of information in recruitment program.
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GOAL FOR 1987/88

GOAL: To achieve a black student (freshmen and transfer) entering class of 3.71% for the academic year 1987/88.

OBJECTIVES	ACTION	PERSON RESPONSIBLE	COMPLETION DATE	MEASUREMENT OF OBJECTIVE
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*To continue all previous recruitment objectives which have been evaluated to be productive.

A. To develop new five year "Action Plan" to recruit black students.

A. Undertake a detailed analysis of the past five year action plan which includes the evaluation of recruitment territories, techniques and personnel utilized in implementing the plan. Evaluate inquiry and applicant pools and use the information as the basis for determining future market areas.

A. Director of Admissions Coordinator of Minority Recruiting

A. 07-01-88

A. Submission of new plan to college president.

ACTION PLAN BUDGET

MODEL OF ESTIMATED EXPENSES TO IMPLEMENT ACTION PLAN

ANTICIPATED DATE	ACTIVITY	LOCATION	ESTIMATED EXPENSES	TOTAL EXPENSES
September	Visit targeted high schools in the Philadelphia area.	Philadelphia County	1 week Per diem \$18 x 5 days = \$90 Lodging \$35 x 4 nights = \$140 Mileage 600 x 22.5c = \$135	\$ 365.00
September	Black Student CEEB Student Search Service Mailing	Targeted Zip Code Areas	Participation Fee = \$150 1000 names @ .13c = \$130 Two Mailings 2000 x 2.5c = \$50	\$ 330.00
September	NSSFNS Follow-up Mailings	Philadelphia	Size of mailing 140 x 20.0 c = \$28	\$ 28.00
September	Development of black student recruitment brochure	-	Creative Fee - \$2,000 Printing Fee - \$2,000	\$ 4,000.00
September	MGCAC College Fair	Long Island, N.Y.	Advertising = \$200 Per diem = \$72 Lodging 3 x \$50 = \$150 Mileage 700 x 22.5c = \$158 Registration = \$385	\$ 965.00
October	American Foundation for Negro Affairs College Fair	Philadelphia	Registration = \$75 Mileage 600 x 22.5c = \$135 Per diem = \$54 Lodging \$50 x 2 = \$100	\$ 369.00
October	Pennsylvania Universities Joint Recruitment Program	Pittsburgh	Per diem = \$54 Lodging 2 x \$50 = \$100 Mileage 550 x 22.5c = \$124	\$ 278.00
October	Visit targeted high schools in the Philadelphia area.	Philadelphia County	1 week Per diem \$18 x 5 days = \$90 Lodging \$35 x 4 nights = \$140 Mileage 600 x 22.5c = \$135	\$ 365.00

MODEL OF ESTIMATED EXPENSES TO IMPLEMENT ACTION PLAN (cont.)

ANTICIPATED DATE	ACTIVITY	LOCATION	ESTIMATED EXPENSES	TOTAL EXPENSES
October	NACAC College Fair	Philadelphia	Per diem = \$54 Lodging 3 x \$50 = \$150 Mileage 600 x 22.5¢ = \$140 Registration = \$384 Advertising = \$200	\$ 928.00
October	NACAC College Fair	Washington, D. C.	Per Diem = \$72 Lodging = 3 x \$50 = 150 Mileage 570 x 22.5¢ = \$128 Registration = \$385 Advertising = \$200	\$ 935.00
October	NACAC College Fair	Baltimore	Per diem = \$54 Lodging 2 x \$50 = \$100 Mileage 454 x 22.5¢ = \$102 Registration = \$385 Advertising = \$200	\$ 841.00
October	NACAC College Fair	New York City	Per diem = \$72 Lodging 4 x \$70 = \$280 Mileage 570 x 22.5¢ = \$128 Registration = \$385 Advertising = \$200	\$ 1,065.00
November	Pennsylvania Universities Joint Recruitment Program	Philadelphia	Per diem 5 x \$18 = \$90 Lodging 4 x \$50 = \$200 Mileage 600 x 22.5¢ = \$135	\$ 425.00
November	Visit targeted high schools in the Pittsburgh area	Pittsburgh	1 week Per diem = 5 x \$18 = \$90 Lodging 4 x \$35 = \$140 Mileage 550 x 22.5¢ = \$124	\$ 354.00

MODEL OF ESTIMATED EXPENSES TO IMPLEMENT ACTION PLAN (cont.)

ANTICIPATED DATE	ACTIVITY	LOCATION	ESTIMATE EXPENSES	TOTAL EXPENSES
December	Black Student Bus Trip (46)	Allentown/ Bethlehem	\$1,075.00	\$ 1,075.00
December	Aspirn College Fair	Temple Univ.	-	-
December	Christmas Card Mailing to all black Student prospects	Regional	Size of Mailing 2000 x 20.0c = \$400	\$ 400.00
February	Black Student Admision Phonathon	Campus	-	-
February	Hospitality Programs	(Philadelphia, Harrisburg, York, Lancaster, Northeast Philadelphia)	\$1,460.00	\$ 1,460.00
February	Visit targeted high schools in the Pittsburgh area	Pittsburgh	1 week Per diem 5 x \$18 = \$90 Lodging 4 x \$35 = \$140 Mileage 550 x 22.5c = \$124	\$ 354.00
February	Black Conference on Higher Education	Pittsburgh	\$ 175.00	\$ 175.00
March	MACAC College Fair	Pittsburgh	Per diem = \$54 Lodging 2 x \$50 = \$100 Mileage 550 x 22.5c = \$124 Registration = \$290 Advertising = \$200	\$ 768.00
April	Black student bus trips	Philadelphia, Harrisburg, Wilkes-Barre/ Scranton		\$ 3,580.00

MODEL OF ESTIMATED EXPENSES TO IMPLEMENT ACTION PLAN (cont.)

ANTICIPATED DATE	ACTIVITY	LOCATION	ESTIMATED EXPENSES	TOTAL EXPENSES
May	MACAC College Fair	Hartford, Conn.	Per diem - \$72 Lodging 4 x \$50 = \$200 Mileage 700 x 22.5c = \$158 Registration = \$310 Advertising = \$200	\$ 940.00
May	NSSFNS College Fair	Philadelphia	Per diem - \$36 Lodging - \$70 Mileage 600 x 22.5c = \$140 Registration = \$75	\$ 321.00
August	CEEB Minority Recruitment Workshop	Hampton, Vir.	\$250 (Reg., Meals & Lodging) Mileage 800 x 22.5c = \$180	430.00
			GRAND TOTAL	\$20,751.00

TARGETED HIGH SCHOOLS
WITH BLACK STUDENT
POPULATIONS

NOTE: Numbers indicate number of black students at each grade level

COUNTY	Grade Level						Grade Level				
	8	9	10	11	12		8	9	10	11	12
<u>Adams</u>						<u>Allegheny (cont.)</u>					
Bermudian Spring	1	1		1		*Quaker Valley	21	10	13	16	13
Conewago Valley			1			Riverview		1	2	2	2
Fairfield Area	3	2		2	2	Shaler Area		2	1	9	
*Gettysburg Area	12	15	20	16	7	South Allegheny	3	1	1		1
Upper Adams		3	1			South Fayette Twp.	8	6	8	8	5
<u>Allegheny</u>						South Park	7	9	12	10	
Avonworth	6	3	2		2	*Steel Valley	37	33	28	37	33
Pine-Richland	2			1		*Sto Rox	34	25	18	20	16
Baldwin Whitehall	3	2	4	4	4	Up. St. Clair Twp.	1	2	2		
Bethel Park	10	4	3	7	10	West Allegheny	4	7	6	7	8
Carylnton	6	2	6	9	2	W. Jefferson Hills	6	7	3	3	3
Charties Valley	3	3	10	7	7	*W. Mifflin Area	48	53	32	34	32
*Clairton City	49	48	51	49	41	*Wilkinsburg Boro	158	160	185	111	124
Jornell	16	14	15	15	15	*Woodland Hills	111	119	144	90	75
Deer Lakes	2	3	1	1	1	<u>Armstrong</u>					
*Duquesne City	58	42	53	41	43	Apollo Ridge	6	8	3	1	8
*East Allegheny	32	28	33	26	29	Armstrong	8	7	6	4	2
Elizabeth Forward	4	12	3	7	5	Freeport Area		1	2		
Fox Chapel Area			1	5	5	Leechburg Area	2	3	2	1	6
*Gateway	38	40	33	33	48	<u>Beaver</u>					
Hampton Twp.	2			1	1	*Aliquippa Boro	83	97	110	91	77
Highlands	4	6	8			*Amberidge Area	11	16	14	14	17
Keystone Oaks					1	Beaver Area	1	1	1	2	3
*McKeesport Area	102	88	82	82	54	*Big Beaver Fall	56	45	60	47	22
Montour	1	2	4	2		Blackhawk	2	3	1		1
*Moon Area	11	12	10	12	4	Center Area	5	4	5	4	
Mount Lebanon	1	2			2	Freedom Area	3	4	5	5	5
North Allegheny	3	7	1	2	2	*Hopewell Area	11	10	10	9	8
Northgate	4	3	7	3	6	*Midland Boro	14	23	18	18	13
North Hills	8	3	5	3	4	Monaca		1	1		
*Penn Hills Twp.	145	143	161	120	133	New Brighton Area		1		1	2
Pittsburgh	1521	1376	1887	1427	1225	Riverside Beaver	1		4		3
Plumborough	7	7	7	5	9	*Rochester	13	12	10	14	9

*High schools with asterisk have been determined to have significant black student population.

NOTE: Numbers indicate number of black students at each grade level

COUNTY	Grade Level						Grade Level				
	8	9	10	11	12		8	9	10	11	12
<u>Beaver (cont.)</u>						<u>Bradford (cont.)</u>					
South Side Area		1				Northeast Bradford	1		1	1	
Western Beaver Co.	1	1	2	3	1	Sayer Area	2				
						Towanda Area	1		1		
<u>Bedford</u>						Troy Area				1	
Bedford Area	1	3		3	1						
Chestnut Ridge	1			1		<u>Bucks</u>					
Everett Area	1	1		1		*Bensalem Twp	51	51	109	96	84
						*Bristol Boro	16	19	22	15	16
<u>Berk</u>						*Bristol Twp.	70	51	84	87	105
Antietam				1		*Centennial	13	12	5	19	10
Boyertown Area	2	4	2	3	2	*Central Buck	10	8	7	13	8
Brandywine Hgts. Area			1			Council Rock	4	4	3	3	3
Conrad Weiser	2	1	6	6	3	*Morrisville Boro	14	12	13	12	10
Daniel Boone Area	1	4	2	2	2	*Neshaminy	11	13	7	11	16
Water Twp.	4	1	4	4	4	New Hope Solebury		2	1		
Governor Mifflin	2	1	2	2	4	Pennridge	2	4	4	4	3
Hamburg Area			1			*Pennsbury	22	23	20	23	26
Kutztown Area				1		Quakertown	4	1	2	3	
Muhlenberg		2	1	1	3						
*Reading	130	116	123	170	128	<u>Butler</u>					
Schuylkill			1	1	1	Butler	3		5		3
Twin Valley				1		Karns City Area	1				1
Wilson	5	4	3		2	Mars Area	1	1	2	2	1
Wyomissing	1		1			Moniteau			2		
						Slipper Rock Area	6		1	1	1
<u>Blair</u>						South Butler Co.			2		
*Altoona Area	3	3	3	17	14	Southwest Butler Co.	3	2	3	2	4
Hollidaysburg Area	1	3		1							
Spring Grove	2					<u>Cambria</u>					
Tyrone Area	1					Central Cambria					1
						Conemaugh Valley	5	3	1	4	
<u>Bradford</u>						Ferndale Area				1	
Richens Area	1		1			Forest Hills	1		1		
Canton Area			2			*Greater Johnstown	66	51	53	64	64

*High schools with asterisk have been determined to have significant black student population.

NOTE: Numbers indicate number of black students at each grade level

COUNTY	Grade Level						Grade Level				
	8	9	10	11	12		8	9	10	11	12
<u>Cambridia</u> (cont.)						<u>Clinton</u>					
Richland	3	3	2	2	1	Keystone Central			2		
Westmond Hilltop	1										
						<u>Columbia</u>					
<u>Carbon</u>						Berwick Area	1		1		
Palmerton Area	1					Bloomsburg		1			
Weatherly Area		1			1	Central Columbia		1		1	
<u>Centre</u>						<u>Crawford</u>					
Bald Eagle Area			1	1	3	Conneaut					1
Bellefonte			1			*Crawford Central	18	24	19	21	24
Penns Valley Area		1				Penncrest					1
State College Area	4	12	5	4	5						
						<u>Cumberland</u>					
<u>Chester</u>						Big Spring	1	1	2		
on Grove	15	23	14	18	16	*Carlisle Area	29	26	23	17	17
atesville	203	152	203	152	174	Cumberland Valley	6	1	1		1
*Dowington	27	24	23	27	13	Mechanicsburg Area	1	1	2	1	1
*Grate Valley	13	15	10	11	14	Shippensburg	3	3	3	1	1
*Kennett Cons.	30	20	14	19	20	S. Middletown	1		2		
*North Chester AVTS			8	19	21	West Shore	4	2	3	5	1
*Octorara Area	8	10	13	14	13						
Owen J. Roberts	3	7	3	1		<u>Dauphin</u>					
Oxford Area				1	1	*Central Dauphin	64	72	56	39	42
*Phoenixville	20	21	23	7	2	*Dauphin Co. Atv				17	16
*Tredyffrin Eastown	21	24	20	26	20	Derry Twp.	3	3	2	1	1
Unionvll Chadsford	2		2	2	3	Italifax Area			1		
West Chester	73	81	73	76	62	*Harrisburg City	517	469	488	411	309
						Lower Dauphin	5	1	1	1	2
<u>Clarion</u>						*Middletown Area	15	12	13	13	7
Ally Clarion Valy	1			1		*Steelton Highspire	27	23	35	36	34
						*Susquehanna Twp.	33	44	53	42	38
<u>Clearfield</u>											
learfield	1	6		1		<u>Delaware</u>					
Dubois Area	1		1			*Chester Upland	543	512	603	471	444
Glendale		1				*Chichester	26	24	28	28	40

*High schools with asterisk have been determined to have significant black student population.

NOTE: Numbers indicate number of black students at each grade level

<u>COUNTY</u>	<u>Grade Level</u>						<u>Grade Level</u>				
	8	9	10	11	12		8	9	10	11	12
<u>Delaware</u>						<u>Fayette</u>					
Garnet Valley	2	2	3		3	*Albert Gallatin	33	24	19	54	35
*Haverford Twp	15	13	6	22	16	*Brownsville	22	32	30	37	23
Interboro	2	1	2	3	2	Connellsville	1				
Marple Newtown	3	2		3	1	Frazier	4	7	4	1	4
Penn-Delco	1	1	2	1		*Laurel Highland	15	17	15	7	9
*Radnor Twp.	12	12	14	18	16	Uniontown Area	29	36	24	36	31
*Ridley	14	9	12	18	10						
*Rose Tree Media	23	24	24	20	22	<u>Franklin</u>					
*Southeast Delco	77	94	110	92	92	Chambersburg	26	24	18	56	31
Springfield	15	14	11	17	15	Greencastle Antrim	1	1	3	2	2
*Upper Darby	14	6	7	10	3	Tuscarona	7	2	6	6	3
*Wallingford/Swarthmore	9	18	19	22	15	Waynesboro Area	7	4	3	1	6
*William Penn	117	105	95	92	98						
						<u>Fulton</u>					
<u>Johnsonburg Area</u>					1	Central Fulton	1	5	1	2	2
						Southern Fulton	1			1	
<u>Erie</u>						<u>Greene</u>					
Corry Area	1	1				Central Greene	1			1	
*Erie City	235	196	232	183	179	Jefferson-Morgan	2	2		2	
Fairview	2		1		1	So. eastern Green	1				
Fort Leboeuf	1	1	2	1	3						
General McLane	3	6	4	3		<u>Huntingdon</u>					
Girard	1	2		1		Huntingdon Area	4	1			
Harbor Creek	2	1	4	2	2	Mount Union Area	10	5	9	6	11
Iroquois	1		1								
Millcreek Twp.	2	10	1	5	5	<u>Indiana</u>					
North East		1			1	Blairsvil. Saltsbg.	2	2	1	3	4
Northwestern	1	2				Homar Center		1		1	
Union City		1				Indiana Area	9	6	6	8	4
Wattsburg Area					2						
						<u>Jefferson</u>					
						Punxsutawney	1				

*High schools with asterisk have been determined to have significant black student population.

NOTE: Numbers indicate number of black students at each grade level

COUNTY	Grade Level						Grade Level				
	8	9	10	11	12		8	9	10	11	12
<u>Lackawanna</u>						<u>Lebanon</u>					
Abington Heights	2	3	2	1		Annville Cleona	3	3	2	3	1
Carbondale Area					2	Eastern Lebanon	1				
Lakeland	1					Lebanon	3	1	1	3	4
Old Forge			1			Northern Lebanon					1
*Scranton City	22	15	15	14	15	Palmyra Area				1	
<u>Lancaster</u>						<u>Lehigh</u>					
Cocalico		1	1			*Allentown	92	65	90	77	71
Columbia Boro	5	5	4	5	5	Catasauqua Area		2	1	2	2
Conestoga Valley		2		1		East Penn			1		
Donegal	5	2	4	6	2	Northern Lehigh	1	1		1	
Eastern Lancaster Co.	3	1				*Northwestern Lehigh		1		1	1
Elizabethtown Area		1				Parkland	7	3	2	1	2
Hempfield	4	4	4	2	3	Salisbury Twp.		3	3	4	3
Lampeter-Strasbg	1	2	1	5	1	Southern Lehigh		1			
Lancaster	153	131	111	110	96	Whitehall Coplay	2	3	1	2	2
Manheim Central	4	2	3			<u>Luzerne</u>					
Manheim Twp.	7	5	3	2	2	Crestwood	1	3			
Penn Manor	1	4	4	2	2	Dallas		1	1		1
Pequea Valley		5	1	2	3	Greater Nanticoke					
Solanco	3	1		4	4	Hanover Area	3	3	2	1	1
Warwick					1	Hazleton Area	2				1
<u>Lawrence</u>						Northwest Area	1			1	1
Ellwood City Area	1	5		1	2	*Wilkes-Barre	20	26	19	19	24
*Lawrence Co. AVTS				8	19	Wyoming Area				1	
Mohawk Area	2			2	1	Wyoming Valley West		1			
Neshannock Twp.	2	1				<u>Lycoming</u>					
*Newcastle Area	64	49	57	27	31	Jersey Shore Area		1	1	2	1
Shenango	2		1	2		Loyalsock Twp.	2	3	2	2	
Union Area	7	12	3	3	2	*Williamsport	26	30	25	32	30
Wilmington Area	1	1		3	2						

*High schools with asterisk have been determined to have significant black student population.

NOTE: Numbers indicate number of black students at each grade level

<u>JUNTY</u>	<u>Grade Level</u>						<u>Grade Level</u>				
	8	9	10	11	12		8	9	10	11	12
<u>McKean</u>						<u>Montgomery (cont.)</u>					
Bradford Area	1				1	Lower Moreland		3	3	1	2
Kane Area	3				1	Methacton	4	6	2	1	1
Port Allegheny	1			1		*Norrilstown	146	164	154	163	212
						*North Penn	22	20	21	16	24
<u>Mercer</u>						Perkiomen Valley	2	1	1	1	
Commodore Perry			1	1		*Pottsgrove	9	15	9	13	10
*Farrell Area	78	59	75	65	50	*Pottstown	35	51	71	62	55
Greenville Area	1	1				Souderton Area	2	4	2	2	
*Grove City Area	1	2	7	11	9	*Springfield	8	10	6	13	16
Hermitage	3	2	3	1	5	Spring Ford Area	1	3	3	2	4
Lake View		1	4			*Upper Dublin	33	25	21	34	23
Mercer Area	2	1	1		1	*Upper Merion	9	13	18	14	21
Reynolds	1	1				*Upper Moreland	10	3	11	9	15
*Sharon City	34	17	30	19	13	Upper Perkiomen	1	1	1	1	3
Tharpsville Area	3	5	1		1	*Wissahickon	30	37	41	35	35
West Middlesex Area			1		1						
						<u>Montour</u>					
<u>Mifflin</u>						Danville Area		3	2	1	
Mifflin Co.	4	2	3	1							
						<u>Northampton</u>					
<u>Monroe</u>						Bargor	1	1			
East Stroudsburg	8	8	4	6	1	*Bethlehem Area	34	31	39	24	26
Pleasant Valley	1	3	4	3	1	*Easton	46	42	63	53	33
Pocono Mt.	4	1	3		5	Nazareth	1			1	
Stroudsburg	2	6	4	7	8	Saucon		1			
						Wilson	1		3	8	8
<u>Montgomery</u>						<u>Northumberland</u>					
*Abington	78	72	78	61	68	Milton Area	4	1	3	1	2
*Cheltenham	57	50	50	45	40	Shamokin	1			2	1
*Colonial	24	22	26	27	27	Warrion Run			1		
Hatboro Horsham	5	5	8	4	2						
Jenkintown	1		6			<u>Perry</u>					
Lower Merion	42	31	32	39	42	Greenwood	1				

*High schools with asterisk have been determined to have significant black student population.

NOTE: Numbers indicate number of black students at each grade level

COUNTY	Grade Level						Grade Level				
	8	9	10	11	12		8	9	10	11	12
<u>Philadelphia</u>						<u>Venango</u>					
Philadelphia City	10895	9881	12098	13274	9156	Franklin Area	6	1	1		3
						Oil City	1		4		2
<u>Pike</u>						<u>Warren</u>					
Delaware Valley		1	1	1		Warren Co.		1			
Galeton Area	1	1	1		1						
Northern Potter	1					<u>Washington</u>					
Oswayo Valley					1	Avella Area	1	2	3	2	2
						Ventworth	5	4	2	3	1
<u>Schuylkill</u>						Bethlehem Center	4	4	7	1	2
Blue Mt.		1				Burgettstown Area	3	4	7	6	4
North Schuylkill					1	California Area	5	2	4	7	3
Pottsville Area	5	2	4	4	2	*Canon-McMillen	28	25	19	31	25
Schuylkill Area				1		Charleroi Area	1	1	1	3	1
						Chartiers-Houston	4	5	6	5	6
<u>Snyder</u>						Fort Cherry	6	6	10	5	5
Midd-West	1		1			McGuffey	1				
Selinsgrove					1	Peters Twp.	1	3			2
						*Ringgold	23	23	17	24	14
<u>Somerset</u>						*Trinity Area	12	12	14	11	8
Shanksville Stnycrk.	1					*Washington	38	18	42	25	36
						<u>Wayne</u>					
<u>Susquehanna</u>						Wallenpaupack	1	1	2	1	1
Elk Lake			1		1	Wayne Highland	1	1			
Forest City Regn.	1					Western Wayne		1			1
Mountain View		1									
						<u>Westmoreland</u>					
<u>Tioga</u>						*Belle Vernon Area	6	10	6	6	15
Northern Tioga		2		2		Burrell	3	5	5	4	5
Southern Tioga		2			1	Perry Area	2	2	3		1
Wellsboro		2		1	1	Franklin Reginal	3	1	3		
						Greater Latrobe		2			1
<u>Union</u>						*Greensburg Salem	12	11	14	10	13
Lewisburg Area	1	2	2	2							
Mifflinburg Area				1	1						

*High schools with asterisk have been determined to have significant black student population.

NOTE: Numbers indicate number of black students at each grade level

<u>COUNTY</u>	<u>Grade Level</u>				
	8	9	10	11	12
<u>Westmoreland</u>					
Hempfield Area	7	6	7	9	10
*Jeannette City	9	4	8	14	6
Kiski Area	4	3	7	5	5
*Monessen City	14	14	26	29	24
Mt. Pleasant Area	4	3	2	1	2
*New Kensington Arld	35	26	29	38	32
Norwin	5		2	3	
Penn Trafford	3		2	1	2
Southmoreland	3	1		2	2
Vough	4	7	7	6	10
<u>Wyoming</u>					
Lackawanna Trail		1			
Tunhannock	4		4	1	
<u>York</u>					
Central York	2	10	2	3	4
Dallastown	1	2			
Dover Area			1	1	1
Eastern York	2			1	
Northeastern York		2			
Northern York Co.	1	1		1	
Red Lion Area	2		1		
South Eastern	1	1	1	3	1
Southern York Co.		1			
Spring Grove Area		1			1
West York Area	7	4			
*York City	206	172	160	175	154
York Co. AVIS				24	25
York Suburan	4	2	3	4	2

NOTE: Information for this section was acquired from The Pennsylvania Department of Education Bureau of Information Systems Division of Data Services.

*High schools with asterisk have been determined to have significant black student population.

TARGETED COLLEGE FAIRS/NIGHTS
WITH BLACK STUDENT
PARTICIPANTS

1. Beaver County Counselors Association, Monaca, Pa.
2. Lawrence County Counselors Association, New Castle, Pa.
3. NACAC College Fair, Long Island, N. Y.
4. Duquesne University, Pittsburgh, Pa.
5. Westmoreland County Counselors Association, North Huntingdon, Pa.
6. Washington County Counselors Association, Washington, Pa.
7. North Allegheny High School, Wexford, Pa.
8. Moon High School, Corapolis, Pa.
9. AFNA College Fair, Philadelphia, Pa.
10. Wissahickon High School, Ambler, Pa.
11. Erie County Counselors Association
12. Bethlehem Freedom High School, Bethlehem, Pa.
13. Scranton Central High School, Scranton, Pa.
14. Harrisburg Area Community College Transfer Day, Harrisburg, Pa.
15. York Area, Central York High School, York, Pa.
16. Monsignor Bonner High School, Drexel Hill, Pa.
17. NACAC College Fair, Washington, D. C.
18. Bishop McDevitt High School, Wyncote, Pa.
19. NACAC College Fair, Baltimore, Md.
20. Lycoming County Counselor's Association, Williamsport, Pa.
21. Luzerne County Community College High School and Transfer Day, Nanticoke, Pa.
22. Williamsports Area Community College Transfer Day, Williamsport, Pa.
23. West Philadelphia Catholic Girls High School, Philadelphia, Pa.
24. Kiwanis Club of Columbus, Ohio, Columbus, Ohio
25. Burlington County Personnel and Guidance Association, Pemberton, N. J.
26. Kiwanis Club of Atlantic City, Atlantic City, N. J.
27. Berks County Area Counselor's Association, Reading, Pa.
28. Pennsauken High School, Pennsauken, N. J.
29. New Castle County Counselors Association, Wilmington, Del.
30. Northampton Community College and Easton High School, Easton, Pa.
31. Broome-Tioga Counselors Association, Binghamton, N. Y.
32. Lehigh County Community College, Schnecksville, Pa.
33. Norristown High School, Norristown, Pa.
34. Pennsylvania Joint Recruitment, Pittsburgh, Pennsylvania
35. NACAC College Fair, New York City, N.Y.
36. St. Huberts Catholic High School, Philadelphia, Pa.
37. Schuyler-Cheming-Tioga Counselors Association, Elmira, N.Y.

38. Bucks County Community College Transfer Day, Newtown, Pa.
39. Pennsylvania Universities Joint Recruitment Program, Philadelphia, Pa.
40. NACAC College Fair, Philadelphia, Pa.
41. Lancaster County Counselors, Lancaster, Pa.
42. PACAC, Harrisburg, Pa.
43. Penn Wood High School, Lansdowne, Pa.
44. Lower Bucks Counselors' Committee, Northeast, Philadelphia, Pa.
45. Henderson High School, West Chester, Pa.
46. NACAC College Fair, Hartford, Conn.
47. NACAC College Fair, Pittsburgh, Pa.

HISTOGRAM OF D'S, E'S AND W'S IN ALL COURSES
FOR MS MAJORS

NUMBER OF DEW'S	NUMBER OF STUDENTS	
1	25	*****
2	28	*****
3	21	*****
4	18	*****
5	18	*****
6	12	*****
7	13	*****
8	9	*****
9	3	***
10	3	***
11	3	***
12	3	***
13	1	*
14	5	*****
15	1	*
16	1	*
17	0	
18	1	*
19	0	
20	1	*
21	1	*
22	0	
23	1	*
24	0	
25	0	
26	0	
27	0	
28	0	
29	0	
30	0	
31	1	*
TOTAL	169	

IN COMPILING THESE DATA, ONE CREDIT COURSES WERE COMBINED WITH OTHER ONE CREDIT OR TWO CREDIT COURSES SO THAT EACH UNSUCCESSFUL GRADE CORRESPONDS ROUGHLY TO A THREE CREDIT COURSE. A STUDENT WITH 5 OR MORE D'S, E'S, AND W'S (DEW'S) HAS SPENT AT LEAST ONE SEMESTER IN UNPRODUCTIVE STUDY, 10 OR MORE DEW'S CORRESPONDS TO 1 FULL YEAR OF UNPRODUCTIVE STUDY, AND SO ON. THE STUDENT WITH 31 DEW'S HAS SPENT 3 YEARS AT LHU IN UNPRODUCTIVE STUDY! REMARKABLY, THIS STUDENT HAS NEVER BEEN ON PROBATION!! FOR AN EXAMPLE OF A TRANSCRIPT SIMILAR TO THIS STUDENT'S, TURN TO THE LAST PAGE OF THIS REPORT.

- C. THERE ARE 134 CSM MAJORS AND 75 MS MAJORS WITH AT LEAST ONE E IN A COURSE FROM THE DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE. THE DISTRIBUTION OF E'S IN THESE GROUPS IS GIVEN BY THE FOLLOWING HISTOGRAMS.

: FACULTY AND ADMINISTRATION
 GM: B. C. DORNISCH
 TE: FEB. 13, 1984
 SUBJECT: UNSUCCESSFUL GRADES

- A. THIS REPORT IS LIMITED TO STUDENTS IN COMPUTER SCIENCE, MANAGEMENT SCIENCE AND MATHEMATICS. AS OF SEPTEMBER 11, 1983, THERE WERE 574 SUCH STUDENTS. ASSUMING A BASE OF 2,550 STUDENTS, THESE CURRICULA ACCOUNT FOR 22.5% OF THE STUDENTS AT LHU.
- B. AN UNSUCCESSFUL GRADE IS A D, E, OR W. 194 COMPUTER SCIENCE AND MATHEMATICS (CSM) MAJORS AND 169 MANAGEMENT SCIENCE (MS) MAJORS HAD AT LEAST ONE UNSUCCESSFUL GRADE ON THEIR TRANSCRIPTS. THE HISTOGRAMS BELOW ILLUSTRATE HOW UNSUCCESSFUL GRADES ARE DISTRIBUTED AMONG THESE STUDENTS.

HISTOGRAM OF THE D'S, E'S AND W'S IN ALL COURSES
FOR CSM MAJORS

COURSE NUMBER	NUMBER OF D's, E's AND W's	NUMBER OF STUDENTS
1	45	*****
2	29	*****
3	30	*****
4	15	*****
5	16	*****
6	13	*****
7	7	*****
8	5	*****
9	6	*****
10	4	****
11	3	***
12	5	*****
13	1	*
14	2	**
15	0	
16	3	***
17	1	*
18	3	***
19	2	**
20	1	*
21	0	
22	2	**
23	1	*
24	0	
25	0	
26	0	
27	1	*
TOTAL	194	

E'S IN COURSES FROM THE DEPT OF MATH AND COMP SCI
FOR CSM MAJORS
EACH * REPRESENTS 2 STUDENTS

NUMBER OF E'S	NUMBER OF STUDENTS	
1	67	*****
2	31	*****
3	11	*****
4	9	*****
5	3	**
6	5	***
7	1	*
8	2	*
9	0	
10	0	
11	1	*
12	1	*
13	2	*
14	0	
15	0	
16	0	
17	0	
18	1	*
TOTAL	134	

E'S IN COURSES FROM THE DEPT OF MATH AND COMP SCI
FOR MS MAJORS
EACH * REPRESENTS 2 STUDENTS

NUMBER OF E'S	NUMBER OF STUDENTS	
1	49	*****
2	14	*****
3	5	***
4	2	*
5	2	*
6	0	
7	1	*
8	1	*
9	0	
10	1	*
TOTAL	75	

AN MS MAJOR WITH 4 OR MORE E'S IN COURSES FROM MY DEPARTMENT
PROBABLY BEGAN HIS/HER CAREER AS A COMPUTER SCIENCE MAJOR.
6 CSM AND MS STUDENTS HAVE SPENT ONE FULL YEAR OR MORE
ACCUMULATING E'S IN COMPUTER SCIENCE, MATHEMATICS, AND
ACCOUNTING COURSES!

D. THE NEXT CHART SHOWS HOW UNSUCCESSFUL GRADES ARE DISTRIBUTED
WITH RESPECT TO THE DEPARTMENT Q.P.A. (THE Q.P.A. FOR
COURSES IN MATHEMATICS, COMPUTER SCIENCE, AND ACCOUNTING)
FOR CSM STUDENTS.

TABLE: DEPT Q.P.A. VERSUS NO. OF DEW'S FOR CSM MAJORS

DEPT P.A.	NO. OF DEW'S IN DEPT COURSES FOR CSM MAJORS						ALL
	1-2	3-5	6-8	9-11	12-16	17-25	
0-1.49	6	11	1	1	3	1	23
1-1.99	13	11	7	6	3	3	43
2.00-2.49	27	22	7	2	1	1	60
2.50-2.99	19	5	1	0	0	0	25
3.00-3.49	10	3	1	0	0	0	14
3.50-4.00	8	0	0	0	0	0	8
ALL	83	52	17	9	7	5	173

IF WE READ ACROSS ROW THREE WE DISCOVER THAT EACH OF 22 CSM STUDENTS WITH DEPARTMENT Q.P.A.'S IN THE RANGE OF 2.00 TO 2.49 HAVE 3 TO 5 DEW'S IN COURSES FROM THEIR MAJOR DEPARTMENT. IN PASSING WE NOTE THAT 23 + 43 = 66 OF THE 251 (OR 26%) CSM STUDENTS WHO COMPLETED AT LEAST ONE COURSE FROM THEIR MAJOR DEPARTMENT HAVE DEPARTMENT Q.P.A.'S BELOW 2.0. 25 OF THESE STUDENTS (SEE BOX IN UPPER RIGHT OF TABLE) HAVE SPENT MORE THAN ONE SEMESTER AT LHU ACCUMULATING DEW'S IN COURSES FROM THEIR MAJOR DEPARTMENT.

E. THESE ACADEMIC ABSURDITIES ARE THE RESULT OF THREE LHU POLICIES.

- (1) ONLY ONE GRADE FOR EACH COURSE IS USED IN COMPUTING THE Q.P.A. REGARDLESS OF THE NUMBER OF TIMES THE COURSE IS REPEATED.
- (2) A STUDENT MAY TAKE A COURSE IN WHICH HE HAS RECEIVED A GRADE OF D IN A PREREQUISITE WITHOUT FIRST REPEATING THE PREREQUISITE WITH A GRADE OF C OR BETTER. SIMILARLY STUDENTS WHO RECEIVE E'S IN REQUIRED MAJOR COURSES MAY TAKE OTHER MAJOR COURSES WITHOUT RAISING THE E TO A GRADE OF C OR BETTER.
- (3) AT LHU THERE IS NO MINIMAL MAJOR Q.P.A. REQUIREMENT FOR GRADUATION. A MANAGEMENT SCIENCE MAJOR, FOR EXAMPLE, WITH A Q.P.A. OF 1.9 IN HIS/HER REQUIRED MAJOR COURSES IS PERMITTED TO GRADUATE WITH A DEGREE IN MANAGEMENT SCIENCE AS LONG AS HIS/HER OVERALL Q.P.A. IS 2.0 OR ABOVE.

F. FOR THE PAST 8 OR 9 YEARS SOME OF THE MEMBERS OF THE DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE HAVE MADE ATTEMPTS TO REFORM THE POLICIES LISTED ABOVE. IN EVERY CASE THESE EFFORTS WERE SUPPORTED BY NEARLY ALL MEMBERS OF THE DEPARTMENT. IN EVERY CASE THE RECOMMENDED REFORMS WERE DENIED EITHER BY FACULTY-DOMINATED COMMITTEES OR BY MEMBERS OF THE ACADEMIC ADMINISTRATION. THIS REPORT REPRESENTS THE BEGINNING OF A NEW ATTEMPT TO SEEK REFORM OF THESE AND OTHER EQUALLY UNSOUND ACADEMIC POLICIES AT LHU.

STUDENT: MR. D. E. W.

CURRICULUM: COMPUTER SCIENCE - MATHEMATICS PROGRAMMING TRACK

TOTAL HOURS: 97

HUMANITIES

EN100	ENG COMPOSITION	03.0	D
EN110	DIM OF LIT	03.0	B
MU112	PERF 1 BAND	01.0	A
MU112	PERF 1 BAND	01.0	A
MU113	ENS PERF PERC	01.0	A
MU113	ENS PERF PERC	01.0	A
MU114	ENS PERF JAZZ	01.0	C
MU115	ENS SM CHORAL	01.0	A
MU115	ENS SM CHORAL	01.0	D
MU115	ENS SM CHORAL	01.0	A
MU115	ENS SM CHORAL	01.0	A
MU115	ENS SM CHORAL	01.0	A
MU115	ENS SM CHORAL	01.0	C
MU115	ENS PER CHORAL	01.0	M
MU115	ENS SM CHORAL	01.0	C
MU121	AP MU VOICE	01.0	A
MU121	AP MU PERCUSSION	01.0	B
MU121	AP MU VOICE	01.0	A
MU121	AP MU VOICE	01.0	A
MU121	AP MU VOICE	01.0	D
PH101	PROBS IN PHILOS	03.0	D
SH104	INTERPERS COMM	03.0	C

29.0

SOCIAL AND BEHAVIORAL SCIENCES

EC101	ECONOMICS	03.0	A
EC200	MARKETING	03.0	A
GY110	CLIMAT & LAB B	03.0	B
HS101	WORLD HIST I	03.0	F
HS101	WORLD HIST I	03.0	F
HS101	WORLD HIST I	03.0	P
HS205	HIST US LABOR	03.0	C
PL105	AMER NATL GOVT	03.0	E
PL105	AMER NATL GOVT	03.0	E
PL105	AMER NATL GOVT	03.0	E
PL105	AMER NATL GOVT	03.0	C
PL210	STATELOCAL GVT	03.0	B
PSY103	DEV PSYCH ADOL	03.0	C
SC101	INTRO SOCIOLOGY	03.0	M
SC101	INTRO SOCIOLOGY	03.0	E
SC101	INTRO SOCIOLOGY	03.0	A

27.0

NATURAL SCIENCE

ES101	EARTH SCI&LAB 0	03.0	B
ES105	METEOROLOGY&LAB	03.0	A
ES150	ASTRONOMY 1&LAB	03.0	A
ES151	ASTRONOMY 2&LAB	03.0	E

9.0

HEALTH AND PHYSICAL EDUCATION

PE033	BADMN/TENNIS	01.0	A
PE039	GOLF/PADJLEBALL	01.0	C
PE103	SOCCER	00.5	B
PE110	VOLLEYBALL	00.5	C

3.0

MATHEMATICS AND COMPUTER SCIENCE

CS105	BASIC PROG LANG	01.0	M
CS105	BASIC PROG LANG	01.0	C
CS160	PROGRAMMING 1	03.0	D
CS161	PROGRAMMING 2	03.0	E
CS161	PROGRAMMING 2	03.0	C
CS215	ASSEMBLER LANG	03.0	E
CS215	ASSEMBLER LANG	03.0	E
CS215	ASSEMBLER LANG	03.0	E
CS215	ASSEMBLER LANG	03.0	E
CS215	ASSEMBLER LANG	03.0	E
CS300	DATA STRUCTURES	03.0	D
CS455	OPERAT. SYSTEMS	03.0	C
MA103	FRESHMAN MATH	05.0	A
MA121	CAL & A GEOM 1	04.0	B
MA122	CAL & A GEOM 2	04.0	E
MA122	CAL & A GEOM 2	04.0	D
MA211	LINEAR ALGEBRA	03.0	E
MA211	LINEAR ALGEBRA	03.0	C
MA213	PROB & STAT	03.0	M
MA213	PROB & STAT	03.0	E
MA213	PROB & STAT	03.0	F
MA223	CAL & A GEOM 3	03.0	E
MA223	CAL & A GEOM 3	03.0	E

29.0

GRADE AVERAGE IN MAJOR 1.6315

MR. D. E. W. IS A COMPOSITE OF 5 STUDENTS AT LHU. ALTHOUGH AN EXTREME CASE, MR. D. E. W. IS NOT UNLIKE SEVERAL STUDENTS IN THE POPULATION OF THIS REPORT. HIS DEPARTMENT Q.P.A. IS 1.6315 AND EVEN THOUGH THE OVERALL Q.P.A. HAS NOT BEEN COMPUTED IT IS READILY SEEN TO BE GREATER THAN 2.0. WILL MR. D. E. W. EVER GRADUATE? POSSIBLY, BUT HIS PROSPECTS APPEAR BLEAK. HOW LONG HAS MR. D. E. W. BEEN AT LHU? THE TOTAL NUMBER OF EARNED HOURS IS 97 AND W'S AND E'S ACCOUNT FOR ANOTHER 63 HOURS FOR A TOTAL OF 160 HOURS. THAT MEANS MR. D. E. W. HAS ATTENDED LHU FOR 10 SEMESTERS. LAST FALL HE BEGAN HIS 6TH YEAR OF UNDERGRADUATE (MAY) STUDY.

AGENDA
Council of Trustees Meeting
May 26, 1984
Lock Haven University

Executive Session - 1:30 p.m. - President's Office
General Session - 2:15 p.m. - Council Room,
Sullivan Hall

A. GENERAL

1. Approval of Minutes of March 15, 1984 Council Meeting

B. REPORTS

1. Kenneth R. Clapper, Chairman, Executive Committee
2. Charles Rosamilia, Report on Philadelphia Workshop
3. Craig Dean Willis, College President
4. John L. Zaharis, Vice President for Academic Affairs
5. George H. Marshall, Vice President for Administration
6. Edward C. Clawson, President, LHU Chapter of APSCUF
7. SPECIAL REPORT - Mr. Gary Interdonato, President
Student Cooperative Council
8. Rebecca Gross, Member, Board of Governors

C. MATTERS FOR DECISION

1. Purchases
2. Demolition of Old Hospital
3. New Business

Next Meeting

Friday, September 21, 1984
Executive Session - 3:30 p.m.
General Meeting - 4:15 p.m.

All University Dinner, Elks Club, 8:00 p.m.

5/21/84

LOCK HAVEN UNIVERSITY
Council of Trustees Meeting Dates

1984 Spring/Fall
Thursday, March 15

2:45 p.m. Inspection of Plant
3:30 p.m. Executive Session
4:00 p.m. Council Meeting

1985 Meeting Schedule
Special Report - Admissions,
Mr. Joseph A. Coldren

Saturday, May 26

Commencement and Luncheon
1:30 p.m. Executive Session
2:15 p.m. Council Meeting
Reception

Annual Report, S.C.C.
Mr. Gary Interdonato,
President - Student
Cooperative Council

Friday, September 21

3:30 p.m. Executive Session
4:15 p.m. Council Meeting
8:00 p.m. All-University Dinner
(Elks Club)

Annual Report, APSCUF
Dr. Edward Clawson, President
L.H.U. Chapter

Thursday, November 15

3:30 p.m. Executive Session
4:15 p.m. Council Meeting
Sieg Conference Center, Lamar, PA

Financial Update
Mr. George Marshall,
Vice President for
Administration

1985 Spring
Thursday, February 21

2:45 p.m. Inspection of Plant
3:30 p.m. Executive Session
4:15 p.m. Council Meeting

1985 Fall Meeting Schedule
1986 Spring Meeting Schedule
Special Report - College
of Education,
Dr. Ira Masemore, Dean

Saturday, May 25

Commencement and Luncheon
1:30 p.m. Executive Session
2:15 p.m. Council Meeting
Reception

Annual Report, S.C.C.
S.C.C. President

Meetings will convene in the Council of Trustees Room, Sullivan Hall. Dinner will be served after the meeting, except where otherwise noted. Additional meetings may be scheduled as requested or required. Parking spaces will be reserved in front of Sullivan Hall for Council of Trustees.

Council of Trustees - Lock Haven University
Lock Haven, PA 17745

<u>Trustee</u>	<u>Confirmed</u>	<u>Telephone</u>	<u>Term Expires</u>
Mr. Kenneth R. Clapper 1470 E. Walton Avenue Altoona, PA 16602 (V.P. of Council; Chrmn, Executive Committee)	1/29/80	(814)944-3595 (Office) (814)942-0506 (Home)	Third Tuesday January 1985 or USQ*
Ms. Alma K. Crawford 1701 Taxville Road-2d York, PA 17404	11/30/83	(717)792-2284	Third Tuesday January 1989 or USQ*
Mr. Daniel Elby 148 Sylvan Drive York, PA 17402	12/12/83	(717)561-1611 (Office) (717)757-5183 (Home)	Third Tuesday January 1989 or USQ*
Mr. Donald L. Faulkner Maple Avenue Beech Creek, PA 16822	1/26/82 Reapp. 10/18/83	(717)962-2981 (Home) (717)748-2961 (Office)	Third Tuesday January 1989 or USQ*
Mr. James Matthew Huber 308 Smith Hall, Box 150 Lock Haven University Lock Haven, PA 17745	5/8/84	(717)893-3180 (Campus)	Until Graduation
Mr. James J. Jacobson P.O. Box 822 Lock Haven, PA 17745	5/8/84	(717)748-4045 (Business) (717)769-7230 (Home)	Third Tuesday January 1989 or USQ*
Dr. Larry H. Lytle 23 Hemlock Drive Lock Haven, PA 17745	9/28/81	(717)748-5395 (Home) (717)748-7714 (Business)	Third Tuesday January 1985 or USQ*
Mr. Leslie D. Noelk 345 Park Street Woolrich, PA 17770	9/26/83	(717)769-6776 (Home) (717)769-6464 (Business)	Third Tuesday January 1987 or USQ*
Mr. Charles Rosamilia, Jr. 104 West Main Street Lock Haven, PA 17745	6/1/82	(717)748-6454 (Home) (717)748-5572 (Business)	Third Tuesday January 1987 or USQ*
Mrs. Shirley A. Thomas Hemlock Drive Sunset Pines Lock Haven, PA 17745 (Secy.,-Treas. of Council)	1/29/80	(717)748-3689 (Home)	Third Tuesday January 1985 or USQ*
Mr. William F. Williams R.D. 4 Jersey Shore, PA 17740 (President of Council)	4/26/77 Reapp. 9/20/83	(717)398-2368 (Home) (717)398-2213 (Business)	Third Tuesday January 1989 or USQ*

Member, Board of Governors
Miss Rebecca Cross
411 Guardlock Drive
Lock Haven, PA 17745
Tele: 717/748-8567

President, Lock Haven University
Dr. Craig Dean Willis
President
Lock Haven University
Lock Haven, PA
Tele: 717/893-2000

*Until Successor Qualifies

Rev. May 15, 1984

AGENDA
Council of Trustees Meeting
May 26, 1984
Lock Haven University

Executive Session - 1:30 p.m. - President's Office
General Session - 2:15 p.m. - Council Room,
Sullivan Hall

A. GENERAL

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7. SPECIAL REPORT - Mr. Gary Interdonato, President
Student Cooperative Council
8. Rebecca Gross, Member, Board of Governors

C. MATTERS FOR DECISION

1. Purchases
2. Demolition of Old Hospital
3. New Business

Next Meeting

Friday, September 21, 1984
Executive Session - 3:30 p.m.
General Meeting - 4:15 p.m.

All University Dinner, Elks Club, 8:00 p.m.

5/21/84

MINUTES
 COUNCIL OF TRUSTEES
 LOCK HAVEN UNIVERSITY
 Saturday, May 26, 1984

COUNCIL MEMBERS PRESENT: Kenneth R. Clapper
 Alma Kay Crawford
 Daniel Elby
 Donald L. Faulkner
 J. Matthew Huber
 Larry H. Lytle
 Charles Rosamilia, Jr.
 Shirley A. Thomas
 William F. Williams

COUNCIL MEMBERS ABSENT: James J. Jacobson
 Leslie D. Noelk

OTHERS PRESENT: Craig Dean Willis, University President
 John L. Zaharis, Vice President for Academic Affairs
 George H. Marshall, Vice President for Administration
 Rebecca Gross, Member, Board of Governors
 Edward Clawson, President, APSCUF, LHU Chapter
 Sandra Hammann, Director, Public Relations
 Gary Interdonato, President, Student Cooperative Council
 Bernard Dornisch, Faculty Member, Math Department
 Wendy Akeley, Reporter, The Express
 Julie Brennan, Reporter, WBPZ Radio

A. GENERAL

The meeting was called to order at 2:35 p.m. by Council President, William F. Williams.

Mrs. Thomas moved for approval of the minutes of the March 15, 1984 meeting, which had been mailed to Council members. Mr. Rosamilia seconded and the motion carried.

Mr. Williams announced the appointment of Mr. James J. Jacobson and Mr. James Matthew Huber to the Council, bringing the Council up to full complement for the first time in a good many years. Mr. Jacobson was not present at this meeting, however, the Chair did welcome Mr. Huber who was appointed to fill the position of student trustee replacing Mr. John Stemler.

B. REPORTS

Executive Committee
Kenneth R. Clapper

The Executive Committee met in the office of the President at 1:30 p.m. Mr. Clapper, Chairman of the Executive Committee, had nothing to report requiring Council action.

Trustee Report
Charles Rosamilia, Jr.

Mr. Rosamilia reported on the workshop he attended at Temple University on May 7, 1984 in Philadelphia, PA. The workshop topic was university fund raising. It was conducted by Temple University personnel. He attended along with President Willis and Mrs. Lytle, Director of Foundation Development. He pointed out that a lot of the money at Temple comes from foundations. They do receive a little from the state; however, the three main sources of funding are foundations, corporate gifts, and alumni, and they also use the telephone approach. The two main sources at Lock Haven will most likely be corporate gifts and alumni.

Mr. Rosamilia stated that there is some emphasis right now by the Board of Governors to have the State University System raise some of its own funds. He recommended to Council that a Council member be appointed as a liaison person with our fund raising staff. It is his belief that Council should be continually aware of the efforts and progress of fund raising at L.H.U.

Mr. Williams asked Mr. Rosamilia to represent Council and to act as liaison person to the Development Office. Mr. Rosamilia accepted.

President's Report
Craig Dean Willis

Dr. Willis welcomed James Matthew Huber as a new member of Council.

The enrollment report for summer looks good and very much like last year. The fall admissions report looks good, also. Deposits are up 17% and applications up 11%. An interesting fact about this year's entering class is that more and more students are enrolling as undeclared majors, which means they will need special direction and counsel to help them develop their special area. Secondary Education enrollment increased this year.

Dr. Willis reported on increased trustee attendance and participation in special programs, meetings, etc., and is very pleased with the interest shown. He gave a summary of trustee participation as follows:

Mr. Faulkner, Mrs. Thomas and Ms. Crawford attended the Pennsylvania Association of Council of Trustees meeting in Harrisburg;

Mr. Williams and Ms. Crawford attended the Spring Term Senior Music Recital at the President's home;

Mr. Rosamilia attended the fund-raising workshop in Philadelphia;

Dr. Lytle will be traveling to Poland and England with Dr. Willis to review the exchange programs there. (Dr. Lytle will be paying his transportation.);

Mr. Clapper has been working with Admissions and has done some work with legislators;

Mr. Elby is going to have a meeting later this summer as a fund-raising venture.

At the May 15, 1984 Board of Governors meeting, a new allocation formula was passed which we hope will be beneficial to Lock Haven University. A new Vice Chancellor, Dr. Emily Hannah, was hired to chair the Academic Policies and Planning Committee. Dr. Willis served on the search committee for this position.

The National Council for Accreditation of Teacher Education (NCATE) review was very positive. The team reviews our teacher education program for accreditation and the review is a very important one for the University. The team also remarked about the beautiful campus.

Capital budget projects which have been approved by Governor Thornburgh for L.H.U. includes \$150,000 for demolition and grading of the old hospital; \$1.2 million to finish the steamline project, \$1.5 million for renovation of Akeley building, and \$1.9 million for the renovation of Price Auditorium.

The R.O.T.C. program continues to thrive. Dr. Willis reported that he will be attending the R.O.T.C. summer camp program at Ft. Bragg, N.C. in June.

The assignment of promotions and sabbaticals will be decided closer to the deadline. Decisions will be made after the budget is approved in Harrisburg.

In the area of international education we are continuing to look at new possibilities. Prof. John Johnston, Chairman of the History, Political Science and Economics Department went to Egypt in January to look at possibilities there.

Ten \$1,500 academic scholarships have been awarded from monies collected through the Annual Fund. The awards were made to top academic students.

Vice President for Academic Affairs
John L. Zaharis

Dr. Zaharis reported that the admissions picture looks good for fall with the number of applications up 11%. The number of students entering as undeclared majors has increased 69%. This group generally requires more support services and care in placement. There is historically a high percentage of drop-outs from this group. The breakdown of admissions by specific areas is as follows:

Undeclared.....	+ 69%
Arts and Sciences.....	+ 5%
Health, Physical Education, Recreation & Athletics.....	- 2%
Secondary Education.....	+107%

There were three visitation programs held throughout the spring term sponsored by the Admissions Office. 698 prospective students attended these programs.

In April the Model United Nations program was held with the largest attendance reported this year. 268 high school students representing 22 different high schools participated in this program.

Four R.O.T.C. cadets were commissioned on May 26 and four more are anticipated in August.

The three-year planning document was submitted to the Chancellor's office about two weeks before it was due. We were told it would be put "on the shelf" until they can tell us whether or not the format is to be changed.

Some searches are underway for new faculty for the fall semester. We offered a contract to a young woman who will be teaching an accounting course and also a replacement for the speech/theatre position vacated by Mrs. Mary Ann Hoad, who resigned.

Other searches will include TV-Journalism search, a replacement for Naomi Shuey in the Art Department; and a replacement for Helen Goodell in Early Childhood Education. Also, Dr. Willis has given authorization to replace Michael Parker, Head Soccer Coach, who resigned this past week.

Dr. Zaharis distributed copies of the report on The Economic Impact of Lock Haven University on Clinton County 1983-84 researched by Richard C. McCarty, Director of Institutional Research. He called attention to page 10 of the report which is the summary page. (A copy of the report will be filed with the minutes.)

Mr. Clapper recommended that this report be made available to the news media. Dr. Willis commented that it would be and one of the major reasons the report was conducted was to inform the public of the impact of Lock Haven University on the local economy.

Vice President for Administration
George H. Marshall

Mr. Marshall announced that Ms. Julie Brennan who has been the reporter for Radio Station WBPZ at Council sessions has been appointed to the position of Executive Director of the Clinton County Chamber of Commerce. He thanked Julie for her fine reporting.

At the present time there is no cash flow problem. Mr. Marshall stated that the University is in the best financial state that it has been in for the past ten years. The interest that we can earn on our cash balance can be substantial, the average being \$1.5 million. We have been very conservative this first year into the new System. With the interest on the money invested we may be in a position to purchase equipment and/or do some of the repair projects.

The budget for next year is based on a lot of estimates. We have no idea what the Governor will pass, what the enrollment will be or the amount of tuition the students will pay. The most reasonable scenario, not counting a tuition increase, is that our budget will be very close to what we have now.

Because salaries for positions that are being filled through retirements are lower (retirees were at the last step on the pay scale, or professor) the salary percentage will rise about 1%. Next year we should be running about 74% salary which puts us at about the lowest in the System.

Room reservations seem to be the same as last year. It is anticipated that when the fall term begins all rooms will be filled. There will probably be some triples. The summer should be interesting. Last year there were 1,980 different people on campus for summer conferences. This year we anticipate 3,000 with 400

high school students being on campus July 15 through 28 with the Free Enterprise group. This could prove to be an excellent recruitment opportunity.

Most of the final inspections have been made on the Thomas Field House renovation project with the exception of the heating project. The steamline project has had a final inspection and it is acceptable.

The capital budget request for demolition of the old hospital has been approved for \$150,000. A resolution must be passed by the Council to go ahead with demolition plans. Permission must then be given by the Governor to have the work done. Permission will be requested to have the work done in-house by G.S.A. architects. It is possible that this project may get started in late summer or early fall.

The steamline replacement will be the second project. The Akeley building project will probably be started in about two years. Price Auditorium is last on the priority list and will probably not get started for about three years.

Mr. Marshall's comment about the new allocation formula reflected that it does not seem to give enough to the smaller schools. The State College and University Budgeting System (SCUBS) of 1972 is being used.

Mr. Marshall commended the campus Law Enforcement & Safety Division for their sponsorship and participation in Law Enforcement Day. The officers volunteered many hours to this project. Mrs. Thomas suggested that Council commend the Law Enforcement Division for its participation in this very important venture.

APSCUF Chapter Report
Edward C. Clawson, President

Dr. Clawson, President of Lock Haven University Chapter of APSCUF presented the faculty report to the Council of Trustees. The report covers policy development, faculty development activities, excellence in higher education statement, and a summary statement for the year.

I. Policy Development

At the beginning of the present term the president agreed to extend the faculty the opportunity to have regularized input into the policy making system, where those items of policy have some impact on the educational contributions made by the faculty.

The procedure for handling this has evolved into a five step procedure.

1. Suggestion for policy originates from any source.
2. Suggested policy item is referred to the appropriate all university committee for study. The committee states the policy in the form they wish it to be forwarded.
3. The suggested policy statement is forwarded simultaneously to the faculty and to the president.

4. A statement on equivalency for academic qualifications for promotion.
5. A statement on retention standards and freshman academic load.
6. Honorary degree policy.
7. Policy on recording lectures and demonstrations.

Any one of these items could require a great deal of consideration since they have a direct impact on the entire university community and its academic program.

One item of policy was disposed of during this term. It was recommended by the faculty that continuing education courses be offered on evening and Saturday sequence so that adult students might pursue a degree. This policy would allow for the inclusion of regular courses to be offered in this sequence as well.

A limiting factor to offering courses under the program is the lack of personnel to cover these courses which are in a high demand area.

II. Faculty Development Activities

Since the last faculty report to the Council, the faculty has conducted and participated in several development activities.

1. On April 26 the faculty participated in a workshop about the Franklin Partnership. Art Heim, who is Associate Director of the Penn State industrial development department, which is handling the partnership function, gave an orientation workshop for interested members of the faculty. Faculty members from every college participated and report positive results from the experience. The faculty is looking to broad based involvement in this enterprise in the near future.
2. The APSCUF Legislative Workshop was held on March 30, 1984. The program dealt almost exclusively with the Franklin Partnership, industrial development, and the SSHE system's roll in the process. One thing has become very clear from these discussions and that is that Lehigh University and Carnegie-Mellon University of Pittsburgh units have leapt far ahead of Penn State in their efforts to get the Franklin Partnership under way.

Everyone in Central Pennsylvania needs to exert every influence possible to bring this enterprise to its full promise.

3. The faculty is ddeply involved in the establishment of an academic convocation in which recognition will be given to a wide variety of students for their academic achievement during their matriculation at Lock Haven University.

The convocation is planned for September 13th. This early date was established in an attempt to set an academic tone for the year.

III. Excellence in Higher Education Statement

A committee of the faculty has drawn up a statement concerning excellence in higher education. This statement represents the hopes, and commitment of the fourteen faculties for progress toward a higher standard of excellence for the new system.

This statement has received much attention from the press and from the broadcast news media around the state.

The faculty in making this statement, pledges itself to bring about the suggested improvements in higher education through the State System of Higher Education.

IV. Summary Statement

From the point of view of the representatives of the faculty, this has been an excellent year. Much of this is directly due to the excellent working relationship that the president has endeavored to establish between his administrative team and the faculty.

This working relationship has included listening to recommendations brought from the faculty, seeking information on sensitive items from the faculty, and discussing in detail all those items which have the potential for becoming disruptive.

Through these frank discussions, it is possible for both the president and the chairman of the faculty to put to rest many misunderstandings that develop.

It is not always possible to have one hundred percent agreement on items of mutual interest but it helps immeasurably to have full information when issues cannot be settled to mutual satisfaction.

The president's forthright efforts to seek out answers is most appreciated.

The faculty has been working to establish an evaluation procedure to be used to evaluate the president. It is our firm conviction that this effort should be completed at all levels in time so that the president of this University can be offered a long term contract. We urge the Council of Trustees to do all it can to move this process along at the Board of Governors level. We believe that it is unfair to expect the president to be on one year contracts and in addition it impacts adversely on the entire program of the University since there is always the element of uncertainty about future direction.

Student Cooperative Council
Gary Interdonato, President

SPECIAL REPORT

Student Cooperative Council President, Gary Interdonato, was requested by Council to give the Special Report for the May meeting. The following report gives an overview of the past year.

A report of Student Cooperative Council (S.C.C.) allocations and anticipated revenue for 1984-85 was distributed. Included with the report was a summary of S.C.C. Senate and Executive Committee actions for the Spring 1984 term. Gary reviewed the allocations citing various areas of concern. He pointed out that athletics receive a high portion of the monies and he is not comfortable with this distribution. It is his belief that overall "students are not reaping too much of a harvest from their Activity Fee." He continued his report by citing accomplishments and future plans of S.C.C.

The Reynolds lawsuit has been paid which reduced the Contingency Fund by \$17,000. Gary announced plans to sell the canoes. He is concerned about the liability. There is a lawsuit pending because of an accident which happened two years ago, and according to their attorney, the S.C.C. will not be liable in any way. The canoes have been too much of a worry.

The question was raised where Lock Haven University ranks as to the rate of the Activity Fee. Lock Haven University ranks somewhere in the lower third (about nine from the bottom).

Two bids have been received to lease the Parsons Union Snack Bar. Macke Company of Williamsport disqualified because they followed the wrong procedures. The other bid was received from Hoag's Catering Service of State College whose bid calls for a management fee of about \$2,000 per year. This contract was signed last week.

The equipment in the Snack Bar is in very bad shape. Over the next year or two S.C.C. will have to pay out about \$10,000 for replacements and/or improvements.

Over the past year S.C.C. has made progress. Gary stated that up to his term too much emphasis had been placed on the Corporation. His aim is to consider students needs first.

Some of the things S.C.C. has done this year are listed below:

Reinstituted the yearbook which will be funded by the Alumni Association. S.C.C. helped to get them started; sponsored a rock concert and made over \$2,000; brought Ralph Nader to campus, Matt Huber was responsible for making the arrangements for the Nader lecture and it was very successful.

The Homecoming Committee has been separated from the S.C.C. Social Committee. A lot of effort will go into Homecoming this year and it is hoped it will be a very successful festivity.

One of Gary's goals is to improve University public relations within the community and to carry through with this plan a Community Service Committee has been developed. The Committee did a project with the Department of Transportation -- "Keep Pennsylvania Beautiful Day" which was very successful.

There are now two students holding the position of Secretary as stipulated by the S.C.C. Constitution, both a Recording and Corresponding Secretary. In the fall one of these positions will be changed to Public Relations Coordinator. This person will work very closely with Dr. Gary and perhaps someone in journalism. This is being done to enhance the public image of the Student Cooperative Council. The Constitution is being revised and after amendments have been made, copies will be distributed to Council members.

The recreation room equipment at the student union has been replaced; new furniture has been purchased for the ground floor and it will be painted and drapes will be installed.

S.C.C. has enrolled students in a 10% discount program with participating downtown merchants. An emergency deferred payment program has been set up for students who lost their possessions in a fire last spring and payment of their bills has been deferred for a period of time.

The S.C.C. has supported the development of a new group on campus called "Campus Responders." The group is made up of Emergency Medical Technicians and people certified in Cardio-Pulmonary Resuscitation (CPR). S.C.C. plans to purchase pagers so that messages will be directly dispatched from the Communications Center so that if there is an emergency someone can be on the scene within minutes.

A \$1,000 per year scholarship program has been initiated which will be entitled "The Student Cooperative Council Scholarship Award." Emphasis will be placed on students who receive no financial aid and no other scholarships. There will be a grade point average stipulation and the awarding of the scholarship will be administered by the Lock Haven University Foundation.

S.C.C. has pledged \$4,000 a year to improve educational/academic facilities. This was instituted, in part, by Matt Huber. Gary stated that the implementation of new projects and developments are acts of a true student government and shows that S.C.C. is interested in and is willing to cooperate in all areas of the University.

In cooperation with the local Bloodmobile drive, S.C.C. offered coupons for free soft drink and discounts in the bookstore.

Financial help was given to the Library so that hours could be extended; and, a 5% discount system for the bookstore has been set up for Alumni and S.C.C. will try to increase this amount.

Most of the administrative decisions of the Corporation have been channeled to Mr. Cox.

Mr. Cox has reinstated a card system to remind people about parking tickets before they are handed over to the Magistrate. This is a workable system and is beneficial to all parties.

The vending contract will be coming up around August 10. The contract and the money will be kept in the County, if at all possible. The only problem is, however, that there is only one vendor in Clinton County that has video games and soda machines and there will probably be twelve or so bids received from all over the region. Gary will work with Mr. Marshall and Mr. Wayne Clickner on this.

S.C.C. is in the process of getting all employees on one-year contracts so they will have some security.

Gary reported that he will be working very closely with the University administration and that his relationship with President Willis is a very positive one.

Member, Board of Governors
Rebecca Gross

Miss Gross announced that she is very much impressed by Dr. Mary Hannah the new Vice Chancellor for Academic Policies and Planning. Dr. Hannah has an excellent background and experience and she enjoys being attached to the University system rather than to one institution.

Miss Gross reported on the adoption of the new allocation formula. She was not certain why or how the size of an institution was going to be considered in developing the allocations.

One of the concerns of the Board of Governors is the process of approvals for new programs. The Board has recommended at least five new programs and has acted on the first one about three months ago. It is still setting in the Department of Education. It is hoped that something will be worked out to improve the procedures so that approvals will come through in a more timely fashion. This has become a crucial issue.

Matters for Decision

Dr. Willis

1. Purchases - There were no purchases since the last meeting that require a decision by Council.
2. Demolition of the Old Hospital - Action by the Council is desired for permission to demolish the old hospital.

A motion was made by Mrs. Shirley Thomas, seconded by Dr. Larry Lytle, motion carried.

3. New Business

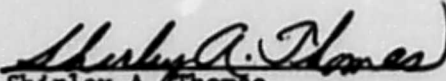
Mr. Bernard Dornisch continued his report of the March meeting. He discussed grade point averages, student performance and the advisory system at Lock Haven University. His main concern seems to be that of students who have earned low grades in their major area of study. Copies of the reports that he distributed are attached to the minutes.

Mr. Williams stated that the report presented by Mr. Dornisch will be taken under advisement by Council.

Mr. Don Faulkner moved that the meeting be adjourned, seconded by Mrs. Shirley Thomas, motion carried.

The meeting adjourned at 4:15 p.m.

Respectfully submitted,


Shirley A. Thomas
Secretary

AGENDA
Council of Trustees Meeting
September 21, 1984
Lock Haven University

Executive Session - 3:30 p.m. - President's Office
General Session - 4:15 p.m. - Council Room, Sullivan Hall

A. GENERAL

1. Approval of Minutes of May 26, 1984 Council Meeting

B. REPORTS

1. Kenneth R. Clapper, Chairman, Executive Committee
2. Alma K. Crawford, Report, Pennsylvania Association of Council of Trustees
3. Dan Elby, Report, Alumni Picnic
4. Larry H. Lytle, Report, International Education
5. Craig Dean Willis, University President
6. John L. Zaharis, Vice President for Academic Affairs
7. George H. Marshall, Vice President for Administration
SPECIAL REPORT: Financial Update
8. Douglas S. Campbell, President-Elect, LHU Chapter of APSCUF
9. Gary Interdonato, President, Student Cooperative Council
10. Rebecca Gross, Member, Board of Governors

C. MATTERS FOR DECISION

1. Approval of the 1985-86 Budget Request and Capital Budget Request.
2. Purchases over \$5,000.
3. New Business

September 12, 1984

MINUTES
 COUNCIL OF TRUSTEES
 LOCK HAVEN UNIVERSITY
 Friday, September 21, 1984

COUNCIL MEMBERS PRESENT: Kenneth R. Clapper
 Alma K. Crawford
 Daniel Elby
 Donald L. Faulkner
 J. Matthew Huber
 James J. Jacobson
 Larry H. Lytle
 Leslie D. Noelk
 Shirley A. Thomas
 William F. Williams

COUNCIL MEMBERS ABSENT: Charles Rosamilia, Jr.

OTHERS PRESENT: Craig Dean Willis, University President
 John L. Zaharis, Vice President for Academic Affairs
 George H. Marshall, Vice President for Administration
 Rebecca Gross, Member, Board of Governors
 Douglas S. Campbell, President-Elect, LHU Chapter APSCUF
 Sandra Hammann, Director, Public Relations
 Gary Interdonato, President, Student Cooperative Council
 Bernard Dornisch, Faculty Member, Math Department
 Wendy Akeley Stiver, Reporter, The Express
 Brian Sansoni, Reporter, WLHC Radio
 Kim Wilkinson, Reporter, Eagle Eye

A. GENERAL

The meeting was called to order at 4:20 p.m. by Council President, William F. Williams. He acknowledged and welcomed Mr. James J. Jacobson to the Council.

APPROVAL OF THE MINUTES

It was moved by Mrs. Shirley Thomas, seconded by Dr. Larry Lytle that the minutes of the May 21, 1984 meeting be approved as distributed. Motion carried.

B. REPORTS

Executive Committee
Kenneth R. Clapper

The Executive Committee met at 3:30 p.m. in the President's office. Mr. Clapper stated that the committee had nothing for action to bring before the Council.

Trustee Report
Alma K. Crawford

Ms. Crawford reported on the April 12 - 14, 1984 Spring conference of the Pennsylvania Association of Council of Trustees (PACT) which was held at the Marriott Hotel, Harrisburg, PA. Lock Haven University trustees attending were

Mrs. Shirley Thomas, Mr. Don Faulkner, and Ms. Alma Crawford.

Ms. Crawford's evaluation of the conference was very positive. She stated that it was a well planned and conducted conference. The main thrust of the conference was to involve students in the operation of the universities. Also, the involvement of the Council of Trustees and the president and to implement and to evaluate this involvement.

Ms. Crawford stated that the future holds many changes and we must be knowledgeable of these changes. It is very important that we keep involved and know what is happening at the other universities and in the state system.

The next PACT conference will be held at Hotel Hershey, November 16 and 17. The topics and speakers, according to Ms. Crawford, appear to be excellent and interesting for our trustees. Meals and lodging will be paid from the PACT budget. This is because of last year's \$2,700. This year the fee will be \$2,000. Ms. Crawford encouraged the trustees to attend.

Ms. Crawford mentioned that she is very pleased with what she hears and sees concerning Lock Haven University.

Trustee Report
Daniel Elby

Mr. and Mrs. Daniel Elby hosted the First Annual Black Alumni Picnic at their home this summer. It was a huge success. Invitations were sent out to 65 alumni, one half responded and one third attended of that number. Lock Haven University officials attending were: President Craig Dean Willis; Mr. Robert Lynch, Affirmative Action Officer; Mr. James C. Reeser, Director, Alumni Affairs; and Mr. Adolph Wright, Assistant Director of Admissions. Each spoke and gave people an update on happenings at Lock Haven University. Mrs. Elby (Dan's mother) was an honored guest at the picnic.

Mr. Elby acknowledged his mother's recruiting efforts during his undergraduate years. When he came to Lock Haven there were 5 Black students enrolled. In 1971 when he was ready to graduate, the number had increased to 41. He gave his mother credit for this increase in the Black enrollment.

Dr. Francis Cornelius, Ohio State University and Mr. Bruce Parkhill, Pennsylvania State University were also guests of the Elbys. Both Cornelius and Parkhill were strong supporters and gave encouragement to the Black students during the 1960's.

Mr. Elby stated that the Alumni are working on trying to establish a scholarship to help students who are now on campus with the purchase of books and supplies. Those present at the picnic indicated very positive feelings concerning this venture. Mr. Elby plans to correspond with those who attended and those who did not to give them an update on what is being planned for the future. It is hoped the picnic will become an annual event. Dr. Willis extended an invitation to Mr. Elby to use the President's residence for the social. It is hoped by having a yearly get-together the attendance will grow. Mr. Elby ended his report by acknowledging the help of Mrs. Lucas on behalf of the University by supplying names and addresses of the Black Alumni.

Trustee Report
Larry H. Lytle

Dr. Lytle gave a slide presentation on his recent trip to Poland and England. He accompanied Dr. Willis on a review of the student exchange programs. Dr. Lytle stated that they were well received. They traveled from Warsaw to Lublin where they met with officials at the Marie-Curie Sklodowska University for about two days, and then traveled to Krakow and other points in the southern part of Poland. While in Lublin, they had the opportunity to visit the living quarters and classrooms of our students .

Dr. Lytle reported that Poland is very much like this part of the United States -- winters are very cold. Over the past ten years, 100 junior and senior faculty have come to Lock Haven University, and they have fond memories of their visit.

Dr. Willis and Dr. Lytle traveled to England where they visited Bulmershe College of Higher Education and Nottingham. It was thought that the program at Nottingham would not continue. However, after a talk with officials there, it was learned that they are not interested in phasing out the program. They have liked working with Lock Haven University and would like to continue.

Dr. Lytle stated that, in his opinion, the international experience that our students have had is a very important part of the educational process. He narrated slides showing monuments, a concentration camp memorial, countryside and castles. He added that his trip was a very worthwhile experience.

President's Report
Craig Dean Willis

Dr. Willis opened his report by acknowledging the participation of trustees in the various conferences, programs, and travels on behalf of Lock Haven University.

The 1984 National Trustee Workshop sponsored by the Association of Governing Boards of Universities and Colleges will be held in Washington, D.C., September 30 - October 2. Mr. Faulkner, Dr. Lytle, Mr. Noelk, and Dr. Willis will be attending the conference. Efforts are underway to hold an alumni reception while they are in Washington.

The fall enrollment is stable. The present enrollment is 2624, last year it was 2661. Our Full Time Equivalent (FTE) enrollment, which is total credit hours divided by 15, is 2539; last year it was 2551.

The entering class was large as was the graduating class. Summer School enrollment was up 8½ percent -- the highest since 1977. Last year the enrollment was 730 compared to 792 this year.

Dr. Willis gave a report on new people added this fall:

Personnel Appointments

Ashley, Susan R. (Dr.)
Assistant Professor
Department of Specialized Studies

Replacement for Dr. Helen Goode
who retired.

Gill, Mohinder S. (Dr.)
Associate Professor
Art Department

Replacement for Mrs. Naomi Shuey
who retired.

Long, Leonard Karl (Mr.)
Assistant Professor
Department of Professional Studies
& Health, Physical Education, Recreation
& Athletics

Replacement for Mr. Michael Parker
who resigned.

Ritter, Carol A. (Miss)
Hall Director/Assistant Womens'
Basketball/Head Womens' Tennis Coach
Department of Student Life

Replacement for Mr. Thomas Porazzo
who resigned.

Eisley, Gerald E. Jr. (Staff)
Computer Systems Analyst II
Computer Center

New position.

Rudy, Glenda R. (Staff)
Clerk Typist I
Purchasing Office

Replacement for Winifred Gearhart
who transferred to another state
agency,

Ryan, Kathy A. (Staff)
Clerk Stenographer I
Alumni/Public Relations

Special/Part-time/Temporary
Wage Position
Replacement for Sue Hall who went
to part-time.

Thomas, Elizabeth A.
Administrative Staff/Managerial
Admissions Office

Replacement for Laurie Faber who
resigned.

Promotions

To Professor:

Dr. Lucienne de Wette
Dr. Donald Simanek

To Associate Professor:

Dr. Lawrence T. Farley
Dr. Francis Perna
Mr. William Burdett
Dr. David Anderson
Mr. John Brendel
Mr. John Fisher
Mr. Robert Mullen

Promotions (continued)

To Assistant Professor:

Mr. Gregory Nolan

Sabbaticals were approved for:

Ms. June Almes - Academic Year, September 1985 - May 1986
Mr. Theodore G. Enger - Summers 1985 and 1986
Dr. Paul Klens - Summers 1985 and 1986
Dr. Bertha L. Mayes - Summers 1985 and 1986
Mr. Samuel J. Pizzuto - Summers 1985 and 1986
Mr. William Powell - Summers, 1985, 1986, 1987 and 1988
Mr. Jack Silberg - Summers, 1985, 1986, 1987 and 1988
Dr. Bruce W. Young - Summers, 1985, 1986, 1987 and 1988

A Search Committee is currently looking for a replacement for Mr. Ed Kelleher who resigned from the Social Work Department.

Dr. Willis announced that Dr. Hugh Williamson will be resigning as Dean of Arts and Science to return to teaching and a search committee will set up for this position, and also, a search committee in international education.

Mr. Robert Storch has been accepted by the Department of History, Political Science and Economics and will be teaching Business Law and Marketing.

The Head Start grant program that was housed at Lock Haven for Central Pennsylvania was phased out all over the country. The person who was tenured in that area, Mrs. Leslie Angus, was reassigned to Upward Bound where a vacancy existed.

Dr. Willis gave a report on his activities citing his travels to Poland and England. He also attended and participated in the R.O.T.C. Advanced Camp at Ft. Bragg, North Carolina. He found the Camp experience enjoyable and reported that the R.O.T.C. program is a valuable addition to the campus. He has spent a lot of time in Harrisburg and will continue to be involved there as chairman of the Educational Policy and Planning Committee of the Commission for the Universities. There are a lot of items to cover, the major one being program approval within the System.

Dr. Willis reported that the Pennsylvania Association for Council of Trustees (PACT) meeting has been moved to November 16 and 17, 1984.

The next meeting of the Council of Trustees has been changed to November 14 and will be held at the Seig Conference Center.

The National Council for Accreditation of Teacher Education (NCATE) approval process has been completed. The following is an excerpt from a letter written by George Denmark, Interim Director to Dr. Willis:

"After reviewing the current status of those programs, the Council adopted the recommendation of the interim team that a three year extension of accreditation of programs at Lock Haven University be granted. Accreditation of the programs currently approved is thereby extended until September 1, 1989."

Dr. Willis gave special tribute to Dr. Ira Masemore, Dean of the College of Education for all his preparation and efforts.

A letter received from John B. Turner, Chairperson, Commission of Accreditation for the Council on Social Work Education, dated August 15, 1984, concerning a review of accredited status (reaffirmation) indicated that Mr. Turner "accepted the staff's recommendation that your program does meet the eligibility criteria and that a site visit will be arranged in time for the review of your program's accredited status by the Commission at its meeting in May 1985."

On October 5, 1984, the Chancellor and members of his staff will be making a visit to the campus. Dr. Willis will be meeting with the Chancellor on job-related issues and the Vice-Chancellor for Academic Policy and Planning will be meeting with Dr. Zaharis. Trustees are to let Dr. Willis know if they are interested in meeting with these persons.

The capital project which was approved at the last trustee's meeting (demolition of the old hospital), is moving along and although it was hoped that the work would be started this fall, it appears action will not begin until next spring.

Dr. Willis stated that the general financial condition is not precarious, but it is not as good as we had hoped. The System has received problems with the retirement contribution, workmens' compensation, and a new accounting system. The three will cost several hundred thousand dollars. The University is working with the State System of Higher Education on possible solutions to these problems.

Vice President for Academic Affairs
John L. Zaharis

Dr. Zaharis opened his report with an update on the academic dismissals and probation. As of the spring semester, 135 students were dismissed for academic failure. 125 were placed on probation and must be off by the end of the semester. 112 students were removed from probation as a result of successful completion of summer school.

The overall grade point average as of the spring semester of 2.537 compared to one year ago of 2.578 indicates that we are being consistent.

There have been eight resignations, two which occurred very late in August, within the faculty ranks.

As a result of Mr. Adolph Wright's recruiting efforts, the Black enrollment has more than doubled for this fall. The enrollment now stands at 38, which exceeds our goal for this year.

On the international scene, Dr. Lawrence Farley has been serving as the interim part-time International Education Director on a released time basis from his teaching in the political science area. Dr. Farley received word in the latter part of the summer that he had been approved to receive a Fulbright Scholarship. He and his wife will be spending the spring term in Singapore.

There are ten students spending the fall semester in Nottingham, England. We have no one from Nottingham here. In the spring we will send up to a maximum of 15 students to Poland. We expect 8 to come from Poland (7 junior faculty and one senior professor). We were notified by Australia that they have an interest in discontinuing our exchange. Dr. Farley will be stopping in Australia on his return from Singapore to determine whether or not we can establish an exchange with one of the larger universities in southern Australia.

In the meantime, Dr. Farley has been in touch with the Cultural Affairs Minister with the Embassy in Washington, D. C. to see if he can get some additional contacts with the institutions prior to visiting Australia.

There will be 62 students doing their student teaching abroad this year. Approximately 66 foreign students from 34 countries are now on the campus.

Finally, the two proposals for new degree programs: Bachelor of Science in Health Sciences and Bachelor of Science in Recreation, which have been distributed to all trustees, will be proposed for approval in the November meeting after Council has had an opportunity to review the proposals.

At the conclusion of Dr. Zaharis' report, Mr. Williams called for a response to his report. Mr. Matt Huber responded with some recommendations which he believes would enhance the academic program at Lock Haven University.

Mr. Huber would like the trustees and administration to consider the following:

Students are allowed to repeat a course at least 6 times and then be placed on academic probation 6 times. He asked that this be looked into;

Secondly, he stated that it is well-known on campus that there are some courses known as "cum boosters," and the problem is wide-spread. He mentioned Introduction to Film, Marriage and Family. Mr. Huber questioned if these courses should be used as part of the earned grade point average. He called on the administration to evaluate at least ten other courses which he believes fit into the "cum booster" category.

The third area to consider would be to update the academic equipment. In addition, he suggested opening the library for more hours. The library is only open four hours Saturday afternoon and two hours Sunday afternoon. In Mr. Huber's opinion, this shows lack of interest in academics at L.H.U.

Mr. Huber suggested reinstituting a required reading list; called for a periodic evaluation of faculty, and suggested that an academic honors program be looked into.

The question was posed by Mr. Faulkner as to what the trustees could do at this meeting to resolve these issues. If the items could be presented in writing with some background, the trustees would be in a position to make a judgment and/or decision.

The Vice Chancellor for Academic Affairs has already included in the agenda for a meeting with all vice presidents a systemwide academic honors program; faculty evaluation is done. As to extra hours for the Library, the fact is there is less and less money in support of higher education and not enough money to pay staff, fuel, lights for additional hours.

It was pointed out by Mr. Marshall that it takes approximately three months for the approval for one new course. There is a formalized procedure which must be followed. For new program approval it could take as long as 6 months to two years. The proposed new program must go through the department, several committees, an all-university committee, committee of deans up to the president, and it can be stopped, modified, or returned along the way.

Dr. Zaharis stated that the suggestions presented by Mr. Dornisch and Mr. Huber have been presented to the various committees and they can't be dealt with. Dr. Zaharis also pointed out that Dr. Willis agreed with APSCUF last year that before any policy or recommendation from any committee is approved, that it be placed on the agenda by the APSCUF president and discussed at an open forum by faculty before it goes to the president for final approval.

Special Report
Vice President for Administration
George H. Marshall

The enactment of act 188 has generated many changes within the financial arena. Mr. Marshall explained some of the changes and continued to give an update of the financial situation at Lock Haven University.

Most of the changes that have taken place since Act 188 directly affect the Purchasing office.

Lock Haven University used to get money as soon as it was appropriated. Now a monthly allotment is received. The Purchasing office can now issue all purchase orders, write checks, and do our own bidding. This means we have much better relations with our vendors because bills can be paid within a week or so. It used to take at least three months for the invoices to be cleared in Harrisburg.

Travel expenses can now be reimbursed within a week whereas under the former system, a period of two to four months would elapse before reimbursement was made.

The system for submitting a budget has changed. We now get specific instructions, very late, and that is why the information was not sent out to Council before this meeting. We were told to submit two budgets, one at 4% and one at 14%. The 14% would be adequate, however 4% would be some inadequate.

The rebudget for 1984-85 as submitted is based on a status quo budget and a fall enrollment of 2,550. Paid advance deposits would indicate that the fall enrollment will exceed 2,610.

No changes are expected in the number of course offerings or sections other than those normal adjustments due to student scheduling.

The only reduction in academic supplies that is included in the present submission is a reduction in library purchases. This is more than offset by an increase in equipment funds to provide microcomputers for use in a new curriculum offering to develop computer literacy.

Although there is an apparent reduction in the area of maintenance, it must be understood that most of the maintenance is done with in-house staff, with the expenditures in a large part falling into the salaries object for staff.

In the course of the fiscal year as more concrete information is available on final fall enrollments, augmentations will be allocated back into the areas and minor objects where required.

REFER TO ATTACHED FISCAL YEAR OPERATING BUDGET 1984-85.

**Fiscal Year 1984-85 Operating Budget
FINANCIAL PLAN SUMMARY**

	<u>Actual Fiscal Year 1983-84</u>	<u>%of Total</u>	<u>Rebudget Fiscal Year 1984-85</u>	<u>%of Total</u>	<u>% Change</u>
SOURCE OF FUNDS					
State Appropriation	10,023,329.	57.05	10,577,418	56.85	5.53
Augmentation	7,084,380.	40.32	7,646,304	41.09	7.93
Federal	462,376.	2.63	383,412	2.06	17.08
TOTAL	17,570,085.	100.00	18,607,134	100.00	5.90

USE OF FUNDS

Personnel Services	12,881,001.	73.31	13,960,935.	75.03	8.38
Operational Expenses	4,221,463.	24.03	4,103,019.	22.05	(2.81)
Fixed Assets	250,321.	1.42	230,000.	1.24	(8.12)
Budgetary Reserve	184,785.	1.05	179,441.	.96	2.89
a. 51,063 (SERS)					
b. 133,722 (Dorm Res)					
Intra Fund Transfer	32,515.		133,739.	.72	311.31
TOTAL	17,570,085	100.00	18,607,134	100.00	5.90

STUDENT ENROLLMENT (FTE)

Lower Division	1950
Upper Division	630
Graduate	0
TOTAL	2580

STUDENT ENROLLMENT (Headcount) Fall 1984

	<u>Full-Time</u>	<u>Part-Time</u>	<u>Total</u>
In-State	2050	150	2200
Out-of-State	390	10	400
TOTAL	2440	160	2600

SALARY AND WAGE COMPLEMENT POSITIONS

	<u>April, 1984</u>	<u>September, 1984 (estimated)</u>
Faculty (Q4 & U4)	173.25	171.00
Management (all Unit 3 plus president)	27.	30.
All Others	156.	152.10
TOTAL	356.25	353.10

*Includes 2 temp. wage
5 part time to equal 1.25 full

**reduction in federal staff from
3 to 2.5 due to drop of Head-
start
1 staff dropping to 50% time
1 temp wage drop, 1 SCUA drop
1 staff increase from 50% to 100%

BUDGET REQUEST
FY 1985-86

<u>SOURCE OF FUNDS</u>	<u>4% Increase</u>	<u>% of Total</u>	<u>14% increase</u>	<u>% of Total</u>
State Appropriation	\$10,880,644.	57.91	\$11,922,686.	60.12
Augmentation	7,502,551.	39.93	7,502,551.	37.84
Federal	<u>405,000.</u>	<u>2.16</u>	<u>405,000.</u>	<u>2.04</u>
TOTAL	\$18,788,195.	100.00	\$19,830,237.	100.00
 <u>USE OF FUNDS</u>				
Personnel Services	\$14,395,040.	76.62	\$14,600,447.	73.63
Operational Expenses	4,148,331.	22.08	4,434,966.	22.36
Fixed Assets	200,000.	1.06	750,000.	3.78
Intra Fund Transfer	<u>44,824.</u>	<u>.24</u>	<u>44,824.</u>	<u>.23</u>
TOTAL	\$18,788,195.	100.00	\$19,830,237.	100.00

NEEDS on 4% Budget

3 Personnel:	1 Steno II	\$17,761.
	1 Fiscal Asst.	18,356.
	1 Maint. Supt. I	<u>24,915.</u>
		61,032.
Operating		200,000.
Fixed Assets		<u>50,000.</u>
		311,032.

Estimated enrollment:

Fall	2,550
Spring	2,350

Increase needed: \$64.00 Tuition per year

9/23/84

From an examination of the two sheets, it will be seen that despite an increase in state appropriation and augmentations of \$1,037,049 the increase in personnel services of \$1,079, 934 placed us in a position of having to reduce expenditures in other operating expenses.

There were several major increases in personnel that are beyond our control. The retirement rate, as a result of a court decision increased from 16.57% to 18.06%, an increase in dollars of approximately \$260,000. The workmens compensation insurance increased, without prior notice by 96% from 110,000 to 216,000. Mandated salary increases under the contract amounted to 540,350.

In preparing this rebudget the enrollment was estimated at 2550; the additional students that now are enrolled will increase our estimated augmentations somewhat. As presented the rebudget is balanced, with conservative management a slight surplus is possible.

Included in this budget are two extraordinary one time expenditures: An expenditure for a quantity of personal computers to establish a computer literacy laboratory, the number of models yet to be determined and the final amount of the expenditure approximately fifty thousand dollars; and, a one time expenditure for computer software, discussed further later on in the report.

Accounting System

Since the early 50's the fourteen institutions have operated under the state system of accounts. All accounts were carried on the Central Accounting System computer. Effective July 1, 1985 we will no longer have access to this system. In addition the Chancellor's office has decided that effective July 1 we will convert our system to the Higher Education Finance Fund Accounting system.

July 1 will see us maintaining our own system of accounts on our own computer. In order to accomplish this we have been instructed to purchase appropriate financial software. We intend, along with several other universities, to piggy-back on Millersville University RFP. It is anticipated that the cost of the software will be approximately \$50,000. Hopefully an award will be made by November and we will be able to run parallel until July 1 before the switchover.

This transition will require additional training for our business office staff, and it will have to be determined if it will be necessary to increase the staffing. Most of the changes that Act 188 brought about locally have impacted directly on the business office, bidding purchases, issuing checks, maintaining checking accounts, tracking cash flow and now all accounting input in a totally different accounting system.

Budget Request 1985-1986

The Chancellor's office has instructed us to submit the budget request for 85-86 in a two-tier fashion, Tier I is a request for a 4% increase in appropriation, Tier II is a request for a 14% increase in state funds. No

allowance has been made for contract negotiated increases. At the present time it is too early in the negotiating process to make any assumptions in the percentage of increase or the fringe benefit changes.

Sometime in the future the formula for allocation must be examined and revised. Additional research must be done on the "economy of scale" factor. A long term projection of the effects of allocating an average increase of 4% in overall appropriation on the system would indicate a serious problem for several of the schools, either as a result of the economy of scale factor or on the present weighting of the programs and disciplines. Some of the programs where student demand is high and employment opportunity good are not compensated as well as programs with low demand, in such a case it is likely that desirable programs will be strictly limited in enrollment or diluted in order to bring them under the formula allocation. These reimbursements were calculated on historical data, the majority of the costs are in professional salaries. The older programs (education) have an older, higher rank, higher salary faculty than the new glamour programs (accounting, computer science), and are accorded a higher credit hour reimbursement. It might be a better course of action to set the reimbursement based on the desirability of the program.

If all of the schools are to remain viable, perhaps the formula should only go into effect after a certain minimum increase in appropriation has been achieved.

A very disturbing trend appears if you compare the cost of utilities:

	1979-1980	1983-1984
Fuel, and other objects	\$482,000	\$774,700
Electricity	\$240,000	\$451,600
Telephone	\$166,000	\$283,000
Retirement	\$937,000	\$1,385,000 going to \$1,748,000
Hospitalization	\$256,000	\$523,000
Social Security	\$429,000	\$648,000

All of these factors total increase 162% since 1979-80 are factors totally beyond our control, and represent increased overhead in effect decreasing our potential for production of credit.

Purchases over \$5,000

Mr. Marshall presented a listing of expenditures each over \$5,000 which occur yearly. Most of the purchases are made from schedules or group purchases developed by the General State Authority and not bid locally. The list represents necessary expenditures for the operation of the University. These do not require action by Council.

The following is a list of expenditures that occur yearly:

PO 345881-01	Installment/Purchase Computer Equipment - I.B.M.	15,970.00
PO 350567-02	Installment/Purchase Computer Equipment - Telex Computer System	5,183.00
ME-01	Food Service - Custom Management	1,198,806.00
ME-02	Infirmiry Service - Clinton Association Of Physicians & Surgeons	23,640.00
ME-03	Maintenance Temperature Controls - N. R. G. Controls Inc.	20,985.00
ME-04	Installment/Purchase Computer Equipment - Municipal Leasing	90,384.00
ME-05	Electricity - P. P. & L.	496,000.00
ME-06	Heating Fuel - Central Penn Gas Co.	774,000.00
ME-07	Water and Sewage - City of Lock Haven Water Dept.	37,000.00
ME-08	Telephone - Bell of Pennsylvania	238,960.00
ME-09	Postage - Postmaster, Lock Haven	8,200.00
ME-10	Memberships	39,900.00
ME-11	Advertising	21,450.00
ME-12	Credit Card Gas & Oil	20,460.00
ME-14	PANET Telephone Charge	74,043.00
ME-19	Architectural Engineering Services - S. S. H. E.	9,359.00
ME-21	State Service Charges - BFM, PDE, Treasury	76,426.00
ME-24	Automobile Rental - PNB, OA DGS	19,812.00
ME-26	Legal Fees - Millersville University	17,018.00
ME-27	Employee Liability Insurance - DGS	5,678.00
SPC 893302	Elevator Maintenance - VTC Elevators	14,940.00
SPC 893307	Garbage Collection - Aubrey Love Disposal Service	8,587.00
SPC 893328	Maintenance Data Base in Library - Palinet	15,955.00
SPC 893342	Maintenance on Two Xerox Copy Machines - Xerox Corp.	25,474.00
SPC 893344	N. D. S. L. Billing Service - Wachovia Services Inc.	10,000.00
SPC 893346	Film Rental - Pennsylvania State University	7,500.00
SPC 893352	Rental of Software - I. B. M. Corp.	38,791.40
SPC 893355	Installment/Purchase Data Base - Cullinet Software Inc.	48,720.00
SPC 893360	Bus Transportation - Susquehanna Transit Co.	9,500.00
LP 255626	Subscription Renewals - Library - F. W. Faxon Co.	81,359.00
LP 255726	Periodicals - Library - University Microfilms	6,198.00
FL 1060857	Fuel Oil - Pickelner Fuel Oil Co.	78,493.00

The following is a list of expenditures that occur occasionally:

FL 1060771	Furniture - John Savoy & Son	6,555.00
LP 257459	Two Vans - Liquor Control Board	6,000.00
LP 257377	Apple Iie Computers - The Computer Store	8,832.00

Capital Budget

The Capital Budget request is very modest. This is a reflection of how well our legislators have responded to our needs in the past. (See attached).

Four Capital Budget projects have been approved. They are:

1. demolition of the old hospital and conversion to athletic field-verbal approval to demolish, and architect appointment;
2. steamline renovation-architect appointment;
3. renovation of Akeley Hall;
4. renovation of Price Auditorium.

Approval for eight projects has been requested as indicated on the attached Departmental Summary of Requests.

Residence Halls

Mr. Marshall reported that there are no triple occupancies in the dorms. The dorm capacity is 1605, and the present occupancy of 1511 is 94% capacity. There are no empty rooms.

Student Life

The first open meeting with town residents and representatives of the Greek system was held in Price Auditorium on September 20. Lock Haven City police chief, James Belcher, 2 representatives from the Liquor Control Board, representatives from the All-Greek Council, presidents of Interfraternity and Panhellenic Councils, Dean Tim Susick, and Mr. George Marshall attended this meeting as did 25 local residents. This meeting was termed a huge success. Mr. Marshall commended Mr. Tim Susick for organizing the meeting with town residents and Greek representatives.

Summer Conferences

The Free Enterprise conference was most successful. They held two one-week sessions. The people were congenial and are planning to come back for three weeks next year. The group consists of high school students who assimilate industry through a computer system. Mr. Charles Cruse was one of the persons responsible for bringing the group to campus. It is hoped that some of these students will choose Lock Haven University to continue their education.

There was a total of 2627 conference participants on campus this summer which brought in \$36,118.00.

The Elderhostel program at Lock Haven University is the most popular one in the state. In 1982 there were 26 enrolled and in 1983 enrollment was 100; 1984 brought 200 Elderhostels to campus.

APSCUF Report
Douglas S. Campbell

Dr. Douglas Campbell, president-elect, reported for APSCUF President Edward Clawson, who was attending the APSCUF Legislative Assembly.

The faculty has begun the new term with several objectives for the continued progress of the University toward improved programs and organization. The faculty continues to act as a fairly unified group whose primary objective is the delivery of excellent instruction to the students of the university.

I. Faculty Agenda

At present there are five items on the faculty agenda to be resolved and passed on to the President for his determination. These items are:

1. Out service leave policy
2. Presidential evaluation procedures
3. Guidelines for International Education Exchange
4. College calendar for 1985-86
5. Promotions Policy

The last item must be addressed since there has apparently been a slip-up between the local approved process and state meet and discuss. A resolution is necessary before we can proceed with a new round of promotion considerations.

II. University-wide Committees

The faculty appointments to the University-wide Committees will remain as appointed in the 1983-84 term. This will give more continuity to the work of these committees.

III. Address by President

President Willis addressed the faculty at its opening meeting on September 7 at the Seig Conference Center. In that session he addressed issues of college budget, faculty promotion, sabbatical leaves and the faculty's responsibility for support of the Lock Haven University Foundation. The address was direct and well received as indicated by faculty comments.

IV. Local APSCUF Membership

Membership in APSCUF remains at 94% of the faculty. This is the highest ratio membership of all the 14 universities in the system. It is an indication of the general support given to the state and local leadership and demonstrates a general satisfaction with the direction being taken.

V. Contract Negotiations

APSCUF has its negotiations team appointed and ready to begin negotiations at the convenience of the Board of Governors. At the local level, the members are asked to indicate their concerns for negotiations.

Two items in the present contract that continue study are health care containment, and professional development. No final report has been made by either group. These study groups are made up of management and faculty.

VI. Presidential Evaluation

The Lock Haven University faculty is working on an evaluation procedure for

our President. This is an effort that is being duplicated on other campuses. APSCUF expects to have a local procedure ready for use by November.

It is of considerable concern that there is so little coordination originating from the Board of Governors.

APSCUF is most eager to have an evaluation that will support a long-term contract for President Willis. It is the feeling of APSCUF that such a contract would bring greater stability to our long range planning efforts.

Student Cooperative Council
Gary Interdonato, President

Copies of the 1984-85 Student Cooperative Council budget were distributed. Those having questions were asked to contact Gary directly. Copies of the Student Cooperative Council Constitution and By-laws were distributed, also. There is a good chance the Constitution will be amended in the near future. The terms of office for executive officers will no doubt be amended to change from December to December to May to May.

The Student Cooperative Council is sympathetic to the financial problems of the University. They exhibited their concern by donating \$1,500 to the Tutorial Services of the University.

The Student Cooperative Council Scholarship through the Lock Haven University Foundation will become official May, 1986. This will amount to \$500 per semester of \$1,000 per year. The Student Cooperative Council increased the discount percent for alumni at the Bookstore from 5% to 10%. This was done to help out with the Alumni program.

Mr. Interdonato reported that the Student Cooperative Council signed a five year contract with Rosamilia Brothers Vending. They were the only company to bid. A contract for one year was made with Hoag of State College for the Snack Bar.

The Parsons Union Building has been renovated to some extent. A total of \$6,000 was spent for new furniture and the lounge looks a lot nicer.

The Student Cooperative Council sponsored a really nice concert. They didn't lose money on this one and could afford to have another one.

The Student Cooperative Council purchased plaques for awards which were given at the Academic Convocation, donated to the Campus Alcohol Misuse Prevention Service program and is planning to sponsor awards for the Activities Fair.

Member, Board of Governors
Rebecca Gross

Miss Gross gave a brief report on the recent happenings with the Board of Governors.

The Board of Governors voted and acted on the following:

1. gave presidents option to award tuition scholarships to minority students in order to meet the requirements of the federal plan;
2. approved the purchase of a State home to be the residence of the Chancellor;
3. approved a \$45.00 per semester tuition increase.

The report by the Commission on the financing of higher education generated a lot of controversy. Ms. Gross stated that the report showed a lack of understanding and history of the System. The most serious flaw in the report, according to Ms. Gross, was the recommendation which was almost the only substantive recommendation in the whole report -- "the universities could get along with a considerable savings of their money by rearranging their expenditures within the budget."

The repercussions to this report in the Legislature have been very damaging. Ms. Gross stated that all of us at the universities will need to educate the Legislators and/or acquaint them with what was enacted when ACT 188 was adopted. The Legislators should be enhancing the program, but it appears they are not.

Ms. Crawford asked if a person in governmental relations will help. Mr. Marshall is serving on the Governmental Relations Search Committee, and stated it is hoped this will be a very effective position and could be very beneficial to us if the right person is hired to fill this position.

C. Matters for Discussion

1. Approval of the 1985-86 Budget Request and Capital Budget Request.

It was moved by Mr. Kenneth Clapper, seconded by Mr. Don Faulkner, that the aforementioned budget requests be approved. Motion carried.

2. Purchases over \$5,000

It was moved by Mr. Don Faulkner, seconded by Mrs. Shirley Thomas, that the list of purchases over \$5,000 be approved. Motion carried. Dr. Lytle abstained.

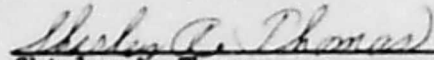
3. Dr. Willis requested that the November 15 meeting date be changed to Wednesday, November 14.

It was moved by Dr. Larry Lytle, seconded by Mr. Dan Elby that the next Council of Trustees meeting be changed to Wednesday, November 14 as requested. Motion carried.

Mr. Leslie Noelk asked if it would be possible to have copies of the budgets mailed to Council members in advance for review. Mr. Marshall pointed out that for a rebudget there would be no problem. However, on a budget, the University gets very short lead time, and it would be difficult to send advance copies. Dr. Willis stated that, although ACT 188 does not specifically require trustees approval of the budget, it is his intention to try to keep Council informed of such.

There being no further business to come before the Council, the meeting adjourned at 6:40 P.M.

Respectfully submitted,



Shirley A. Thomas
Secretary

MINUTES
COUNCIL OF TRUSTEES
LOCK HAVEN UNIVERSITY
Wednesday, November 14, 1984
Sieg Conference Center, Lamar, PA

COUNCIL MEMBERS PRESENT: Alma K. Crawford
Daniel Elby
Donald L. Faulkner
J. Matthew Huber
Larry H. Lytle
Leslie D. Noelk
William F. Williams

COUNCIL MEMBERS ABSENT: Kenneth R. Clapper
James J. Jacobson
Charles Rosamilia, Jr.
Shirley A. Thomas

OTHERS PRESENT: Craig Dean Willis, University President
George H. Marshall, Vice President for Administration
Rebecca Gross, Member, Board of Governors
Edward C. Clawson, President, L.H.U. Chapter APSCUF
Sandra Hammann, Director, Public Relations
Gary Interdonato, President, Student Cooperative Council
Blair Carbaugh, Professor, Lock Haven University
Matthew G. Maetozo, Dean, College of Health, Physical Education, Recreation & Athletics
William Burdette, Professor, Lock Haven University
Bruce Young, Professor, Lock Haven University
Wendy Akeley, Reporter, The Express

The meeting was called to order at 4:15 p.m. by Council President, William F. Williams.

A. GENERAL

Approval of Minute

It was moved by Mr. Don Faulkner, seconded by Ms. Alma Crawford that the minutes of the September 21, 1984 meeting be approved as distributed. Motion carried unanimously.

B. REPORTS

Executive Committee

The Executive Committee met at 3:30 p.m. Mr. Williams had nothing to present for discussion or action at the open session.

Vice President for Administration
George H. Marshall

Mr. Marshall reported that the University is operating at about the same level of income and expense that was projected in the rebudget. A re-examination will be made of the income after spring registration.

The State has requested a 6.38% increase in the General Operating Budget. There is no provision for negotiated labor increase. Every Union contract comes up for re-negotiation in July, 1985. The theory for the increase if there is a substantial increase for salary requirements by any of the Unions is that this percentage would not be appropriate to cover the expenditure.

The State is asking for special purpose appropriation of \$9,000,000 for critical capital repairs, \$4,100,000 to buy new instructional equipment and \$2,500,000 for library enhancement. It is assumed that part of this allocation will be for specialized equipment for high tech programs, recruitment of minority students, and faculty. Part of the \$2,500,000 for the library will probably go into computerizing the entire library filing system, advanced technology curriculum initiative. This request will go first to the Governor's budget secretary, to the Governor and then to the Legislature.

Sanders, Wall & Rye of State College will be the architect for the demolition, grading and converting the old hospital ground into a playing field.

Repair of the steamline is listed as priority #13 on the Department listing in the amount of \$2,000,000. Mr. Marshall has asked that this priority be increased. At the 13th position, the completion of this project would be sometime in 1987. Akeley and Price are in the third priority; Health and Safety are in first priority; second is Energy Conservation; and third, renovation of buildings.

Mr. Meckley and Mr. Marshall have been meeting with representatives of the Governor's Energy Council. The representatives have contacted the University about third party financing for Energy Conservation projects. A preliminary screening was made of sixteen companies that showed interest and who are doing third party financing. Vendors will be on campus for a period of time to look at the status of our whole energy picture with the consideration that we convert to coal. They will do an inspection of the plant, and conduct an energy audit. They will then propose to us how we can conserve energy. The time frame on a project like this would be half the time if it were to go to a contractor.

Since the completion of the football field in 1974, it has lost a lot of its crown due to poor drainage. It is estimated that it would cost \$25,000 to \$30,000 for re-sodding, re-seeding and other repairs, to bring it up to an acceptable condition. The soccer

field is also in very bad shape. The womens' field hockey field could use a lot of work. It seems to be the general impression that the condition of the fields has resulted in an increase in athletic injuries.

Mr. Marshall reported that the dormitories must be self-sufficient, and asked that the Council pass a resolution to increase the rental fee for spring.

Mr. Marshall explained that part of the increase was caused by utility consumption and other costs. Pennsylvania Power and Light Company increased fee and in fuel consumption along the university went from \$479,000 in 1978 to a total dollar usage of \$780,000 in 1984. In addition, labor costs are up, and in order to break even we must ask for a \$3.00 increase in dorm rental. We are presently in the lower third in dormitory charges with the other universities in the State system.

Another charge that has not been changed since the telephones have been installed is the telephone fee. At the present time we are showing \$17.56 loss per phone per year. We pay a monthly on line service (unlimited service charge)fee of \$3.75, a dial tone line of \$4.08, AT&T rental of \$1.90, and we have prorated over the year, the \$10.00 connect fee. All the phones are disconnected when the dormitories are empty and reconnected when they are full. If we go over the total cost for the semester, we receive a total of \$80.00 per student (two students on a phone)and the cost per phone is \$97.56, showing a deficit of \$17.56. A \$1.00 increase per week for the spring and fall semster would put us back to a no/charge basis on the telephone. This increase would have to effective in January, 1985. It is now mandatory under the Centrex contract that each dormitory room must have a telephone. This would be a \$4.00 per week increase for 16 weeks, or \$64.00 for the spring semester. Mr. Marshall recommended the increase be considered by Council.

It was moved by Mr. Don Faulkner, seconded by Mr. Leslie Noelk that the increase as recommended by Mr. Marshall be implemented for the Spring, 1985 term. Motion carried. Mr. Matt Huber, opposed.

Mr. Marshall reported that the new accounting system must be ready and in operation by July 1, 1985. Proposals for software packages are currently being reviewed. One or two companies have made independent proposals. The package must include the training of employees. It is conceivable that with the new accounting an additional employee may be needed.

Mr. Elby requested that Mr. Marshall provide figures on the additional information for the increase, and that it be sent to the home addresses of the trustees.

Mr. Matt Huber commended Mr. Marshall on his efforts on behalf of energy conservation. Mr. Marshall stated that we are very fortunate to have Mr. Meckley and his fine staff at the boiler plant.

Mr. Huber recommended to the Administration that the Student Life Department persue energy conservation as one of its major programs, i.e., encourage the students to become involved in energy conservation.

President's Report
Craig Dean Willis

Fall Enrollment

Dr. Willis reported the fall enrollment head count of 2641, down 1.39% from last year (266); full time equivalent (FTE) is 2359, down .47% from last year (2551). The entering class for the fall was good size, but we had an unusually large graduating class. The prospects for next year are very good.

State System Officials Visit

Officials from the State System of Higher Education office visited the campus on November 9. Those attending were:

Dr. James H. McCormick
Chancellor

Dr. Mary Emily Hannah
Vice Chancellor for Academic
Policy and Planning

Dr. Sam B. Craig, Jr.
Executive Deputy to the Chancellor

Mr. Wayne G. Failor
Vice Chancellor for Finance and
Administration

Dr. Edward P. Kelley, Jr.
Associate Vice Chancellor for
Human Resource Management

It was a good visit. They had a chance to visit with every constituency: administration, faculty, staff, students, and community leaders. The Chancellor would like to attend a trustees meeting and will probably attend the February meeting.

Personnel Changes

Since the last meeting, Barbara L. Jones was hired in Admissions as a temporary wage employee for the fall to assist with College Nights. This is within keeping with a new practice started last year, that is, to hire a recent graduate for one semester.

Personnel Changes - continued

Jane A. Lawrence, Assistant Professor in the Department of Sociology, Anthropology, and Social Work, replacing Edward Kelleher who resigned;

Rudolph M. Radocaj, Computer Analyst IV in the Computer Center replacing Steven Foltz who resigned;

Mary Ellen Manno, rehired as coach for gymnastics, a part time position; and

Malcolm P. Myers was hired as a Custodial Worker I.

Pennsylvania Association of the Council of Trustees (PACT)

Ms. Alma Crawford, Mr. Dan Elby, and Mr. Don Faulkner will be attending the PACT meeting on November 16 and 17 at Hershey, PA.

In his report of activities Dr. Willis announced that he has been appointed to the Board of Directors of the Foundation for Free Enterprise Education and he has accepted. The Foundation will sponsor Pennsylvania Free Enterprise Week for high school students again at Lock Haven University in the Summer of 1985. They have increased their programs from two to three weeks.

Dr. Willis announced that he will be teaching Communication for Managers at Lock Haven University in the Spring, 1985 term.

The American Association of State Colleges and Universities (AASCU) believes that they will shortly receive a large grant for internationalizing the undergraduate curriculum. Dr. Willis has been asked to be on the national committee for this grant. There is a possibility that Lock Haven University will be one of the pilot schools. Our curriculum (along with 10-15 other schools) would be looked at from the standpoint of how we relate to international issues and concerns with, hopefully, positive changes at the end of the three year study.

Dr. Willis has been asked by the Government of Indonesia, based on recommendations from the American Association of State Colleges and Universities to visit there in March. He has not decided to do so as yet.

The National U.S.A. Open Wrestling Championships will be held at Lock Haven University, April 18-21, 1985. This is exciting news for our University. This group of 19-20 year olds and adult men will begin to make up the next team for the Olympics and world competition.

In the absence of Dr. John L. Zaharis, Vice President for Academic Affairs, Dr. Willis gave the following report.

Campus Visitation Programs

On October 27 we had 253 people attending our first campus visitation. Included in that number were 94 prospective freshmen. The next Campus Visitation Program is scheduled for November 17, and to date, 362 people are pre-registered of which 123 are prospective freshmen.

New Promotions Guidelines for Faculty

New promotions guidelines for faculty were submitted to State Meet and Discuss recently. They have not been accepted by the individuals involved in the review and will be modified and returned to the campus for reaction. The deadline by which faculty must apply for promotion has been extended from November 1 to December 15.

Social Work Program

Faculty members in the Social Work Program are engaged in a self-study in preparation for a visit by an accreditation team in the Spring of 1985.

Graduates Reception

A reception to recognize our December graduates has been scheduled for December 16, at 2:00 p.m. in the Sloan Fine Arts Building.

Chairman Williams recalled to Council the fact that at the last meeting Council decided to make note to Chancellor McCormick its dissatisfaction with the increase in retirement and Workmens' Compensation. Mr. Williams stated in his letter that "the increase of 96% in the State Workmens' Compensation Insurance Fund is unrealistic and was unexpected. He also stated that the decision apparently made by the Retirement Board not to provide a share to the State System of Higher Education of the special appropriation made to offset this increase is not understandable."

Mr. Failor responded to Mr. Williams' letter concerning the above two problems, October 26, 1984, and he (Mr. Wayne Failor) will keep us informed of progress as he takes the matters up with the Governor's office and the budget secretary. The trustees will continue to pursue these matters.

Student Cooperative Council Gary Interdonato, President

Mr. Gary Interdonato distributed copies of the Student Cooperative Council Amendments to the Constitution and By-Laws. He cited the most important amendment being that the term of the student government president is now May to May rather than December to December. He believes this change will put this office in line with the fiscal year, and it will put S.C.C. in line with other schools. Gary's term of

office has been extended until May to recognize the transition period. His Executive Committee will be the same with the exception of the Vice President who will be going to Poland. This person will be replaced by the PUB Administrator who will move up. A search will be made for a new PUB Administrator, and at that time S.C.C. will work on formulating new goals for the next semester.

The S.C.C. officers continue to work on trying to make the PUB an attractive place for students, and they are striving to help the University enhance the academic atmosphere. In doing so the S.C.C. recently committed \$3,000 to the Science Department for the purchase of ten new microscopes which will be given in recognition of someone.

Gary stated that they are trying to work out a solution to their public relations problems. There is also a minor problem in that some students believe that athletic funding from activity fees has gotten out of hand. In response to that, there is a good chance there will be a referendum so that students will have a voice concerning this matter.

The S.C.C. election of officers will be held the second week in April.

Mr. Matthew Huber asked why the S.C.C. committed the \$3,000 of student funds to the University? Mr. Interdonato responded by saying it is "our" university, and this would be of great benefit to the students.

Mr. Noelk commended Mr. Interdonato for his very fine report.

Member, Board of Governors
Rebecca Gross

Reporting on the Strategic Direction Statements of the State System of Higher Education, Miss Gross highlighted some of the goals of the universities. The Board of Governors are to consider these statements for adoption at the December 4 meeting. Miss Gross stated that each university is assigned a special mission by the Commonwealth and, in addition, is expected to carry out the objectives of the System as stipulated in the direction statements. Lock Haven University's mission is International Education.

The following is an overview of the direction statements:

STATEMENT ONE: Within Pennsylvania higher education, the fourteen universities comprising the State System of Higher Education shall maintain eight distinguishing features.

1. High quality baccalaureate and master's level programs shall be the specialty of these institutions,

2. Effective teaching, scholarly research, and public service shall be emphasized by each university. A learning environment conducive to maximal student growth,
3. Chiefly residential, and located outside the larger cities, the State System universities shall emphasize a collegiate experience where living and learning go together,
4. Accessibility--openness, convenience, and availability of a range of programs--to all able Pennsylvanians desirous of studying college-level subjects, shall be a hallmark of these state-owned universities,
5. Contributive citizenship, productive careers, and rich lives all are the objects of university curricula,
6. A range of programs appropriate to regional and state needs, and to comprehensive educational goals, shall be provided by each university,
7. In addition to strong programs in the liberal arts and sciences, each university will offer selected professional programs for which there is sufficient need and demand, and the aggregation of system universities will assure a range of programs preparatory for careers,
8. In designing and effecting its various instructional, research and public service activities, each university will seek to identify and to serve the special economic, social, and cultural needs of its region and students.

STATEMENT TWO: The universities of the State System of Higher Education shall maintain and strengthen their historic commitment to the broad general education of the citizenry and to teacher education, while extending their evolving responsibilities for preparation for the professional worlds of business, industry, the health and human services professions, the arts, and government.

STATEMENT THREE: Each university shall develop and maintain a plan which serves to extend educational opportunity to those not previously served, to project enrollment increases, decreases, and shifts, and to adapt program availability and resources to such projections.

STATEMENT FOUR: The State System universities are committed to several initiatives to assist with their special capabilities in the development of Pennsylvania's economy, and in the social and cultural lives of of their regions.

- STATEMENT FIVE: In pursuit of excellence, the State System universities shall strive both to measure better, and to increase, quality.
- STATEMENT SIX : The State System and its universities shall take immediate steps to reverse the deterioration of university buildings and equipment where such conditions exist,
- STATEMENT SEVEN: The System and System universities shall intensify efforts to attract, serve, and retain minority students in both undergraduate and graduate programs.
- STATEMENT EIGHT: As a System, the state universities shall seek economies, efficiencies, and increased productivity from shared expertise, and resources.

Special Report - APSCUF
Edward C. Clawson, President

Dr. Edward C. Clawson, President of the Lock Haven University Chapter of Association of Pennsylvania State College and Universities Faculties (APSCUF) presented the Annual APSCUF Report. Dr. Clawson highlighted ways in which the faculty association is attempting to improve the institution through various outreach programs. His report follows.

With the establishment of the State System of Higher Education the need for greater cooperation among the faculties is manifest. Not only do faculties have this great opportunity but it is also a responsibility. This responsibility is being exercised at both the state and local level through a variety of activities.

Act 188 mandates certain cooperation such as in awarding degrees at the doctoral level. It also sets a standard of cooperation in programming for other areas at the graduate level.

These and other aspects of the system make it incumbent upon the faculty to become more involved in the development of the system, both on the local campus and across the system.

Before Act 188, some departments had already found such a community of interest that they had already organized to hold conferences and seminars in their area of interest. Others are beginning to explore the need for such cooperation.

As an organized group, APSCUF has also expanded its efforts to help make the system a working model for a unified, functioning system.

I. State Level Activities on Behalf of the System

A. Statement of Excellence in Higher Education

This document has received widespread interest throughout the state, both within the System and from others interested in improved standards for higher education.

It calls for, among others, a need for closer cooperation with secondary schools in the preparation of students, strengthened background in general education, and an enriched background for all students.

B. Governor's Commission on Financing Higher Education

The Governor's Commission in its preliminary report made a variety of statements that if carried out would be detrimental to the development of the State System. Among those statements were suggestions that the System be funded at the present level in perpetuity. If followed, there would be no chance for the System to strive toward the potential envisioned in Act 188.

The President of APSCUP wrote a response of the Commission's report with analysis of each recommendation. As a result, much of the report has been changed to a more favorable stance. (See Appendix A)

C. Editorial Comments in Patriot-News

On a monthly basis, Terry Madonna has written a comment article to be published in the Patriot-News. This is a paid announcement. The purpose of this effort is to get important issues before the general public and the legislators.

This effort has paid dividends in interest expressed by a variety of groups outside the State System.

II. Local Level Activities

There has developed on campus, a greater interest in cooperation with faculties from sister institutions in the System.

Cooperative programs have been instituted or are in the planning stage.

Three departments are involved in associations across the System. The departments of English, Computer Science and Biology have groups in some stage of development.

Dr. Clawson introduced Dr. Blair Carbaugh, professor of biology at Lock Haven University, who gave a report on his work with the Association of Pennsylvania State College and University Biologists from 1978-1982. Lock Haven University holds an institutional membership in this organization, and the purpose of this report was to bring Council up to date on the activities of this

organization and how it affects faculty and students and enhances faculty development and growth through the sharing of information.

Lock Haven University has been supporting this organization since 1969 for a \$100 per year fee. Each Commonwealth university contributes \$100 per year to this academic organization. It has the full commitment of each university president. Support also comes from industrial associate memberships. For example, Carolina Biological Supply Company will donate \$75.00 each year for the privilege of attending the PCUB annual meeting. The University buys a lot of supplies from this company. The money goes toward expenses of bringing in special speakers who lecture on most recent developments in the biological sciences.

This organization brings faculty together who have similarities in course work, curriculum development, and also promotes discussions of what can be done that will be of immediate benefit to students both now and in the future.

Dr. Carbaugh explained that fish surveys are conducted at the Sieg Conference Center site in Lamar, PA. The biologists usually stay at the Center for their annual meeting, although meetings are held in other parts of the state.

At each university listed below instructors share their area of expertise in specialized areas. Through institutes such as those listed, faculty can be kept current.

Institutes By Pennsylvania Commonwealth University Biologists

<u>Title</u>	<u>Where</u>	<u>Date</u>	<u># of Participants</u>	<u># of Campuses</u>
Field Natural History	Lock Haven U	6/78	16	9
Marine Science (2)	Millersville U	8/78	24	11
	Marine Sci.Consort.	8/79	16	9
Electron Microscopy	California U	1/78,1/79	17 & 12	11 & 10
Organismal Psysiology Scientific Photog.	Slippery Rock U	1/80	16	10
	California U	5/81	20	10
Microcomputer	Millersville U	8/83	21	13
Heart Stress	Indiana U	5-6/84	17	11
PA Wildflower (4)	Millersville	5/80-1,2,3,4	5-14	7

PLANNED

Tissue Culture	Millersville U	Dr. Fontas - Needs Special Funds
Electrophoresis	Indiana U	May, 1985 - Dr. William Dietrich

Have Held 14 Institutes

165 Participants

14 Campuses have participated by profs. being present

Many students cannot afford to attend Northeastern Regional meetings, but they are invited to annual meetings and given an opportunity to write and deliver papers in the same manner they would on a regional or national level. Papers are critiqued by faculty members from across the state. Some of the papers get into national publications.

Dr. Carbaugh thanked Dr. Willis for continuing with the \$100 per year contribution. This membership has brought many benefits to the biologists and students at Lock Haven University. It is a very active, positive academic organization.

The Proceedings (1978-1982) of the APSCUB are on file in the President's office for review.

Dr. Willis thanked Dr. Clawson for the APSCUF Annual Report and also Dr. Carbaugh for the information concerning the activities of the Commonwealth University Biologists.

C. MATTERS FOR DECISION

1. Proposals for B.S. Degree in Health Sciences and B.S. Degree in Recreation

Dr. Maetozo, Mr. Burdette and Dr. Young were invited to this meeting to answer questions which might be asked concerning the proposed degree programs.

There was considerable discussion concerning the proposed programs.

The question was asked as to how soon these programs would be implemented if approved. A response by Dr. Young indicated that if the programs were approved tomorrow, students could be graduated the next day. The present B.S. in General Studies allows students to design their own major. The courses are in place but we do not have the authority to grant the major. There are 50 to 60 students in this program who will graduate with a B.S. in General Studies.

Mr. Matt Huber was concerned with the approval of these programs stating that Council may be bypassing the mission of the university. He stated that it was his understanding that the mission of Lock Haven University as reiterated by Chancellor McCormick at his recent campus visit, is to educate people in liberal arts, to provide students with a background in history, literature, sciences and arts, and not vocational programs. It was Mr. Huber's opinion that, if Council approved the two majors, "the University will be out of step with the whole object of the University System." Mr. Huber also noted that to approve these two majors would be a financial hardship on the University. He recalled to Council that they voted no decrease in the academic budget for next year, and voted on a 13% decrease in

the academic budget for next year, and voted no decrease in the athletic budget. He said this means the library will suffer as will areas needing special equipment. It was his opinion that LHU cannot financially administer present programs because of its limited budget.

Dr. Willis stated that he did not hear from Chancellor McCormick what Mr. Huber heard during the Chancellor's campus visit. Dr. McCormick emphasized general education for everyone and the proposed new programs have the same general education requirements as the others; he is very interested in career programs that will lead to jobs for students at the end of four years if they so desire.

Mr. Huber strongly opposed the approval of the proposed programs.

From the standpoint of recruitment, and information supplied by LHU's Admissions Office, 450 inquiries have been received this year for the health sciences and recreation programs. It was also noted that students who major in these programs almost exclusively go on to professional schools.

Mr. Elby responded to the question concerning the mission of the University by stating that operating the University is very much like operating a business, and in order to stay in operation we have to be competitive in the open market. If students want to pursue degrees in the health sciences and recreation, then we have an obligation to try to meet their needs. He added that his concept of "Vocational courses" would be courses for those people who are interested in careers in auto mechanics, construction, and other trades.

Miss Gross explained the idea of LHU's mission as assigned by the Commonwealth. The "special" mission does not indicate the major thing and it does not indicate the only thing to be international education, rather the special mission was assigned so that all of the universities would not be doing the same thing. Lock Haven was developing International Education far more effectively than all the other universities and so rightfully it became our assigned mission but not the "central" mission. This does not mean that one of the other universities can not pursue this area if they want to.

Mr. Faulkner stated that we must strike a balance in the courses that we offer. The new proposals seem to be very much in line with inquiries from prospective students. There have been times when we have had difficulties matching our enrollment with our physical facilities capabilities.

Discussion continued concerning the proposed new programs and Chairman Williams called for a vote.

It was moved by Mr. Faulkner, seconded by Dr. Lytle that the B.S. in Health Sciences and B.S. in Recreation be approved. Motion carried. Mr. Huber opposed.

Dr. Willis stated that at the February meeting the Council will be asked to vote on a proposed increase in the transcript fee from \$1.00 to \$2.00.

There being no further business to come before the Council, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Mary W. Lucas
Mary W. Lucas, Secretary
for Shirley A. Thomas

1984

Lock Haven University
Minutes Council of Trustees
(1982 - 1984)

-called the Council of Trustees beginning
SEPTEMBER 10, 1983

END OF
VOLUME

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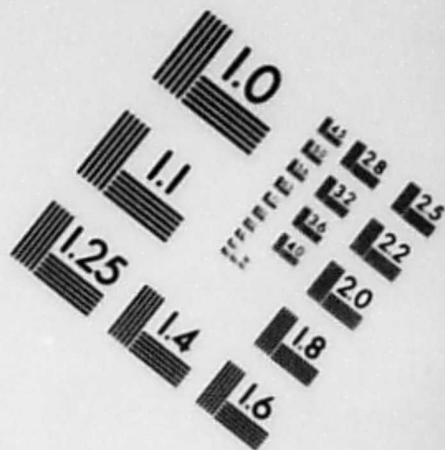
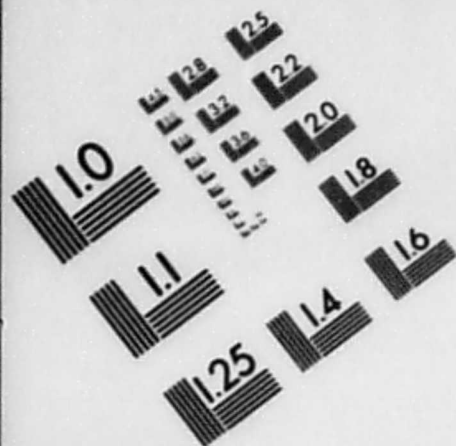
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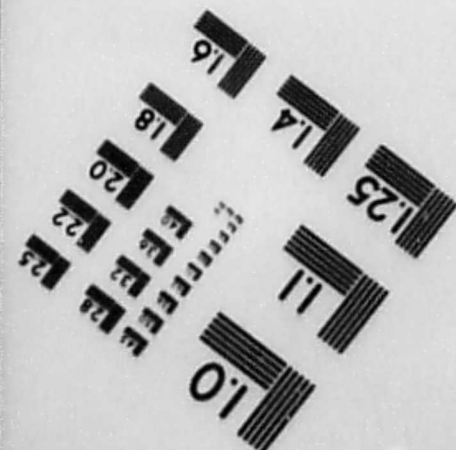
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