

MINUTES OF THE RC MANAGERS MEETING

August 7, 2014

9:00 a.m. – Noon, 107/108 Eagle Commons

Present: B. Bailey, L. Campbell, P. Frese, J. Geiger, D. Katis, T. Latour, R. Nowaczyk, T. Pfannestiel, D. Sobina, H. Tripp, T. Varsek, and K. Whitney. Also attending was T. Fogarty for Agenda Item #1 and From the Floor Item #1.

Minutes

The minutes of the RC Managers' Meeting of June 19, 2014, were approved as drafted.

Agenda Items

1. Update on Workforce Plan and Notice of Retrenchment Letter

T. Fogarty provided an update on position reductions under the Workforce Plan, noting that the plan had called for a reduction of 40.75 FTE positions. He reported that work with employees and bargaining units had enabled the achievement of position reductions primarily through reassignments, retirements, and voluntary furloughs. As a result only 5 employees had been retrenched/furloughed without other employment. T. Fogarty noted that per CBA requirements, the university administration had notified APSCUF that two positions would be retrenched at the end of the 2014-2105 academic year. He added that those two positions in Psychology had been part of the Workforce Plan implemented last fall and would be reviewed further in Meet and Discuss.

T. Fogarty also discussed grievances related to the Workforce Plan. He noted that while five individual grievances and one policy grievance had been filed, only the policy agreement remained active.

T. Latour asked about plans to share information on the outcomes of the Workforce Plan. K. Whitney noted that she and T. Fogarty would be meeting with union leaders and talk to them about communication. RC Managers discussed communication strategies.

Also discussed was the need for planning in light of potential additional retirements. T. Fogarty noted that with collective bargaining agreements expiring in June 2015, changes to healthcare benefits were likely. K. Whitney also noted concerns related to pension reform efforts in PA.

P. Frese noted the movement in his college to faculty presenting coursework in multi-media modes. He added that the economics of such arrangements made sense since fewer course sections would be needed. T. Fogarty noted that the issue would have to be resolved at the state level of APSCUF.

From the Floor

1. Parking

T. Fogarty provided an update on parking changes beginning in fall 2014 semester and extending to approximately fall 2016. K. Whitney asked the deans to work with their department chairs to encourage faculty to share information about parking changes with their students.

The use of employee parking spots in Lot H by construction workers was noted. H. Tripp agreed to speak with Michael Keefer, given the Clarion University Foundation's involvement with the Main Street Suites project. K. Whitney indicated that if construction workers continue to park in employee lots fines should be issued.

B. Bailey asked about the communication of parking changes to students. T. Fogarty noted that D. Love had mounted an email and postcard campaign. T. Fogarty also noted that employees would be receiving their permits in the mail this year along with information about parking changes and options. C. McAleer discussed efforts within the CSD Department to help inform students about parking lots available for their use.

K. Whitney indicated that she had requested that the Parking Appeals Committee be prepared to meet weekly during the first several weeks of the fall semester.

ACTION: H. Tripp will speak with M. Keefer about communication to construction firms on campus regarding parking locations for their workers.

Agenda Items, cont.

2. Budget Update

P. Fackler reported that the PASSHE Board of Governors had approved a revised allocation formula resulting in an increase in Clarion University's share of allocation funding by \$2.4 million to be phased in over three years. He provided a packet of information from the Chancellor's Office and noted that in the first year, the additional allocation funds to Clarion would amount to \$800,000. He further noted that with enrollment projections indicating another decline for fall 2014, budget numbers given to RC Managers in May 2014, continued to be appropriate for planning purposes. He indicated that after the first cut of enrollment data was made in the second week of September, a final FY14-15 budget could be shared.

K. Whitney noted her belief that while FY14-15 would be very difficult and FY15-16 somewhat difficult, she expected that the university would be financially stable by FY16-17. H. Tripp noted the critical need to increase on-ground enrollment for fall 2015. He indicated that he would provide R. Nowaczyk with the necessary number to support Auxiliary operations by the week of August 11. C. McAleer described efforts underway at Venango to build enrollment through a friendly competition to secure additional paid

deposits for fall 2014. B. Bailey noted that the deans were getting enrollment reports every two weeks. Noting a request from the university's Master Plan consultants for enrollment targets by program, D. Sobina noted the usefulness of that data to Venango planning.

P. Fackler shared copies of a memo from PASSHE Vice Chancellor for Administration and Finance Jim Dillon on the System's Budget Information Request (known as the BUDRPT). P. Fackler noted that his area would be working to supply the requested information that will be used by PASSHE to develop its 15-16 E&G budget request to the Legislature. K. Whitney asked if P. Fackler would send an update to RC Managers on the effect to their RCs of the additional \$800,000 in appropriation funds. P. Fackler noted that in light of the expected enrollment for fall 2014, the additional appropriation funds would be a "wash."

T. Latour asked if P. Fackler had a sense of how Clarion would fare in this year's Performance Funding awards. K. Whitney noted that when she and R. Moneta talked in July, Clarion University seemed to be tracking well for its performance targets. T. Varsek asked if any changes would be made in the RC Budget Manual (aka BRIC manual) for FY14-15. P. Fackler noted that while the handling of indirect cost recoveries would be revised, there would be no changes to the way in which funding is distributed to the RCs. R. Nowaczyk added that the transfer of summer funds for the Libraries area was being worked out. K. Whitney noted that she and P. Fackler were finalizing a draft of RCM procedural changes that she would be bringing to the RC Managers.

ACTION: H. Tripp will provide R. Nowaczyk with an enrollment target for fall 2015 of students needed to sustain Clarion campus Auxiliary operations.

ACTION: K. Whitney will share with the RC Managers a draft of RCM procedural changes.

3. Update on Enrollment

R. Nowaczyk reported that fall 2014 overall headcount enrollment for the university looked to be down by 366 students compared to the same time last year. He provided a packet of fall 2014 enrollment snapshot data for incoming students, returning students, and total head count. He noted that the deans had been given the ability to register students on the spot, without having to wait for Orientation, which remains a required activity. He also noted outreach efforts via phone to students who had not yet registered and who owed the university less than \$150. He mentioned that graduate students typically account for a large percentage of students who don't register until later.

B. Bailey shared numbers for incoming students per colleges, noting enrollment declines in CAES and COBAIS and increases in Nursing and Allied Health, Student Affairs, and Graduate Studies. K. Whitney asked if any analysis had been done for returning students. R. Nowaczyk noted that data on returning students would have to be compiled by his area.

C. McAleer suggested a competition to encourage faculty to make extra efforts to return student emails and phone calls, etc. to help reach fall enrollment targets. T. Pfannestiel asked that Admissions send the deans another report before two weeks with names of student prospects and their contact information.

K. Whitney agreed to issue an email to faculty and staff with the message that each student counts. She noted the need for the deans to get involved in their own ways with their faculty to reinforce her message. C. McAleer suggested that K. Whitney speak with B. MacDaniel about the faculty union's involvement in helping to encourage faculty efforts aimed at reaching Clarion's issue an email to faculty and staff with the message that each student counts. enrollment targets.

ACTION: K. Whitney will issue an email to faculty and staff asking for their assistance in helping the university reach its enrollment targets for fall 2014.

4. Communication Issues

J. Geiger noted efforts in his area to manage information to avoid negative messages related to enrollment. K. Whitney asked about a report on the profile of Clarion's incoming students.

J. Geiger also reported on the progress of efforts to introduce the university's new branded website. He indicated that the site would have a soft launch the week before Homecoming. T. Latour shared concerns of the Libraries related to the transition to the new website. J. Geiger offered to speak with T. Latour about the issues. K. Whitney suggested that J. Geiger meet with the Academic Council regarding the transition to the new website.

ACTION: J. Geiger will meet with T. Latour and with Academic Council to review issues/concerns related to the transition to the new university website.