

MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
JULY 19, 2012
108 EAGLE COMMONS
CLARION CAMPUS, CLARION, PA 16214

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
Mrs. Susanne Burns
Ms. JD Dunbar
Mr. R. Lee James, Chairperson
Mr. James Kifer, Secretary
Ms. Donna Oberlander
Mr. Larry Pickett, Vice Chairperson
Mr. Howard Shreckengost

The following trustee was absent from the meeting:

Mr. Jeffrey Szumigale

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 College
Mr. Harry Tripp, Vice President for Student and University Affairs
Dr. Karen Whitney, President

II. MINUTES

A motion was made by Dr. Ali-Zaidi, seconded by Ms. Dunbar, that the minutes of the April 19, 2012 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 - None
- C. Report of Faculty Senate

Chair Ellen Foster shared plans of Faculty Senate to increase the visibility of the university and to convene a committee of former Faculty Senate chairpersons to examine the group's by-laws for possible revision.

- D. Council Chairperson's Report

Mr. James reminded the trustees of their Summer Workshop on Friday, August 17, 2012, at the Seifert-Mooney Center for Advancement. Dr. Whitney added that she and Trustee Sue Burns had prepared a list of topics for the workshop that were designed to provide trustees with strategic focus on issues of trusteeship over the next 12-48 months.

IV. REPORTS AND RECOMMENDATIONS OF THE PRESIDENT

- A. President

Information Items

- 1. Introduction of Student Trustee Candidate John Owens

Dr. Whitney introduced Mr. John Owens, candidate for the position of student trustee on the Clarion University Council of Trustees. She indicated that while Mr. Owens was awaiting receipt of his commission and oath of office from the Governor's Office, he was attending Council's meeting as an observer. She shared biographical information on Mr. Owens, noting that he was a Sophomore Honors student majoring in Broadcast Communication and Finance from Nesquehoning, PA.

- 2. Points of Pride

Dr. Whitney called the trustees' attention to a list of recent news items highlighting the university's students and programs.

- 3. PASSHE Update

Under her System-level update, Dr. Whitney addressed the PA Legislature's approval of flat funding for the PASSHE, Governor

Corbett's signing of the Higher Education Modernization Act, and the PASSHE's price elasticity study examining the charges associated with various credentials at PASSHE institutions.

4. Financial Planning

Noting that trustees had received electronic access to the university's Academic and Infrastructure Scorecards, K. Whitney focused on two upcoming deadlines for programs/departments that had placed in Quintiles 4 or 5 as a result of the scorecard review. She noted that by August 15, 2012, performance targets for Quintile 4 and 5 programs/departments must be confirmed, while the deadline for the completion of performance plans for those programs/departments was September 14, 2012.

Dr. Whitney noted that by the Trustees' September 20th meeting, the university will have gone through the above processes and that a balanced budget for FY2012-13 would be ready for presentation to the Council. She further noted that at the present time, no personnel changes appeared to be needed in order to achieve a balanced budget.

5. 500-Day Plan Update

Dr. Whitney discussed her report of outcomes based on her first 500-Day Plan that had been attached to the trustees' agenda. She indicated that throughout September, she would be meeting with university governance groups to seek their input on how she should spend her next 500 days as University President in preparation for the development of her next 500-Day Plan. She noted that she welcomed trustee comments on the outcomes presented in the report.

Trustee J.D. Dunbar commended President Whitney for her presentation at a recent reception honoring the student recipients of the Ross A. McGinnis Memorial Service Award. Dr. Whitney noted that the service awards, established in memory of SPC McGinnis, who had been killed in Operation Iraqi Freedom while protecting the lives of his comrades, supported the post-secondary education of local students, some of whom would attend Clarion University.

B. Academic Affairs

Information Items

1. Enrollment Management Update

Dr. Nowaczyk shared a packet of information on enrollment, including current data on deposits at PASSHE universities and data on changes in applications and deposits at Clarion University from July 2010 to July 2012. He noted that across the PASSHE, deposits were down, especially in the West. In reviewing applications and deposits at Clarion University, he noted drops in Education and discussed the need to look at alternative career paths for students who were interested in fields that require skills similar to those needed in teaching, such as corporate training and development. R. Nowaczyk also shared a copy of an email message from the parent of a prospective student commending Clarion's Admissions staff on their efforts to make his son feel welcomed during their recent campus visit.

2. Changing Clarion On-Campus Residency Requirement from 30 to 60 Credits

Dr. Nowaczyk noted that as part of the university's commitment to using high-impact educational practices, it planned to change its residency requirement from 30 to 60 credits, effective Fall 2013. He shared national and university data that linked retention to on-campus living and noted that within the PASSHE, California, Edinboro, Mansfield, and Millersville Universities had already implemented similar requirements. He also noted that the revised policy would allow exemptions based on students' academic standing and their ability to demonstrate that they had a plan of study in place that would allow them to graduate in four years.

Trustee Oberlander questioned why the 60 credit residency requirement would be made of all students up front instead of being implemented only for those in academic difficulty. Vice President for Student and University Affairs Harry Tripp noted that the policy would reward students for their academic planning instead of waiting until later when students may have committed to a lease and then can't move off campus due to grade issues. Trustee Oberlander also noted her concern that the change would adversely affect local landlords. Dr. Whitney indicated that the university would not be adding beds but instead reshaping its on-campus student resident population so that more juniors and seniors would move off campus.

In response to a question from Trustee Kifer, Mr. Tripp confirmed that Reinhard Villages would be included in the university-affiliated housing in which students would reside for their first four terms at Clarion. In response to Mr. Kifer's concerns about the inclusion of Reinhard Villages, Mr. Tripp indicated that staffing levels and educational programming were the same at Reinhard Villages and the residence halls and suites on campus. Dr. Nowaczyk shared that in an effort to keep students on track for graduation, the university was also moving to the requirement that students register for at least 15 credits each semester. Trustee Kifer noted his hope that the goals for achieving an exemption to the residency requirement would be communicated clearly to students and be attainable. Dr. Nowaczyk indicated that the policy change would be shared widely with students, Student Senate and Faculty Senate.

Dr. Whitney noted that she welcomed the opportunity to meet with local landlords to review the planned change. She further noted her concern about the extent to which some landlords engage with students regarding their behavior.

3. Instructional Productivity

Dr. Nowaczyk provided a handout with instructional productivity data for PASSHE universities based on 2008, 2009, and 2010 data. He noted that Clarion's three-year average of 632.80 annual student credit hours to Fall Instructional Faculty FTE translated into 22 students per teaching faculty, placing Clarion University fourth within the PASSHE for the instructional productivity measure. He further noted that for a future Council meeting he could provide the data by discipline and by college.

C. Finance and Administration

Action Item

1. Proposal for Changes in Parking Fees and Fines

Mr. Bylaska provided background information on a proposed increase in parking fees and fines at the university's Venango Campus, which had become Venango College on July 1, 2012. He noted that the increase was designed to narrow the parking fee and funding gap between the Clarion and Venango campuses and that the cost of building and maintaining parking lots and associated facilities needed to be self-sustaining at both. He further noted that Venango's hilly location presented some unique drainage and

highway access problems. Dr. Reber added that revenue from parking fees are used at Venango College to address a range of projects and needs

Trustee Dunbar asked if employees paid for parking at the university's campuses. Mr. Bylaska indicated that currently employees do not pay for parking, which was considered under some collective bargaining agreements as a condition of work for which any change would need to be negotiated.

A motion was made by Mr. Kifer, seconded by Mrs. Burns, to approve the following resolution. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve an increase to the parking fee for Venango Campus, effective fall 2012, from \$30 per semester (\$60 per year) to \$50 per semester (\$100 per year).

Information Items

1. Budget Update

Mr. Bylaska presented a brief update on the university's FY2012-13 budget, noting that an expected 4% decline in enrollment would translate into a \$250,000 decrease in revenue. He also noted that given the university's enrollment last year, which had lagged behind enrollment at other PASSHE universities, Clarion would be receiving \$760,000 less in state appropriation for the current year. Mr. Bylaska indicated that the loss of revenue combined with increases of \$2.5 million in salaries and fringes and \$1.5 million in benefits would amount to a budget shortfall of about \$5 million.

2. Status of Facilities Report

Mr. Bylaska reviewed summer projects on the Status of Facilities Report that had been attached to the trustees' agenda.

D. Student and University Affairs

Information Item

1. Fund-raising Report

Mr. Tripp reported that for FY2011-12 the grand total of private support raised by the Clarion University Foundation, Inc. was \$1.9

million, an amount that fell short of the \$2.5 million goal. He noted that there had been some decline in alumni giving for the year.

V. REPORT OF COMMITTEES

A. Executive Committee

Mr. James reported that the Executive Committee had met on July 10, 2012, and that copies of those minutes would be forwarded to the trustees.

B. Finance Committee

Action Item

1. Approval of Sole Source Contract

Mr. Bylaska presented to Council from the floor an Action Item seeking approval of a sole source contract for the provision of online instructional services for a summer bridge program to be known as "Incoming Eagles Institute." He noted that action on the contract could not be delayed until the next Finance Committee meeting.

Dr. Nowaczyk indicated that the services offered by Educate Online Inc. would provide individualized online tutoring in reading, writing, and mathematics. He further indicated that Clarion University had offered to conduct the program as a pilot for the PA State System as an alternative to more traditional remedial English and math courses. He noted that the source of funds for the program would be E & G funds along with some incentive funds from the Provost Office.

A motion was made by Ms. Dunbar, seconded by Mrs. Burns, to approve the contract. The motion carried unanimously.

2. Approval of Finance Committee Report

Mr. Bylaska reviewed the Finance Committee's report listing a backlog of purchases of \$10,000 and above for January 17 to April 12, 2012. In response to trustee questions, he indicated that purchases identified as "Lodging" were for blanket contracts with local hotels to provide accommodations for visitors to the university such as candidates for positions and speakers. Trustees expressed concern about a purchase identified as "Limousine Services." Mr.

Bylaska indicated that the category related to taxi and shuttle services.

A motion was made by Mrs. Burns to amend the description of the purchase identified as "Limousine Services" to read, "Taxi Services," in order to more accurately reflect the nature of the services provided. The motion carried.

A motion was made by Mr. Dunbar, seconded by Mr. Shreckengost, to approve the Finance Committee report as amended. The motion carried unanimously.

C. Facilities Committee

Mr. Kifer, Chair of the Facilities Committee, thanked the trustees who had participated in the day's tour of eight university buildings and one leased facility and expressed appreciation to Paul Bylaska, Harry Tripp, Ric Taylor, and Chad Thomas for their assistance during the tour. Mr. Kifer briefly reviewed the buildings that had been visited, their condition, and any recent and planned maintenance.

A motion was made by Mr. Pickett, seconded by Mrs. Burns, to approve the following resolution. The motion carried unanimously.

RESOLVED, that the Council of Trustees, Clarion University, approve the 2012 Annual Facilities Report.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS

A. Call for Executive Session

The trustees entered into executive session at 9:20 p.m. to discuss legal issues and returned to public session at 10:20 p.m.

VIII. ADJOURNMENT - The meeting was adjourned at 10:20 p.m.

Respectfully submitted



James Kifer, Secretary
Council of Trustees