

# AGENDA

Council of Trustees Meeting

Thursday, September 10, 2015

Durrwachter Alumni Conference Center -- Lytle Board Room

- Committee meetings – 10:00 am
- Committee Reports – 10:30 am
- Executive Session – 11:30 am
- Trustees Lunch – 1:00 pm
- General Session -- 2:00 pm
- Facilities Tour – 3:30 pm

## COMMITTEE REPORTS

1. Academic Affairs Committee
2. Student Affairs Committee
3. Finance and Administration Committee
4. External Affairs Committee
5. Athletic Advisory Board Update
6. Nomination Committee presentation of Slate of Officers (vote will be conducted in November)
7. Presidential Evaluation Committee Appointment

## EXECUTIVE SESSION

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### GENERAL SESSION

1. Public Comments
2. Approval of Minutes May 8, 2015
  - Committee Reports
  - General Session

### REPORTS

1. Executive Committee Report
2. President's Report
3. Vice Presidents Reports
  - Provost and Senior Vice President for Academic Affairs
  - Vice President for Finance & Administration
  - Vice President for University Relations
4. APSCUF President Report
5. Special Report: IT Environment and Operations

### MATTERS FOR DECISION (green documents)

1. Purchases over \$10,000
2. Approval 2015/2016 Budget
3. Physician Assistant Program Drug Screening Fee
4. Resolution for Retirements:
  - Dr. Susan Ashley
  - Dr. David Bower
  - Mr. Robert Getz
  - Mr. Leonard Long
  - Ms. Vicki Paulina
  - Dr. Martha Rowedder
  - Mr. Ray Steele
5. University Succession Plan Resolution

## COMMITTEE REPORTS

**LOCK HAVEN UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES MEETING  
Thursday, September 10, 2015  
Durrwachter Alumni Conference Center  
Lock Haven University**

**Council Members Present:**

Mary Coploff  
Margery Dosey  
George Durrwachter  
Daniel Elby  
Guy Graham  
Michael Hanna, Jr.  
Donald Houser  
Deb Suder

**Others Present:**

Michael Fiorentino, University President  
Donna Wilson, Provost and Senior Vice President for Academic Affairs  
William Hanelly, Vice President for Finance and Administration  
Rodney Jenkins, Vice President for University Relations  
Deana Hill, Associate Vice President for Human Resources  
Cathy McCormack, PASSHE Legal Counsel  
Anthony Radle, student trustee nominee  
Gwen Bechdel, Recording Secretary

The Lock Haven University Council of Trustees Committee Reports meeting began at 10:00 am. Chair Graham introduced newly confirmed Trustee Michael Hanna, Jr., and Student Trustee Nominee, Anthony Radle.

Academic Affairs Committee and Student Affairs Committee:

Donna Wilson delivered both the Academic and Student Affairs committee reports. She began by providing an update on enrollment: headcount is 4,618, down by 319 students from last year; the undergraduate student count is 4,231 and graduate enrollment is at 387. The new student enrollment is only down 19 from last year; with the attrition of students resulting, at least in part, from a large graduating class. Transfers are down 43 students, and graduate students are up by 22.

Finance and Administration Committee:

Bill Hanelly noted the committee reviewed three items for discussion: 15/16 budget projections; physician assistant program fee proposal; and facilities master plan.

The University was required to submit a budget plan to the Chancellor's Office the first week in September, even though a State budget has not been finalized. Key assumptions in the submitted budget plan included a 3% appropriation increase, at least the same amount allocated for performance funding, and no extension or agreement on the faculty union CBA provisions. Cost drivers for the LHU budget includes \$1 million in retirement contributions and \$1.1 million for health care expenses. The University realized a savings of \$555,000 by reducing all budgets by 10% this year. Mr. Hanelly noted that the enrollment projections were calculated using available data and he expects that the final enrollment numbers will be slightly higher than anticipated which will affect the projected revenue figures. A flat enrollment will be used to calculate revenue for the 16/17 budget year.

The auxiliary services budget was reviewed and Mr. Hanelly reported that the decline in the number of students has directly impacted this budget. The decision to extend on-site residency requirements for students' first two years will increase not only the projected revenue, but also benefits students with their study habits and associations with other students.

The proposed physician assistant program fee comes from a history of PA students needing to have a drug screening to allow them in the clinical settings for their last two years in the program. Previously the students would be billed directly. A change in vendors to supply this service, and the need for the University to better track the process, resulted in a proposal for the University to collect the fee on behalf of the vendor from the students directly.

The Masters Facilities Plan will be reviewed at the November meeting. One of the first projects under this plan is to renovate the Parsons Union Building which will not include a structure change but provides for updating of furniture and creation of small group meeting areas. The architect completing the new layout design will be surveying larger numbers of students and there will be student representation on the steering committee.

#### External Affairs Committee:

Rodney Jenkins explained that the new marketing council is a University-wide initiative to help streamline marketing strategies to make recommendations. This group will also collaborate with the IT web working group to redesign the website. Mr. Jenkins noted that to remain competitive the website needs to be updated every two to three years. It is expected that a contract for web-designing will be finalized by January 2016, and the final product would be expected by the start of the fall 2016 semester. The marketing council will also assist in the development of new admissions and marketing materials. Mr. Jenkins acknowledged the generosity and expertise provided by former Trustee Doc Sweitzer in the producing of several new commercials which will launch a new media campaign.

Trustee Suder inquired if LHU could utilize some of the expertise of staff at the Dixon Center for marketing. Mr. Jenkins responded that while they do help us with the structure of these types of initiatives, they aren't able to put together a plan for the institution and they are not able to provide technical assistance for any issues that may arise.

Athletic Advisory Board:

Rodney Jenkins reported that the University is in the final stages of the Title IX survey directed towards students relating to their interest in specific athletic activities. The Athletic Advisory Board will review the final survey results and use the data to make a recommendation to the President. President Fiorentino noted that OCR involvement was to look at equity based on participation rates on campus. The University remains on target with regard to equity issues.

Nomination Committee:

Trustee Suder presented the following nominations for officers of the LHU Council of Trustees to be voted upon at the November 2015 meeting:

Chair: George Durrwachter

Vice Chair: Daniel Elby

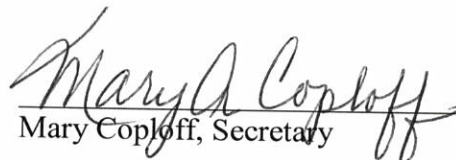
Secretary: Mary Coploff

Presidential Evaluation Committee:

The President Evaluation Committee for the 15/16 academic year will be: Trustees Guy Graham, Mary Coploff, and Margery Dosey.

The Committee Reports concluded at 10:50 am.

Respectfully submitted,

  
Mary Coploff, Secretary

  
Gwen Bechdel, Recording Secretary

## MINUTES

**LOCK HAVEN UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES MEETING  
Thursday, September 10, 2015  
Durrwachter Alumni Conference Center  
Lock Haven University**

Trustee Chair Graham called the meeting of the Council of Trustees to order at 2:00 pm.

**Council Members Present:**

Mary Coploff  
Margery Dosey  
George Durrwachter  
Daniel Elby  
Michael Hanna, Jr.  
Donald Houser  
Guy Graham  
Deborah Suder

**Council Members Not Present:**

Krystjan Callahan

**Others Present:**

Michael Fiorentino, Jr., University President  
Donna Wilson, Provost and Senior Vice President for Academic Affairs  
William Hanelly, Vice President for Finance and Administration  
Rodney Jenkins, Vice President for University Relations  
Deana Hill, Associate Vice President for Human Resources  
Cathy McCormack, State System Legal Counsel  
Stan Berard, LHU APSCUF President  
Stephen Neun, College Dean  
Scott Carnicom, College Dean  
Susan Rimby, College Dean  
Don Patterson, Director of Computing and Instructional Technology  
Anthony Radle, student trustee nominee  
John Gradel, LHU SCUPA President  
Wendy Stiver, Express Reporter  
Gwen Bechdel, Recording Secretary

**A. GENERAL**

1. Public Comments

Trustee Graham asked for public comments and there were none.

2. Approval of the Minutes of May 9, 2014, Meeting

The minutes of the Committee Reports and General Session meetings held May 9, 2014, were distributed by mail prior to the meeting.

**Motion was made by Trustee Houser seconded by Trustee Elby, to approve the minutes of the Committee Reports and General Session meetings held May 8, 2015.**

**The Motion carried with all aye votes cast.**

**B. REPORTS**

Trustee Graham reported there was a meeting of the Executive Committee to discuss personnel and property matters. There was no items discussed that will require action by the Council.

**President's Report  
Michael Fiorentino, Jr.**

President Fiorentino welcomed new trustee, Michael Hanna, Jr., to his first Trustee meeting.

The start of the 2015/2016 academic year brought many of our faculty and staff together to welcome our new students as they arrived on campus as well as our orientation sessions. The President and other senior administrators have been greeting admissions visitors throughout the summer months and participated in the orientation sessions. The summer months were also opportunities for our alumni to gather and become more engaged with their alma mater at events coordinated by the Alumni Office.

Both the President and Trustee Graham presented the University's Action Plan proposal to the Board of Governors in July. President Fiorentino indicated the Board of Governors were engaged in the presentations by each of the 14 universities, and now have a much better understanding of our University's goals and objectives.

A revised Vision Plan has been developed by a campus-wide committee, reviewed by a senior administrative group, and is nearing completion, to be part of our Strategic Plan documentation.

Our facilities crews have once again been busy on campus. The renovation of Ulmer and the creation of the University Commons project experienced some delays due to weather. Both of these projects will change the face of the University. Smaller project are scheduled for completion in 2016, including renovation of Woolrich Hall, Sloan upgrades, and demolition of Sullivan Hall to complete the University Commons' last phase.

The Class of 1965 recently held their 50<sup>th</sup> reunion. The alums are very engaged and they had several events over the weekend. Their commitment to the University is very much appreciated.

The Chancellor initiated a television interview program with each of the presidents and provided President Fiorentino with an opportunity to talk about the infinite opportunities provided to our students. This program will air on PCN. Another marketing initiative focuses on athletic scholarship fundraising utilizing an "All In" tagline. Former Trustee Doc Sweitzer has provided the expertise of his staff to begin the filming of commercials to enhance our student recruitment efforts.

The inaugural All Sports Hall of Fame event was held. The inductees were genuinely appreciative of being selected.

President Fiorentino recently made two presentations to a group of vice presidents from across the country from both public and private institutions that are considering advancement into a president or chancellor position. This was part of AASCU's Executive Leadership Academy that is held annually.

The University was the co-sponsor of the 25<sup>th</sup> Anniversary celebration of First Quality's presence in Clinton County and the Damaghi Family was very appreciative of the ceremony and recognition.

The Opening Semester Fall Convocation brought Paul "Babe" Mayer back to campus as he connected to students and gave them pointers on where they need to see themselves beyond graduation.

This semester the University is hosting two visitors, Professors Wang and Liu, from the School of Medical English and Health Communication at Tianjian Medical University in China. Hongyan "Sunny" Liu and Xin Wang are faculty members who teach Medical English, English Literature, and English as a Second Language. TMU sponsors a variety of programs, including a western MD program taught in English.

Clearfield's award ceremony and Founders Convocation engaged Bruce Parkhill as the keynote speaker. After graduating he coached basketball at William and Mary and Penn State, and has remained an active LHU alum.

Homecoming activities will be plentiful the week of October 12, culminating in a 5<sup>th</sup> Quarter cookout after the October 17 football game. Many of the activities planned provide opportunities for our alumni to interact with the campus and local communities.

The Trustees will be provided an opportunity to tour the 3<sup>rd</sup> Floor of Ulmer where the senior administrative suite will be located. The move from Sullivan Hall is expected to be finalized by mid-October. President Fiorentino acknowledged the tireless efforts

of Project Manager Len Meckley as he stayed on top of the various contractors to move the project along.

### **Academic Affairs Report**

#### **Donna Wilson, Provost and Senior Vice President for Academic Affairs**

Dr. Wilson provided enrollment data:

Headcount: 4,612, down 319 students from last year

Undergraduate headcount: 4,231

Graduate headcount: 387

Clearfield: 381, basically the same as last year

New main campus student cohort: 857, down 19 from last year

Transfer students: 159, 43 less than last year

Graduate students: 85 new students, increase of 22

Dr. Wilson announced new hires for Academic and Student Affairs: Ms. Donna Tatarka, Director of Admissions; Ms. Joyce DuGan, tenure track faculty in Nursing; Dr. Jeyaprakash Chelladurai, new tenure track faculty in Computer Science; Ms. Karen Stefaniak and Mr. Daryl Yingling, new residence hall directors.

The University received approval for the Master of Science in Actuarial Science and has now applied to an affiliation organization for a Professional Science Masters geared towards working professionals in the field.

Chik-fil-a has been added to the options at the Bentley Dining Hall and seems to be a popular choice for our students.

The Freshman Common Reading, Garbology, provides a multitude of activities and discussions in classrooms and in the residence halls as well as scheduled student affairs activities.

Provost Wilson presented a slide listing selected grants and awards earned in the College of Natural, Behavioral, and Health Sciences, demonstrating that our faculty are very active in seeking external funding to support research. These research projects provide a venue for students to gain hands-on experiences, and in some cases to be published, which places them in a more desirable position when searching for employment after graduation. The other two colleges are doing similar external revenue generation and providing hands-on learning experiences for our students.

Trustee Suder inquired about the \$100,000 Project Bald Eagle grant. Provost Wilson responded that the faculty member will be given a part-time leave to conduct her research on drug addiction.



**Finance and Administration Report**  
**William Hanelly, Vice President for Finance and Administration**

Mr. Hanelly reported the accomplishments of the Small Business Development Center (SBDC):

- Served over 1,500 clients
- Provided 46,000 hours in consulting services
- Assisted with the start-ups of 459 businesses
- Procured \$88 million in capital financing
- Created 1,645 jobs and preserved nearly 340 others

The SBDC is currently working on two initiatives. The first is the River Towns Project to provide technical assistance to entrepreneurs in Lock Haven and Jersey Shore. This project will utilize student interns to conduct user intercept surveys and historical economic impact analysis research. The second project is to “Put our Cities on the Map” which will encourage local small businesses to be featured on Google. The SBDC will also have a presence at the Downtown Lock Haven offices to be more visible in the business community.

**University Relations Report**  
**Rodney Jenkins, Vice President for University Relations**

Mr. Jenkins announced the hire of Tom Gioglio as the new Athletic Director, noting he brings a wealth of experience. A new van was purchased for athletic team travel utilizing funds from the SAS to reduce some of the department’s transportation costs. The All-In fundraising campaign has a goal of raising \$50,000 in student-athlete scholarships. Similar campaigns are planned for academic scholarships throughout the capitol campaign.

Homecoming activities will see a pep rally with fireworks instead of a parade this year. The football game will again be televised on the Fox Network and will include 10 commercials and six interviews with alumni, students, and the president. The first home game of the season was also televised and nearly 950,000 television sets were tuned to the game.

The website will be undergoing a redesign, with a nine to 12 month process once the vendor is selected. University marketing and admissions materials will also be redesigned. The local newspaper was engaged to include a “Crimson and White” section of the express, with articles relating to the University’s impact on the region as well as a focus on students and staff contributions.

The LHU Foundation continues to successfully raise dollars and donors, through various efforts. The summer camps schedule increased significantly and both athletic and academic clinics are being scheduled for next year.

Trustee Dosey inquired about the presence of the arts during Homecoming Week. Dean Rimby responded that the marching band has been working since the end of August on several good pieces for a great half-time show, and have engaged alumni to join the band members for the show. Student art will be featured later in the year at the Station Gallery and two of our art faculty will have a show after the first of the year.

**LHU APSCUF President Report**  
**Stan Berard**

Dr. Berard stated he was glad to be able to represent the faculty and coaches again as the APSCUF president. Dr. Berard demonstrated in a graph, which adjusted for inflation, that the University is spending less per student than it did in 2003 with about the same population. He urged the Trustees to talk to their legislators to alleviate any misperceptions of how the State System works to benefit its students by providing a quality education.

**Special Report**  
**IT Environment and Operations**  
**Don Patterson, Director**

Mr. Patterson presented an overview of the various means of providing internet capability and support systems for classroom use and general University business needs. The University is continually working to minimize risk factors for failed system and security. Trustee Dosey inquired about the number of rooms at the University that had videoconferencing capability. Mr. Patterson responded that he believed that there were nearly 10 rooms, although most of them are classrooms and the others are smaller conference rooms.

**C. MATTERS FOR DECISION**

1. Purchases over \$10,000

Trustee Graham presented the purchases over \$10,000 from April 7, 2015, through August 13, 2015.

**Motion was made by Trustee Houser, seconded by Trustee Coploff, to approve the purchases exceeding \$10,000 for the period stated in the amount of \$9,551,783.31.**

**The Motion carried with all aye votes cast.**

2. Approval of 2015/2016 Budget

The particulars of the proposed 2015/2016 Budget were reviewed during Committee Reports.

**Motion was made by Trustee Durrwachter, seconded by Trustee Hanna, to approve the 2015/2016 Educational and General Budget and Auxiliary Budget.**

**The Motion carried with all aye votes cast.**

3. Approval of a course-specific fee for the Physician's Assistant Program

**Motion was made by Trustee Houser, seconded by Trustee Coploff, to approve the establishment of a drug screening fee that would be charged to students enrolled in the Physician Assistant Program. The fee would be in the amount of the actual charges levied by the testing company. That amount is currently \$41.50 and could change over time. This fee would be effective immediately.**

**The Motion carried with all aye votes cast.**

Chair Graham reordered the agenda.

4. University Succession Resolution

**Motion was made by Trustee Houser, seconded by Trustee Coploff, to approve the Order of Succession Plan pursuant to Board of Governors Policy 1983-14-A, to-wit: Dr. Donna Wilson, Mr. William Hanelly, Mr. Rodney Jenkins.**

**The Motion carried with all aye votes cast.**

5. Resolution for Retirements

President Fiorentino noted that the culmination of years of service of those retiring at this time total 185 years.

President Fiorentino recommended the usual resolution be passed recognizing the retirement of Dr. Susan Ashley who served the University for 31 years as a Professor in the PreK-Grade 8 and Professional Studies Department.

**Motion was made by Trustee Dosey, seconded by Trustee Coploff, to approve the usual resolution for retirement for Dr. Susan Ashley, and that the resolution be included as a matter of permanent record in the official minutes.**

**The Motion carried with all aye votes cast.**

President Fiorentino recommended the usual resolution be passed recognizing the retirement of Dr. David Bower who served the University for 33 years as a Professor in the Health Science Department.

**Motion was made by Trustee Coploff, seconded by Trustee Durrwachter, to approve the usual resolution for retirement for Dr. David Bower, and that the resolution be included as a matter of permanent record in the official minutes.**

**The Motion carried with all aye votes cast.**

President Fiorentino recommended the usual resolution be passed recognizing the retirement of Mr. Robert Getz who served the University for 26 years as a Patrol Officer in the Public Safety Department.

**Motion was made by Trustee Dosey, seconded by Trustee Hanna, to approve the usual resolution for retirement for Mr. Robert Getz, and that the resolution be included as a matter of permanent record in the official minutes.**

**The Motion carried with all aye votes cast.**

President Fiorentino recommended the usual resolution be passed recognizing the retirement of Mr. Leonard Long who served the University for 31 years as Associate Professor in the Recreation Department.

**Motion was made by Trustee Durrwachter, seconded by Trustee Hanna, to approve the usual resolution for retirement for Mr. Leonard Long, and that the resolution be included as a matter of permanent record in the official minutes.**

**The Motion carried with all aye votes cast.**

President Fiorentino recommended the usual resolution be passed recognizing the retirement of Ms. Vicki Paulina who served the University for 13 years as a Web Specialist in the Computer Center Department.

**Motion was made by Trustee Dosey, seconded by Trustee Suder, to approve the usual resolution for retirement for Ms. Vicki Paulina, and that the resolution be included as a matter of permanent record in the official minutes.**

**The Motion carried with all aye votes cast.**

President Fiorentino recommended the usual resolution be passed recognizing the retirement of Dr. Martha Rowedder who served the University for 25 years as Professor in the Health and Physical Education Department.

**Motion was made by Trustee Coploff, seconded by Trustee Durrwachter, to approve the usual resolution for retirement for Dr. Martha Rowedder and that the resolution be included as a matter of permanent record in the official minutes.**

**The Motion carried with all aye votes cast.**

President Fiorentino recommended the usual resolution be passed recognizing the retirement of Mr. Raymond Steele who served the University for 26 years as a Residence Hall Director in the Student Life Department.

**Motion was made by Trustee Dosey, seconded by Trustee Hanna, to approve the usual resolution for retirement for Mr. Raymond Steele, and that the resolution be included as a matter of permanent record in the official minutes.**

**The Motion carried with all aye votes cast.**

With no further business to come before the Council, the meeting adjourned at 4:20 p.m.

Respectfully submitted,

  
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Mary Coploff, Council Secretary

  
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Gwen Bechdel, Recording Secretary