

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
SEPTEMBER 15, 2011
ROBERT W. RHOADES CENTER AUDITORIUM
VENANGO CAMPUS, OIL CITY, PA 16301

7:00 P.M.

I. RECORDING OF ATTENDANCE

The meeting was called to order by Mr. James, Chairperson, with the following Trustees present:

Dr. Syed Ali-Zaidi
Mr. R. Lee James, Chairperson
Mr. James Kifer, Secretary
Mr. Chris Myers
Ms. Donna Oberlander
Mr. Larry Pickett, Vice Chairperson

The following trustees were absent from the meeting:

Mrs. Susanne Burns
Mr. Ross Cioppa
Ms. JD Dunbar
Mr. Jeffrey Szumigale
Mr. Howard Shreckengost

The following members of the University administration attended the meeting:

Mr. Paul Bylaska, Vice President for Finance and Administration
Dr. Jocelind Gant, Assistant to the President for Social Equity and Associate Vice President for International Programs
Dr. Ronald Nowaczyk, Provost and Academic Vice President
Dr. Christopher Reber, Executive Dean, Venango Campus
Dr. Karen Whitney, President

II. Minutes

A motion was made by Dr. Ali-Zaidi, seconded by Mr. Myers, that the minutes of the July 21, 2011 regular meeting of the Council of Trustees be approved as distributed by mail. The motion carried unanimously.

III. COMMUNICATIONS

A. Public Comments - None

B. Report of Student Senate

1. Venango Campus

Venango Campus Student Senate President Bobbie Haag reported on activities of her group, including a Barbecue with the Dean event, involvement with planning for the year-long Venango Campus 50th Anniversary celebration, Spirit Week, and consideration of partial tuition remission for the campus's Student Senate officers, similar to what is provided to Clarion Student Senate leadership. In response to a question from Trustee James about the source of funding for the tuition payments, Ms. Haag noted that they would be funded through the Student Activity Fee.

2. Clarion Campus

Clarion Student Senate President Joanna Catalano noted that her group would be holding elections to fill vacant Senate seats in the coming week, have a goal-setting retreat on September 24, and focus on improving relations with the student body for the 2011-12 academic year.

C. Report of Faculty Senate

1. Venango Forum

Dr. Jessica Crespo, Chair of the Venango Forum, reviewed activities of her group, welcomed Provost Ron Nowaczyk, and thanked members of the Council of Trustees and the Venango Campus Advisory Council for their support.

2. Clarion Faculty Senate

Faculty Senate Chair Mark Franchino noted that his group had held its first meeting of the academic year on Monday, September 12. He indicated that the Senate would be working on filling its various committees and looked forward to working with new Clarion University Provost Ron Nowaczyk.

D. Council Chairperson's Report

Mr. James thanked Trustee Chris Myers for representing the Council at the August 28 University Convocation for incoming students. He reminded trustees that the Fall Pennsylvania Association of Councils of Trustees (PACT) Conference would be held October 19-20 at Indiana University of Pennsylvania.

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

A. President

Information Items

1. Enrollment - State of the University Address

Dr. Whitney noted that she had delivered State of the University remarks at the September 9th Founders' Day program. She indicated that as part of those remarks, she had called for an increase in enrollment of 400 students for Fall 2012.

2. State System News

Dr. Whitney reported that Bloomsburg University had been closed for a week due to flooding and its impact on the university's water supply. She noted the State System's emphasis on curricular and co-curricular collaboration and cited Venango Campus as a model for collaboration.

3. Presidential 500-Day Plan September 2011 Status Report

Dr. Whitney highlighted outcomes in her September status report on progress in achieving her 500-Day Plan. Among the items she noted were the university's adoption of a Responsibility Center Budgeting process, plans to collaborate with Clarion Borough and Oil City on the development of a Master Plan, and appointment of Dr. Jing Qi as Information Management and Institutional Research Director. Dr. Whitney thanked the trustees for their participation in the August 19th joint planning retreat with the Clarion University Foundation Board of Directors.

4. Venango Campus Update

Dr. Whitney turned the podium over to Executive Dean Dr. Chris Reber who reported on Venango Campus accomplishments.

Among the items highlighted by Dr. Reber were the August 31st kickoff of a year-long celebration of the 50th Anniversary of Venango Campus with the theme, "A Golden Partnership of University and Community;" summer 2011 programming and facilities improvements; new concentration in Court and Community Services for the Bachelor of Science degree in Rehabilitative Sciences; new concentration in diagnostic medical sonography in affiliation with the Great Lakes Institute of Technology in Erie; continued fundraising and planning for the campus's Nursing and Allied Health Simulation Lab; and expectation that word would be forthcoming from the U.S. Department of Labor on a \$19-million consortium grant proposal that would provide support for dislocated workers. Dr. Reber offered congratulations to several Venango Campus faculty members on their professional achievements and announced that the campus would host the 12th annual Penn-York Undergraduate Research Conference the week of November 5. Dr. Reber closed his report by introducing Ms. Patty Feroz, Chair of Venango Campus Advisory Council, who summarized fall events and activities at the campus.

B. Academic Affairs

Information Items

1. Enrollment Management

Dr. Nowaczyk reported that as of the end of the Drop/Add period, the university's fall 2011 headcount enrollment stood at 7,023, down 5% from the prior year. He noted that the largest portion of the decline had been in part-time students. He further noted that there were 1,624 new students at the university, a decrease of 7% over fall 2010. Dr. Nowaczyk indicated an increase of 8% in distance education students. He further indicated that final enrollment numbers would be based on a freeze date in October.

Dr. Nowaczyk noted that strategies to increase student applications would include the purchase of additional student names, hiring of current students to serve as liaisons between the deans' offices and prospective students via social networking, review of financial aid with respect to the transfer market, establishing living-learning communities, and re-establishing the university's Making Connections program that allows students to enroll concurrently in linked-pairs or three-course clusters focused on a common theme.

2. Retention Initiatives

Dr. Nowaczyk discussed the new Freshman 4-1-1 program designed to help students adjust socially to life at the university and connect to academic resources that help them succeed. He also reviewed additional retention efforts including faculty attendance reports on first-time students and the collection of data on students who left the university last year to better understand the factors contributing to their departure.

3. Middle States Re-Accreditation Update

Dr. Nowaczyk reported that Clarion University's Middle States re-accreditation site visit was scheduled for March 18-21, 2012. He noted that the chair of the site team, Dr. Robert Bonfiglio, would be on campus on October 16-17, 2011, to review logistics and preliminary scheduling for the site visit. He further noted that Clarion's Middle States Steering Committee had been working on the second draft of the university's self-study documenting the university's compliance with the 14 standards specified by the Middle States Commission on Higher Education.

4. Change in Name of Proposed Degree

Referencing the explanation provided in the trustees' agenda, Dr. Nowaczyk indicated that at the request of the Chancellor's Office, the name of Clarion University's proposed B.S. in Health Science degree had been changed to a "B.S. in Allied Health Leadership." Dr. Nowaczyk further indicated that the proposed degree was expected to be considered by the PASSHE Board of Governors at its January 2012 meeting.

C. Finance and Administration

Action Item

1. Approval of the Annual Budget

In follow up to the presentation of detailed information at an afternoon budget workshop for trustees, Mr. Bylaska reported that the university had ended FY10-11 with a surplus of \$100,414 from its \$75 million Education and General (E&G) budget. He noted that the General Operating Reserve stood at \$3.8 million. He reviewed assumptions used in developing the FY11-12 General Operating Budget and noted that a \$2.76 million deficit was being projected.

A motion was made by Mr. Kifer, seconded by Mr. Pickett, that the following resolution be approved. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the annual budget for 2011-2012 and its submission to the State System of Higher Education.

Information Item

1. Status of Facilities Report

Mr. Bylaska reviewed items from the Status of Facilities Report attached to the trustees' agenda.

2. Resignation of Mr. Mark Angel

Mr. Bylaska noted the resignation in July of former Director of Budgets and Accounting Mark Angel. Mr. Bylaska indicated that Mr. Angel's work was being temporarily addressed by Rhonda Clinger, Jill Spence and Jan Troese with the part-time aid of former Comptroller John Frances who had come out of retirement to assist in the preparation of budget reports.

D. Student and University Affairs

Information Item

1. Fund-raising Report

Mr. David Love, Director of Marketing and Communication, reported for Vice President for Student and University Affairs Harry Tripp who was ill. Mr. Love noted that for the period of July 1 to August 31, 2011, 533 donations totaling \$146,750 had been made to the Clarion University Foundation, Inc. He also announced that two estate gifts had been made in September.

2. Opening of the Fall 2011 Semester

Mr. Love reported that 316 university volunteers had assisted 1147 freshmen move into university housing, which was at 96% of capacity. He shared a handout with comments from the incoming students and their parents about their positive experiences with Move-In Day on August 26.

3. New Alumni Director

Dr. Whitney introduced Ms. Laura King, who had recently assumed duties as Director of Alumni Relations and Annual Funds.

V. REPORT OF COMMITTEES

A. Executive Committee

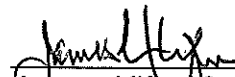
Mr. James reported that the Executive Committee had met on September 6, 2011, and that copies of the minutes from that meeting would be forwarded to trustees.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS - None

VIII. ADJOURNMENT - The meeting was adjourned at 8:30 p.m.

Respectfully submitted


James Kifer, Secretary
Council of Trustees