

Clarion University
Council of Trustees' Regular Meeting
Via Zoom
Clarion, PA 16214
Thursday, February 18, 2021, 4pm
Agenda

Pledge of Allegiance

Call Meeting to Order and Roll Call of Board Members

Public Comments

Consent Agenda Chair, JD Dunbar

1. Approval of the November 19 & December 22, 2020, meeting minutes – See Item 1 & 2

RESOLVED, that the Council of Trustees, Clarion University, approve the Consent Agenda for February 18, 2021.

Student Highlight..... COVID-19 Student Task Force

Report of Academic Affairs Dr. Pam Gent

1. 2021-2022 Academic Calendar – See Item 3

Report of the Clarion University Foundation, Inc. Jim Kifer

Report of Finance, Administration and Facilities Len Cullo

1. Grant Awards and Contracts – See Item 4
2. Status of Facilities Report – See Item 5

Report of the Office of Diversity, Social Equity, & Multicultural Education Rogers Laugand, III

Report of Student Senate..... Chelsea Mason

Report of Student Trustee Kaitlyn Krupa

Report of Faculty Senate Dr. Jacqueline Knaust

Report of University Advancement Jim Geiger

Report of the Board of Governors..... Neil Weaver

Report of Enrollment Management David Dollins

Report of Student Affairs Dr. Susanne Fenske

Report of PACT Milissa Steiner Bauer

Report of the President Dr. Dale-Elizabeth Pehrsson

Report of Council Chair JD Dunbar

Committee Reports..... JD Dunbar

Other Business JD Dunbar

1. Unfinished Business
2. New Business

Human Resources – See Item 6

Adjournment

**MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
THURSDAY, NOVEMBER 19, 2020
VIA ZOOM
PUBLIC MEETING
4:00 P.M.**

I. RECORDING OF ATTENDANCE

Vice Chairwoman, Milissa Steiner Bauer, facilitated today's meeting. She called the meeting to order at 4:01 p.m. with the following Trustees present:

Ms. Milissa Steiner Bauer, Vice Chairwoman
Mrs. Susanne Burns
The Honorable R. Lee James
Mr. James Kifer, Secretary
Ms. Kaitlyn Krupa, Student Trustee
Mr. Larry Pickett
Mr. Brendan Shepherd
Mr. Howard Shreckengost
Mr. Neil Weaver

ABSENT: Ms. JD Dunbar, Chairwoman
The Honorable Donna Oberlander

The following members of the University administration attended the meeting:

Dr. Dale-Elizabeth Pehrsson, President
Mr. Len Cullo, Vice President, Finance and Administration
Dr. Laura Delbrugge, Dean, College of Arts and Sciences
Mr. David Dollins, Vice President, Enrollment Management
Dr. Susanne Fenske, Vice President, Student Affairs
Dr. Phillip Frese, Dean, College of Business and Information Sciences
Mr. James Geiger, Vice President, University Advancement
Dr. Pam Gent, Provost and Academic Vice President
Ms. Hope Lineman, Dean, Career and Workforce Development
Dr. Gwen Price, Dean, College of Education, Health and Human Services

II. PUBLIC COMMENTS – NONE.

III. APPROVAL OF THE CONSENT AGENDA

Trustee Bauer presented the items on the Consent Agenda and asked if any items needed removed for further discussion.

1. Approval of the September 17, 2020, meeting minutes
2. Approval of the Certification of Foundation Compliance
3. Approval of the Certification of the CSA Compliance

A motion was made by Trustee James, seconded by Trustee Burns, to approve the November 19, 2020, Consent Agenda.

A roll call vote was taken with the following results:

Mrs. Milissa Steiner Bauer	YES
Mrs. Sue Burns	YES
Mr. R. Lee James	YES
Mr. James Kifer	YES
Ms. Kaitlyn Krupa	YES
Mr. Larry Pickett	YES
Mr. Brenden Shepherd	YES

The motion carried.

IV. Report of the University Audited Financial Statements for the Year Ending 2020.

Ms. Nancy Gunza and Mr. Jared Clark, CliftonLarsonAllen, presented the University's audited financials for the prior year. The audit process was performed in accordance with generally accepted auditing standards.

V. Staff & Student Highlight

Sarah Zerfoss, Coordinator of Judicial Affairs & Residence Life Education, and Taylor Boyle, Junior, Political Science and Economics major with an Advanced Paralegal Certificate, presented their Campus Vote project to the Trustees. The Engaged Coalition mission was to encourage students to register to vote and educate them on the voting process. They hosted several events leading up to November 3 election day such as: Constitution Day, National Voters Registration day, Debate Watch Parties and Election Day Coalition. They were successful in getting faculty to include voting language in their syllabi.

VI. Report of Student Senate

Senate President, Chelsea Mason, reported that the Students in Need Scholarship ends December 3. The Social Equity and Awards banquet will look different this year with graphics through social media. The sports awards will be conducted through email. Their hope is to recognize these receipts in an in-

person ceremony next year. In addition, she is a student advocate on the CCE Integration.

VII. Report of Student Trustee

Student Trustee, Kaitlyn Krupa, reported that she participates on the Spring Reopening Committee. She leads the COVID-19 Task Force for student leaders to work and educate peers from spreading the virus. In addition, she is a student advocate for the CCE Integration. Senate has been holding Town Halls on student concerns of campus facilities.

VIII. Report of Faculty Senate

Senate Chair, Dr. Jackie Knaust, reported that Senate met with David Dollins who provided enrollment and admissions visit updates. Dr. Susanne Fenske provided a Student Affairs update, and last week Senate finalized the proposal for curricular changes.

IX. Report of the Office of Diversity, Social Equity, & Multicultural Education

Rogers Laugand reported that the Inclusive Community Assessment Team is following up with students regarding a social media post. The Inclusive Community Assessment Team had some issues with the online form for reporting incidents. He has been working with the Office of Greek Life to bring back Black fraternities and sororities on campus. They are also looking into the process of creating a Black Lives Matter chapter on campus. Building Bridges facilitated a session with the department of Student Engagement & Development last week where several employees participated. The employee facilitated dialogue focused on issues on diversity and inclusion. The sessions went very well and they hope to continue these dialogues next semester. His office hosted the MLK series event, "Black Lives & the Legacy of George Floyd: A Conversation" on November 11.

X. Report of Finance, Administration and Facilities

Len Cullo reported he received notice from the PA Department of General Services (DGS) that they will be processing Clarion a \$2.2 million reimbursement for the Tippin project. They are making progress on the ADA projects in Steven and Moore Halls, and he received approval from DGS for the demolition of Carrier hall.

XI. Report of University Advancement

Jim Geiger reported that he has been coordinating the communication for President Pehrsson's appointment as interim president at Edinboro and also

COVID-19 updates. They continue to update the FAQs on the webpage for potential and current students. They have implemented a COVID tracker.

In addition, he presented a fundraising report and announced they will be launching the Giving Tuesday campaign on December 1.

XII. Report of the Board of Governors

Trustee Weaver was not present for his report at this time during the meeting; however, Trustee Bauer remarked that Trustee Weaver was pertinent in the Board of Governor's decision in selecting President Pehrsson as Interim President at Edinboro and thanked him.

XIII. Report of Enrollment Management

David Dollins reported that the Admissions team has been conducting high school visits over Zoom, providing campus visits, and preview days for families. Faculty are participating in these events. They mailed paper applications to students in addition to the online option. They purchased an additional 22,000 senior names for their marketing efforts. The Center for Student Outreach and Success Coaching workshop is scheduled for spring with advisors and support students. Financial Aid is finalizing award letters and those will be mailed to freshman before Thanksgiving. This is much early than past years.

XIV. Report of Academic Affairs

Dr. Pam Gent reported they have received an unofficial recommendation for reaccreditation for many of their academic programs. The Department of Visual and Performing Arts will be hosting a virtual performance in November. Hope Lineman, dean of career and workforce development, has been asked to serve as a special assistant to Chancellor Greenstein on the System's role in workforce development, meeting workforce needs, and incorporating Council for Adult and Experiential Learning recommendations

XV. Report of Student Affairs

Dr. Susanne Fenske reported her staff is busy keeping students safe and providing remote program offerings and services to students. They will be moving students out of the residence halls on November 20. They conducted a survey that went to the Clarion and Venango campus students asking for their feedback on the fall semester activities and programs that were offered and what events they would like to see in the spring. The deadline for the student to complete the survey is December 14. PSAC board voted to cancel fall and winter sports, however, the league has permitted league championship play for both cross country and swimming and diving.

XVI. Report of PACT

Trustee Bauer reported that PACT met in late October and Clarion trustees were very well represented. The key topic of the meeting was the student trustee panel which Trustee Krupa participated.

XVII. Report of the Clarion University Foundation, Inc.

Trustee Kifer reported that he attended his first meeting with the Foundation Board. They reviewed the audit report, lease agreements with the University, and discussed the recent sale of the Barnes Center.

XVIII. Report of the President

President Pehrsson provided an update on the Western Region Integration process. Dr. Fenske will serve as the Quality Assurance Representative to all three universities and Kelly Moran, CalU, has been appointed the project manager. They formed 17 working groups in this process and have been given their Charge. It's a very aggressive timeline. They recently established the Commission for Military Affairs, and faculty and staff participated in a virtual homecoming earlier this fall.

XIX. Report of Council Chair – NONE.

XX. Unfinished Business – NONE.

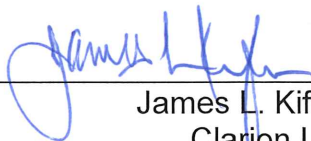
XXI. New Business – NONE.

XXII. Adjournment and next meeting

A motion was made by Trustee Kifer, seconded by Trustee Krupa, to adjourn the meeting.

Meeting adjourned at 5:40p.m. The next meeting of the Council of Trustees will be Thursday, February 18, 2021.

Respectfully submitted



James L. Kifer, Secretary
Clarion University
Council of Trustees

**MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
TUESDAY, DECEMBER 22, 2020
VIA ZOOM**

EXECUTIVE SESSION – 12:00 P.M.

The trustees entered into executive session at 12:00 p.m. to discuss personnel matters and returned to public session at 12:56 p.m.

PUBLIC MEETING - 1:00 P.M.

I. RECORDING OF ATTENDANCE

Chairwoman JD Dunbar called the meeting to order at 1:01 p.m. with the following Trustees present:

Ms. Milissa Steiner Bauer, Vice Chairwoman
Mrs. Susanne Burns
Ms. JD Dunbar, Chairwoman
The Honorable R. Lee James
Ms. Kaitlyn Krupa, Student Trustee
The Honorable Donna Oberlander
Mr. Larry Pickett
Mr. Neil Weaver

The following Trustees were absent:

Mr. James Kifer, Secretary
Mr. Brendan Shepherd
Mr. Howard Shreckengost

The following members of the University administration attended the meeting:

Dr. Dale-Elizabeth Pehrsson, President
Mr. Len Cullo, Vice President, Finance and Administration
Dr. Laura Delbrugge, Dean, College of Arts and Sciences
Mr. David Dollins, Vice President, Enrollment Management
Dr. Susanne Fenske, Vice President, Student Affairs
Dr. Pam Gent, Provost and Academic Vice President
Dr. Gwen Price, Dean, College of Education, Health and Human Services

II. PUBLIC COMMENTS – NONE.

III. PRESIDENTIAL LEADERSHIP REVIEW COMMITTEE

Trustee Weaver announced that the committee has completed the Presidential Annual Review and announced the committee's recommendation to retain Dr. Dale-Elizabeth Pehrsson as President of Clarion University.

A motion was made by Trustee Bauer, seconded by Trustee James, that the Clarion University Council of Trustees advise the Board of Governors and the Chancellor of the State System of Higher Education that Dr. Dale-Elizabeth Pehrsson hereby recommend continuing her employment as Clarion University's President.

A roll call vote was taken with the following results:

Mrs. Milissa Steiner Bauer	YES
Mrs. Sue Burns	YES
Ms. JD Dunbar	YES
Mr. R. Lee James	YES
Ms. Kaitlyn Krupa	YES
Ms. Donna Oberlander	YES
Mr. Larry Pickett	YES
Mr. Neil Weaver	YES

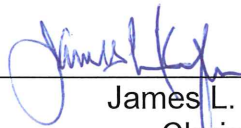
The motion carried unanimously.

IV. ADJOURNMENT

A motion was made by Trustee Weaver, seconded by Trustee Pickett to adjourn the meeting. The motion carried unanimously.

Meeting adjourned at 1:13 p.m.

Respectfully submitted



James L. Kifer, Secretary
Clarion University
Council of Trustees

Clarion University of Pennsylvania Academic Calendar 2021 - 2022

Fall Semester 2021

Classes begin - 8 a.m.

Labor Day Holiday

Friday classes meet in place of Tuesday classes

Mid-semester break begins - 10 p.m.

Mid-semester break ends - 8 a.m.

Thanksgiving holiday begins - 10 p.m.

Thanksgiving holiday ends - 8 a.m.

Classes end - 10 p.m.

Final examination period begins

Final examination period ends - 10 p.m.

Semester ends - 10 p.m.

Fall Commencement

Semester grades due from faculty – 8 a.m.

7 Week 1: August 23 – October 12; final on October 13

7 Week 2: October 18 – December 8; final on December 9

Monday, August 23

Monday, September 6

Tuesday, October 5

Thursday, October 7

Monday, October 11

Tuesday, November 23

Monday, November 29

Friday, December 3

Monday, December 6

Friday, December 10

Friday, December 10

Saturday, December 11

Wednesday, December 15

Winter Intersession

Classes begin

Final Exams

Semester grades due from faculty – 12 p.m. Friday, January 14

Monday, December 13

Wednesday, January 12

Spring Semester 2022

Classes begin - 8 a.m.

Spring break begins - 10 p.m.

Spring break ends - 8 a.m.

Classes end - 10 p.m.

Final examination period begins - 8 a.m.

Final examination period ends - 10 p.m.

Semester ends - 10 p.m.

Spring Commencement

Semester grades due from faculty – 8 a.m.

Tuesday, January 18

Friday, March 4

Monday, March 14

Monday, May 2

Tuesday, May 3

Friday, May 6

Friday, May 6

Saturday, May 7

Wednesday, May 11

7 Week 1: January 18 – March 14; final on March 15

7 Week 2: March 18 – May 5; final on May 6

Summer Sessions – 2022

Session 1: May 9 – May 25

Session 2: May 31 – June 30

Session 3: July 5 – August 4

Seven Week 1: May 9 – June 24

Seven Week 2: June 27 – August 12

Full Term (internships only): May 9 – August 12

Grades due the Wednesday following each summer session at 8 a.m.

Clarion University of PA

Item 4

New Grants

Awarded between 11/1/2020 and 01/31/2021

Grant Name	Director	Amount
SBDC State Match FY21	Ms. Cynthia Nellis	\$ 243,270
NC-Engage 20-21	Ms. Cynthia Nellis	21,000
NW-Engage 20-21	Ms. Cynthia Nellis	3,500
Frederick Douglass Institute - I Fear For My Life	Ms. Amy Salsgiver	5,200
PASSHE-Frederick Douglass Institute - Let Me Read You Your Rights	Ms. Amy Salsgiver	1,600
NC-HOPWA COVID-19	Dr. David Miller-Martini	4,883
CARES ACT Governors Emergency Education Relief (GEER) Funds	Ms. Tamara Varsek	232,654
CARES ACT II-Emergency Student Aid	Ms Sue Bloom	1,612,138
Higher Education Emergency Relief Fund-IHEs/Institutional Aid Award	Ms. Tamara Varsek	3,776,172

Clarion University
Information Items for February 18, 2021 Council of Trustees' Meeting
Status of Facilities Projects

Building	Project	Number	Fund Source	Amount	Status	Project Completion Date
Tippin Gym	Renovation/Construction	CL-696	CA	\$41,900,000	C	December 2019
Stevens/Moore Hall	ADA Accessibility Improvements	CL-775	CA	\$5,000,000	UC	May 2021
Still Hall	Server Room Fire Extinguishing	CL-796	DM	TBD	RB	Summer 2021
Office Consolidation	Facility Space Renovation, Consolidation, and Demolition	CL-404-64	CA	\$7,300,000	ID	TBD

Notes -

Still Hall Roof Replacement - *Project deferred now to Summer 2020 for proper review and design prior to work completion under additional review to determine if roof conditions warrant replacement at this time*

*** Tippin Gym** - *construction complete; weight room equipment re-bid & awarded. Delivery anticipated March 2021*

**** Stevens/Moore** - *all but elevators & landscaping to be completed by early April. Elevators delayed at vendor level*

*****Still Hall Server Room Fire Extinguishing** - *Single bid received was double the estimated project cost; new bids being sought using an alternative fire suppressions system that should be within budget*

****** Office Consolidation** - *initial design completed; under review by DGS in preparation for bidding*

Source of Funds	Status
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EG = Education & General Funds

AX = Auxiliary

DM = Deferred Maintenance

CA = Capital Appropriation

G = Grants

SA = Student Assessment

SR = Special Revenue (e.g., Parking Fees, etc.)

CL = Cancelled

P = Planning

ID = In Design

B = Bidding/Contracting

UC = Under Construction

C = Complete

AF = Awaiting Funds

AS = Awaiting Scheduling

RB = Rebid

Human Resource Report
February 18, 2021

A. Academic Affairs

1. Appointments

Faculty – E & G Funded

Department	Credits	Faculty Appointed	Term (Winter 2020)
Biology/Geoscience	3	1	12/14/2020 – 01/15/2021
Social Sciences	3	1	12/14/2020 – 01/15/2021
Special Education	3	2	12/11/2020 – 01/08/2021

Department	Percent Time	Faculty Appointed	Term (Spring 2021)
Chem/Math/Physics	50%	1	01/16/2021 – 06/04/2021
Comm Sci Disorders	25%	1	01/16/2021 – 06/04/2021
Counseling/Human Service/ Rehab/Healh/Crim Justice	16.7%	1	01/16/2021 – 06/04/2021
Education	37%	1	01/16/2021 – 06/04/2021
Fin/Law/Acct/Real Estate	25%	3	01/16/2021 – 06/04/2021
Fin/Law/Acct/Real Estate	100%	1	01/16/2021 – 06/04/2021
Library Science	25%	4	01/16/2021 – 06/04/2021
Nursing	12.5%	1	01/16/2021 – 06/04/2021
Nursing	50%	3	01/16/2021 – 06/04/2021
Nursing	100%	1	01/16/2021 – 06/04/2021
Psychology	25%	1	01/16/2021 – 06/04/2021

Department	Credits	Faculty Appointed	Term (Summer 2021)
Counseling/Human Service/ Rehab/Healh/Crim Justice	17	1	05/10/2021 – 08/14/2021
Counseling/Human Service/ Rehab/Healh/Crim Justice	19	1	05/10/2021 – 08/14/2021

Grant Funded

Department	Hours Worked	Faculty Appointed	Term (Winter 2020)
Upward Bound	112.5	3	12/05/2020 – 01/22/2021
Educational Talent Search	75.0	3	12/05/2020 – 01/22/2021
Student Support Services	150.0	1	12/05/2020 – 01/15/2021
Student Support Services	37.5	2	12/12/2020 – 12/18/2020

2. Retirements

Review of 2020

Agyei-Mensah, Stephen	Computer Information Science	05/22/2020
Belloit, Jerry	Finance/Law/Accountancy/Real Estate	01/10/2020
Falvo, Nancy	Nursing	08/14/2020
Feroz, Raymond	Counseling/Human Service/Rehab/ Health/Criminal Justice	08/14/2020
Grenci, Anthony	Finance/Law/Accountancy/Real Estate	08/14/2020
Hearst, Christina	Disability Support Services	08/14/2020
Leary, Ralph	English and Modern Languages	01/03/2020

Luthin, Herbert	English and Modern Languages	08/14/2020
McCullough, John	Education	08/07/2020
Mitchell, Mark	Psychology	08/07/2020
Rose, James	Visual and Performing Arts	08/14/2020
Rourke, Thomas	Social Sciences	05/22/2020
Sabousky, Richard	Special Education	08/14/2020
Smrekar, Jocelynn	Education	08/14/2020
Turner, Lisa	Special Education	08/12/2020
Zamzow, Craig	Biology and Geosciences	08/14/2020

Review of 2021

Apple, Peggy	Education	08/13/2021
Bullington, Robert	Visual and Performing Arts	06/04/2021
Eicher, Jeffrey	Finance/Law/Accounting/Real Estate	01/15/2021
Krueger, Janice	Library Science	01/16/2021
Murphy, Kathleen	Education	01/11/2021

Review of 2022

Levy, Robert	Visual and Performing Arts	Summer
Potter, Randall	Psychology	Summer

3. Resignation

Review of 2020

Barboza, Gustavo	Management and Marketing	08/14/2020
Chen, Ning	Management and Marketing	08/14/2020

4. Classification

Support Staff

Beckwith, Amy, Management Technician (from Clerk Typist 3), Full-Time, Regular, Education, June 15, 2020

DeMauro, Alyssa, Clerk Typist 2 (from Clerk Typist 1), Full-Time, Regular, Registrar, May, 10, 2020

5. Resignation/Retirement (as noted)

Support Staff

Sigworth, Debra, COBAIS, November 6, 2020, Retirement

Dunn, Laura, N/W Alliance, January 8, 2021, Resignation

Sturdivant, David, N/W Alliance, February 19, 2021, Resignation

6. Chairperson

The faculty listed below appointed as Chairperson for the remainder of the 2020 – 2023 term

Heavilin, Jason	Finance/Law/Accountancy/Real Estate
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B. Finance and Administration

1. Appointment - Temporary

Manager

Perrotti, Paula, Interim Comptroller, Manager 200, Budget and Accounting, October 12, 2020

Support Staff

Schrecengost, Julie, Custodial Worker 1, Part-Time, Temporary, Custodial Services, January 25, 2021

2. Resignation/Retirement (as noted)

Manager

Stutsman, Michael, Public Safety, February 7, 2021 – Resignation

C. Student Affairs

1. Classification

Administrator

Zacherl, Jessica, SUA 3 (from SUA 2), Full-Time, Regular, Residence Life, April 7, 2020

2. Resignation/Retirement (as noted)

Administrator

McCauley, Danielle, Center for First Year Experience, February 26, 2021 – Resignation

Support Staff

Garbarino-Bauer, Carol, Health Center, January 29, 2021 - Retirement