

Lock Haven Local Assembly Agenda

March 13, 2025

4:00 pm

Location: 105 Greenburg Auditorium, Willis Health Science Center

or Zoom:

<https://commonwealthu-edu.zoom.us/j/98594253167?pwd=FWICosvSGaf8c4TLW1d738Ex6D8oiU.1&from=addon>

Meeting ID: 985 9425 3167

Passcode: 177930

Attendance: Rick Goulet, Heidi Warner, Doug Spatafore, Sarah Smeltz, Bryson Purcell, Eric Lippincott, Cori Myers, Stacy Wagner, Stephen Lee, Bashar Hanna, Michelle Kiec, Darwin Kysor, Norm Gordon, Erik Evans, Kimberly Harris, Hunter Hartford, Erin Kennedy, Dan Knorr, Katelynn Hanna, John Vitale, Annjane Ross, Paul Wilson, Kellie Pytel, Brooke Harlowe, Nicole Burkholder-Mosco, Matt McKeague, Kenneth Hall, Brad Lint, Mark Decker, Elizabeth Dickinson, Bernadette Heiney, Curtis Grenoble, Jackie Borst, Bob Thorn, Dawn Wooster, Rebecca Baker, Todd Hoover, Suzanne Williamson, Peter Campbell, Jackie Borst, Karinne Force, Blair Brown, Patrick Long, Cortney Force, Gretchen Sechrist, Krisy Meeker, Julie Kontos, Robin Rockey, Kellie Forziat Pytel, Ashley Pechek, Ryan McNamara, Todd Hoover.

- I. Call to Order: 4:05pm by Rick Goulet, (Lock Haven Local Assembly President, Associate Professor History, CU)
- II. Approval of Minutes for February 5, 2025: Motion by Erin Kennedy, (Professor Psychology, CU), 2nd by Bryson Purcell, (Director of Admission, CU, Lock Haven). All approved.
<https://www.commonwealthu.edu/documents/draft-lh-la-agenda-2-5-25-minutes>

III. Announcements

- A. [CU Senate website](#) includes constitution, membership, policies, and schedule
- B. Policy Spreadsheet and Crosswalk: Rick Goulet explained that the spreadsheet and cross walk will be published on the website after Bloomsburg Middle States visit.
- C. Student Use of Assigned Emails Policy Endorsed
- D. Senate Elections: Rick Goulet made call for Lock Haven local assembly secretary.

IV. Committee Reports

- A. Executive Committee
 - i. Elections Subcommittee: N/A
 - ii. Space and Facilities Subcommittee: Stacy Wagner, (Chief Facilities & Safety Officer, CU) stated that they discussed the draft facilities master plan at last meeting.
- B. Academic Policy Committee: Brooke Harlowe, (Professor Political Science, CU) said that they continue to work through policies and legislative items.
 - i. Enrollment Management Subcommittee: Bryson Purcell stated that they are on version 7 of the Transfer Policy and that they appreciate all the feedback.
 - ii. IT Subcommittee: Matthew McKeague, (Associate Professor Media & Journalism, CU) IT has sent a survey around to all campuses to figure out future policies. Survey will end on 4/5/2025.

- C. Advancement Committee: Erik Evans, (Vice President of Univ Advancement, CU) reported that the Naming policy was approved by the Council of Trustees. John Vitale, (Lock Haven Foundation) announced that the All-In Day of Giving which is a university wide event will be on April 10th and 11th. This will be the 10th anniversary of the event. Help to spread word throughout the university community.
- D. DEI Committee: Kenny Hall, (Interim Chief Diversity, Equity & Inclusion Officer, CU) said that they are still working on the Time, Place and Manner policy.
- E. Finance Committee: Bob Thorn, (Interim Chief Financial Officer, CU) reported that the committee reviewed some policies that need to be moved to Senate. Will be discussing the budget cycle with the committee.
- F. Student Affairs Committee: Erin Kennedy said that they have 4 policies up for review.
 - i. First Year Experience Subcommittee: Kellie Pytel, (Assistant Professor MS MH Counseling, CU) stated that they are looking to fill the First-Year seminar classes. Losing some student interest due to caps increasing. Brooke Harlowe commented that putting 50 1st time freshmen into a first-year seminar does not make sense. Some classrooms are too small for what capacity that are registering for the course. Kellie Pytel will take information back to the committee.

V. Constituency Reports

- A. Student Government: Hunter Hartford, (SGB President, Lock Haven, CU) reported on a survey they sent out to students at the February 27th Half Time Bingo. They received 49 responses. Will be having a meeting with administration after spring break to go over the good, the bad and the ugly to gauge student concerns. Partnering with the Biology Club for the yearly campus cleanup which will take place on Earth Day (April 22nd). They will be sending policy feedback to appropriate committees for review.
- B. Alumni and Professional Engagement: Darwin Kysor, (Director Emp Engagement Career Prof Dev. CU) reported that the career intensive bootcamps have started. Student engagement is slow, but hopeful it will continue to build. Friday, March 21st will be the education expo held at the Bloomsburg campus with over 90 school districts and 230 students. March 25th will be Designing Inclusive Careers and Panel in the DACC. Eric Lippincott, (Professor Athletic Trainer Ed Asst Chair, CU) added that the campus wide Celebration Scholarship is coming back. Will be held on April 30th.
- C. Alumni Association: Norm Gordon, (Alumni Association Representative) stated that the alumni events are broken into 3 categories; sponsored, collaborative and social. The boot camps and the CATCH conference are great things for the students to get involved with. The CATCH conference helps students prepare to be attractive candidates for employment. Some recent social events include the meetings in Florida that had over 100 alums from the 3 campuses. NCAA's wrestling championships coming up in Philadelphia where they will be supporting 6 Bald Eagle wrestlers.
- D. Athletics: Stephen Lee, (Campus Administrator, Lock Haven, CU) on behalf of Albert Jones, (Interim Athletic Director, Lock Haven, CU), see Campus Administrator report.
- E. Center for Teaching and Learning: N/A
- F. Interim CFO: Bob Thorn: *Appendix A* Rick Goulet asked if the improvement in the revised January numbers came from the housing fess, does this mean we had more students than we anticipated? Bob Thorn answered that this is correct. Stacy Wagner added that facilities is in the process of replacing the cooling tower in Willis Health Profession Building for \$472,000.
- G. Campus Administrator, Stephen Lee: *Appendix B*
- H. Provost, Michelle Kiec: asked advisors, please encourage students to register early and within their time period.

- I. President, Bashar Hanna: Nothing new to report since Town Hall.

VI. CU Senate Business

First Reading Notices/Feedback

- A. [Financial Obligations](#)
- B. [Damages in Residence Halls](#)
- C. [Hazing Policy](#)
- D. [Red Flag Identity Theft](#)
- E. [Midsemester Grades Policy](#)
- F. [Fundraising Policy](#)
- G. [Posting and Chalking Policy](#)
- H. [Tailgating Policy](#)
- I. [Behavioral Intervention Policy](#)
- J. [Accelerated Programs and Pathways](#)
- K. [Graduate Faculty](#)
- L. [Honorary Degree](#)
- M. [Priority Registration](#): Brooke Harlowe explained that the priority registrants will not be specifically designated as priority, it will be handled as a cohort model. Students will be grouped together into sections to make sure they get what they need. Pat Long, (Head Men's Soccer Coach, Lock Haven, CU) commented that this policy is a step backwards from a student athlete perspective. This is a huge asset as a recruiting tool to advocate to families that the students will have the opportunity to get in the appropriate classes to achieve success. The coaches also wanted to comment on the part where it says, "In-season sports only"; as many sports cross over and our athletes are in season the entire academic semester regarding the work that they put in and The NCAA rules for what they're allowed to do on a daily basis, both in the fall semester and the spring semester. Brooke Harlowe added that the committee is trying to make it equitable for all students to get what they need, not just student athletes. Bashar Hanna offered to get the unduplicated student athlete report to Brooke for review.
- N. [Dismissal](#)
- O. [Course Load](#)

Consent Agenda Items (*Click on Policy to link to document to review*): No comment.

- A. [In-Kind University Donations Policy](#)
- B. [Tuition Waiver Policy](#)
- C. [Third Party Provider Policy](#)
- D. [Third Party Provider Procedure](#)
- E. [IRS Requirement to Report Cash Transactions](#)

Withdrawn Policies (*Click on PRP to link to document to review*): No comment.

- A. [PRP 3612 General Education Policy](#)
- B. [PRP 6211 Compliment Control](#)

VII. Updates

- A. Policy Feedback Form
- B. Middle States (MSCHE) Update: Cori Myers, (Assoc VP of Institutional Effectiveness, CU) reported that we have concluded the Lock Haven and Mansfield portion of the site visit. The Middle States Chair was impressed with staff and faculty here at Lock Haven with the collaborative nature of the campus community. There were points of concern that were included in our own self-study, that include clearer communication and a better balance on distance education learning. The Muncy Prison visit was very good and the students there were incredible.
- C. Others from the floor

VIII. Open Forum and Remarks for the Good of the Order

IX. Adjournment: Motion to adjourn made by Bashar Hanna, Hunter Hartford 2nd it. Meeting adjourned at 5:38pm.

Upcoming Local Assembly Meetings

- Mansfield Local Assembly Thursday, March 27 at 4:00 pm

Upcoming CU Senate Meetings

- CU Senate Executive Thursday, April 3 at 4:00 pm via Zoom
- CU Senate (second reading of policy) Thursday, April 10 at 4:00 pm via Zoom

Financial Update



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

FY 2024-25 E&G Budget Update

Includes Facility Transition Funds - \$37,908,077 (All Other Revenue & Transfers Lines)

EDUCATIONAL AND GENERAL BUDGET

Revenues	Year End Actuals	Current Fall CPP	Revised Jan Update	Actuals 1/31/25	Balance Remaining \$ (Fall CPP)	Balance Remaining % (Fall CPP)
	FY 2023-24	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25
Tuition	\$95,988,518	94,590,379	95,170,611	92,538,148	2,052,231	2.2%
Fees	\$26,372,158	26,948,211	27,073,211	26,057,903	890,308	3.3%
State Appropriation	\$88,426,567	90,935,307	90,935,307	53,076,191	37,859,116	41.6%
All Other Revenue	22,160,972	54,260,006	54,260,006	46,379,484	7,880,522	14.5%
Total Revenues	\$232,948,215	\$266,733,903	\$267,439,135	\$218,051,726	\$48,682,177	18.3%
Expenditures						
Compensation	182,396,460	170,059,585	174,151,077	94,493,920	75,565,665	44.4%
Student Financial Aid	25,224,626	24,830,145	24,500,000	13,348,108	11,482,037	46.2%
Other Services and Supplies	48,310,854	42,791,452	40,000,000	25,655,115	17,136,337	40.0%
Interest and Debt Principal Payments	3,785,652	775,008	775,008	85,496	689,512	89.0%
Capital	5,601,001	4,700,000	4,700,000	132,252	4,567,748	97.2%
Transfers	283,115	37,908,077	37,908,077	38,834,562	(926,485)	-2.4%
Total Expenditures	\$265,601,708	\$281,064,267	\$282,034,162	\$172,549,453	\$108,514,814	38.6%
Revenues Less Expenditures	(\$32,653,493)	(\$14,330,364)	(\$14,595,027)	\$45,502,273		

FY 2024-25 Auxiliary Budget Update

Includes Facility Transition Funds - \$37,908,077 (Interest and Debt Principal Payments & Transfers Lines)

AUXILIARY BUDGET

	Year End Actuals FY 2023-24	Current Fall CPP	Revised Jan Update	Actuals 1/31/25	Balance Remaining \$ (Fall CPP)	Balance Remaining % (Fall CPP)
		FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25
Revenues						
Fees	\$4,614,678	\$5,046,179	\$4,742,627	4,580,753	465,426	9.2%
Housing Fees (including Privatized Housing)	\$33,883,622	34,610,230	35,701,765	35,772,420	(1,162,190)	-3.4%
Food Service Sales	\$17,427,124	18,396,059	18,821,196	18,651,409	(255,350)	-1.4%
All Other Revenue	2,085,458	1,650,000	1,449,233	601,172	1,048,828	63.6%
Total Revenues	\$58,010,882	\$59,702,468	\$60,714,821	\$59,605,754	\$96,714	0.2%
Expenditures						
Compensation	15,440,520	\$16,396,555	\$16,396,555	7,231,866	9,164,689	55.9%
Student Financial Aid	3,087,676	3,650,000	3,650,000	1,632,045	2,017,955	55.3%
Other Services and Supplies	22,925,107	25,091,219	25,150,000	12,185,410	12,905,809	51.4%
Interest and Debt Principal Payments	16,873,087	51,360,867	51,360,867	2,662,101	48,698,766	94.8%
Capital Expenditures	200,096	357,500	\$357,500	190,351	167,149	46.8%
Transfers	4,394,041	(37,516,077)	(\$37,516,077)	(362,835)	(37,153,242)	99.0%
Total Expenditures	\$62,920,527	\$59,340,064	\$59,398,845	\$23,538,938	\$35,801,126	60.3%
Revenues Less Expenditures	(\$4,909,645)	\$362,404	\$1,315,976	\$36,066,816		

FY 2024-25 Combined Budget Update

Includes Facility Transition Funds - \$37,908,077 (All Other Revenue, Interest and Debt Principal Payments and Transfers Lines)

UNRESTRICTED BUDGET

Revenues	Year End Actuals	Current Fall CPP	Revised Jan Update	Actuals 1/31/25	Balance Remaining \$ (Fall CPP)	Balance Remaining % (Fall CPP)
	FY 2023-24	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25
Tuition	\$95,988,518	\$94,590,379	\$95,170,611	92,538,148	2,052,231	2.2%
Fees	\$30,986,836	\$31,994,390	\$31,815,838	30,638,656	1,355,734	4.2%
Appropriation	\$88,426,567	\$90,935,307	\$90,935,307	53,076,191	37,859,116	41.6%
Housing Fees and Food Service Sales	51,310,746	53,006,289	\$54,522,961	54,423,829	(1,417,540)	-2.7%
All Other Revenue	24,246,430	55,910,006	\$55,709,239	46,980,656	8,929,350	16.0%
Total Revenues	\$290,959,097	\$326,436,371	\$328,153,956	\$277,657,480	\$48,778,891	14.9%
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Expenditures						
Compensation	197,836,980	186,456,140	190,547,632	101,725,786	84,730,354	45.4%
Student Financial Aid	28,312,302	28,480,145	28,150,000	14,980,153	13,499,992	47.4%
Other Services and Supplies	71,235,961	67,882,671	65,150,000	37,840,525	30,042,146	44.3%
Interest and Debt Principal Payments	20,658,739	52,135,875	52,135,875	2,747,597	49,388,278	94.7%
Capital Expenditures	5,801,097	5,057,500	5,057,500	322,603	4,734,897	93.6%
Transfers	4,677,156	392,000	392,000	38,471,727	(38,079,727)	-9714.2%
Total Expenditures	\$328,522,235	\$340,404,331	\$341,433,007	\$196,088,391	\$144,315,940	42.4%
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Revenues Less Expenditures	(\$37,563,138)	(\$13,967,960)	(\$13,279,051)	\$81,569,089		

APPENDIX B

Concert band performance:

The Williamsport Area High School is performing with us on our first concert tonight! This will help us with our recurring efforts. You are cordially invited to attend. It will be at the Price Auditorium at 7:00 p.m.

Unity Fest:

The CU Lock Haven Commission on LGBTQ Affairs, Commission on Disability and Inclusion, Commission on the Status of Women and the Office of Diversity Equity and Inclusion are planning a **Campus Unity Day Fest, Tuesday, April 1st, 11:00 am to 2:00 pm in the PUB MPR**. The event is designed to promote campus safety, kindness, safe spaces, student wellness and respect. There will be food and the Commissions will have interactive tables along with other resources. We have engaged a caricature artist, magician and hopefully a band or DJ. Campus clubs and support services along with several area agencies are planning to participate.

Financial Aid:

Feel free to mention this if you think it's appropriate – opportunity for prospects to get live help submitting their FAFSA.

Upcoming FAFSA Help Sessions (real-time help and support to submit the 25-26 FAFSA):

- **March 25** (3 pm – 5 pm)
- **April 10** (6 pm – 8 pm)
- **April 16** (4 pm – 6 pm)

Registration is live at:

https://apply.commonwealthu.edu/portal/FAFSA_help

Orientation:

- As of Monday 3/10/25:
- Lock Haven has 312 deposited FTF with 124 registered for NSO, 4 with an excused absence for 39.7% of our deposited students registered for NSO.

- Reminder on Orientation dates: June 18th, June 20th, June 23rd, June 24th
- Department Chairs have been asked to attend Orientations based on the date for their college/majors
- Staffing Asks have been sent to supervisors to fill in designees for each area needed

- Student Success will begin Mid-Term Grade Outreach after grades are in, probably Friday, March 28th or Monday March 31st.

6Athletics:

Another successful winter sports season is wrapping up:

At the PSAC **Women's Swimming** Championships, Sydney Houck was named the Champion Scholar, which goes to the athlete at the championship finals with the highest GPA. It's the second straight season where Sydney has won this prestigious award.

The **men's basketball team** finished the season in the PSAC playoffs and were led by All-Conference selections Isaiah Stewart and Eli Washington.

The **women's basketball team** had another special season that saw the Bald Eagles advance to the PSAC Final Four for the second straight season. Alana Robinson was named the PSAC East Defensive Player of the Year and she was one of four All-Conference selections.

The **women's indoor track and field team** capped the season at the PSAC Championships and a pair of Bald Eagles earned medals.

Men's Indoor Track and Field: Ryan Miller was named the PSAC Championship Scholar at the conference championship meet as he had the highest GPA to go along with another All-Conference performance.

Matthew Muthler won the heptathlon and broke the PSAC's all-time conference record. *He's competing today (Thurs.) and tomorrow (Fri.) at the NCAA Division II national championships.*

Another special season for the **women's wrestling team** - was highlighted by Azariah Moore's All-American run at the recent national championships. She's the seventh All-American in school history.

Behind three individual champions, the **men's wrestling team** won the 2025 Mid-American Conference Championship. It's Lock Haven's third MAC title in four years. The Bald Eagles are headed to Philadelphia next week for the NCAA Division I National Championships with 6 National Qualifiers.

An, **additional academic highlight:** Haley Kvacky of the Lock Haven field hockey team earned Division I Scholar of Distinction honors, a prestigious academic award.

And, springs sports are underway:

The 2025 **softball season** is underway and team returns to play this weekend.

The **lacrosse team** started the season strong and plays at home this Saturday vs. Frostburg State.

The **baseball team** is off to the best start in recent memory and the Bald Eagles are regionally ranked.

The **men's and women's outdoor track and field teams, women's golf and women's tennis teams** will open their spring seasons in the coming weeks.

Visit GoLHU.com for the full athletics schedule.

National History Day (3/7)

Your email reminded me that I wanted to thank YOU for what your office did for National History Day this past Friday. I really appreciate the materials you made available to the visiting students, and especially arranging for the campus tour at 1:00 pm.