MEETING MINUTES OF THE

**CLARION UNIVERSITY**

**COUNCIL OF TRUSTEES FINANCE COMMITTEE**

### September 14, 2018 - 8:00 a.m. – 114 Carrier

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#  The meeting was called to order at 8:00 a.m. by Ms. J.D. Dunbar, Chairwoman, with the following members present:

 Ms. Milissa Bauer

 Ms. JD Dunbar (via conference call)

 Mr. Jim Kifer

Mr. Randy Seitz (via conference call)
Mr. Howard Shreckengost (via conference call)

Absent: Ms. Sue Burns

The following University administration members also attended:

Mr. Jeff Allen, Dean, College of Health and Human Services

Mr. David Dollins, Associate Vice President, Enrollment Management

Ms. Jennifer Dutkiewicz, Director or Res Life Services

 Dr. Pam Gent, Interim Provost/Vice President Academic Affairs

 Dr. Shawn Hoke, Assistant Vice President Student Affairs

 Dr. Dale-Elizabeth Pehrsson, President (via conference call)

 Mr. Sam Puleio, Associate Vice President, Information Technology

 Mr. Rein Pold, Director of Procurement Services

 Ms. Jessica Zacherl, Assistant Director, Residence Life

 Absent: Mr. Len Cullo, Vice President, Finance & Administration (due to the death of his father)

 **Minutes**

The August 10, 2018, meeting minutes were approved.

 **A motion was made by Mr. Seitz, seconded by Mr. Shreckengost , to approve the August 10, 2018, minutes. Motion carried.**

Mr. Rein Pold presented committee members with Purchasing Bid Summaries for approval for those items greater than $35,000.

1. **Recommended Vendor Contract Amount**

 **CollegeNet $159,984.00/**

 **5 years**

Jen Dutkiewicz explained that this contact is to upgrade our current university events/calendar/room scheduling and management software – R25. This upgrade is for R25 Live software. Sam Puleio explained the IT background. The current software is at the end of its useful life. We have been using R25 since 2005. This is a five-year agreement ending in 2023 (not 2022 as noted on the agenda).

**A motion was made by Mr. Kifer, seconded by Mrs. Bauer, to approve the contract for CollegeNet. Motion carried**.

1. **Recommended Vendor Contract Amount**

 Joe Ferguson $10,861.66/

 per month – 24 month lease

Mr. Pold explained that he sent bid packages to 12 vendors and Joe Ferguson was the only respondent. The NW Aids Alliance office is currently located in this building. This would extend the lease agreement for an additional two years. We will be looking at proposals for other locations down the road. This agreement allocates additional square footage of office space to 7,448 sq. ft. Mr. Pold added that if we find other office space, in the meantime, to rent, we could terminate this contract.

 **A motion was made by Mr. Seitz seconded by Mr. Shreckengost, to approve the contract for Joe Ferguson. Motion carried**.

1. **Recommended Vendor Contract Amount**

CampusLogic $194,744.00/

 3 years

David Dollins explained that this contract buys us four features on the platform. Most importantly, this will enhance students’ financial aid experience, eliminate paperwork for our staff and move toward paperless processes, saves money on the financial aid verification process, as well as, overtime for our staff. Students will be able to upload a pdf on their cell phone and view their account. This software will provided automated student communications and automatic file indexing, deliver digital award letters, text messages and email notifications to students and parents regarding FA paperwork, and view their scholarship and/or work study aid. The reporting analytics features would also be more effective. This provides the net price calculators to help students determine college affordability and ‘what if’ scenarios and encourage students and parents to explore payment options. Mr. Pold noted that there is no competitor for this software – it is a unique software.

**ACTION ITEM: David Dollins will provide the trustees with a report on this software and its efficiency so we can see the impact of this software moving forward.**

 **A motion was made by Mr. Seitz, seconded by Mrs. Bauer, to approve the contract for CampusLogic. Motion carried**.

 Mr. Pold presented the following purchases between $18,500 and $35,000 for Council’s review. He added details explaining each purchase:

1. Glassmere Fuel Service provides gas and diesel fuel for our university vehicles used in the Facilities Department.

 2. Professional Graphics is a third-party company used to prepare weekly mailings from Admissions.

 3. Paradigm, Inc. is the purpose of diploma covers.

 4. Hydroworx International, Inc., this is the cold-water therapy pool for the Tippin Renovations.

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|  | **PO Number** | **Recommended Vendor** | **General Description** | **PO Total** | **Begin Date** | **End Date** |
| 1. | 4500573852 | Glassmere Fuel Service | Gas & Diesel Fuel – Facilities | $30,000.00 | 8/29/2018 | 6/30/2019 |
| 2. | 4500573892 | Professional Graphic | Weekly Mailings - Admissions | $19,000.00 | 8/29/2018 | 6/30/2019 |
| 3.  | 4500573616 | Paradigm Inc | Diploma Covers – Registrar’s office | $18,000.00 | 8/27/2018 | 6/30/2019 |
| 4. | 4500573034 | Hydroworx International Inc | Pre-Plumbed Spa – Tippin Renovation | $30,235.00 | 8/21/2018 | 4/30/2019 |

**NEW BUSINESS**

Dr. Dale provided an update on the Tippin Project stating that we are progressing well and on track with the renovations.

**Adjournment**

The meeting adjourned at 8:33 a.m. The next Finance Committee meeting is scheduled for Friday, November 9, 2018, 8:00 a.m. in Carrier, Room 114.