

**East Stroudsburg University
Council of Trustees Minutes
July 9, 2020**

1. **Call to Order:** The regular meeting of the East Stroudsburg University Council of Trustees was called to order at 10:38 a.m. by Chair Pat Ross.

2. **Roll Call:** Completed by the Recording Secretary Marcy L. Cetnar, the following members were present:

Ms. Josephine Ferro	Ms. Tina Nixon	Mr. Paul Shemansky
Mr. Bruno Klaus	Mr. John Pekarovsky III	
Mr. Marcus Lingenfelter	Mr. Pat Ross	

The following members were not present:

Mr. Edward Abraham	Mr. Albert Rivera
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Chair Ross welcomed Ms. Tameko Patterson, newly appointed Council of Trustee member who is attending today's meeting as a guest.

3. **Public Comment:**

No Public Comments

4. **Approval of Minutes:**

Trustee Nixon made a motion to approve the minutes from the April 16, 2020 meeting; Trustee Klaus seconded; no abstentions. The motion carried.

5. **President's Report:**

I know we all feel as though the last 4 months have been the longest four months we have ever lived, but we are all trying to see the light at the end of the Pandemic tunnel. ESU is challenged, as are all universities facing an uncertain fall term, but we are comparatively stable and preparing, as best we can, for a flexible fall...Flex-Fall as Provost Bruno calls it, and for the return of students to campus. A lot is being done to prepare for classroom as well as non-classroom activities and our entire plan will be posted on the ESU website probably early next week. I can't thank our academic team and our facilities team and all of the multiple groups who are working on contingency planning as the shifting sands of the pandemic keep us on our toes. We are doing everything we can do to mitigate risk to our faculty, staff and students as we work to reopen to serve our students.

Summer classes are being offered fully online throughout the summer term with 4 courses (3 athletic training and one dance) actually being offered face to face to help us prepare and trouble shoot for what we will be seeing in the fall. The enrollment for the summer is down from 734.77 FTEs last summer at this time to 701.17 FTEs. It is a decrease of 4.6% FTEs and 1.3% in headcount.

As you know, PEMA did set up the Koehler Fieldhouse as a field hospital in case a surge occurred that would necessitate beds beyond what the local hospitals could accommodate. We are thrilled that the Field Hospital saw no patients and after 3 months, PEMA packed up and left, allowing us to again control the building and to allow limited use of the field house for Warrior athletic related activities. Because of the uncertainty of a possible resurgence of COVID-19 in our region, we made the decision to retain the air conditioning in the fieldhouse until the first week of classes and will reevaluate at that time. Monroe County officials have been trying to help us with the cost of getting permanent air-conditioning for the fieldhouse because of our status as a PEMA mega shelter and we are keeping our fingers crossed that funding will be forthcoming.

We have had a small number of Warrior Sport Camps start today plus have been leasing the Clearview Creek Park baseball field for weekend camps with the possibility that the Hoop Group may be back on campus on a very limited basis in late July, early August. All non-athletic summer camps are being offered virtually, if at all. As you know, the camps and conferences on our campus throughout the summer months bring significant revenue to our athletic and other programs but we simply couldn't afford a COVID-19 outbreak on our campus as we are preparing for reopening for fall classes, so we have been extremely cautious.

At this point we will start seeing students slowly return to campus with the date of their return depending on if they are residence hall assistants, members of the marching band, orientation leaders, or student athletes. Students who will serve as Welcome Warriors in the residence halls will be scheduled to move back to campus as early as Monday, August 24th, with all students beginning to move in August 26. They will move in over 3 days and the number of individuals allowed in the residence halls to help them move will be limited to 2 to ensure appropriate social distancing. All students will be required to wear face masks while in common spaces, including, classrooms.

I mentioned the Warrior Marching Band and I am delighted to note that the members of that group will be returning to campus August 24 to prepare for the fall term. This is one group that can perform and help bring the Warrior Spirit back to campus with appropriate social distancing to mitigate risks, and Brian Hodges has been working on routines and music selections for the past few weeks and is excited to have the band back performing not on Zoom!

The Tick Research Lab tested 17,135 ticks from April 2019 through May 2020 with roughly 1/3 of the ticks testing positive for tick-borne illness in Pennsylvania. Including the \$500,000 grant from the PA Department of Health, the total revenue for tick testing 2019-20 was \$908,328, an increase of about \$195,000 over last year. We continue to appreciate the support of Rosemary Brown in making the Commonwealth funding possible. It is a true health benefit to all Pennsylvanians, especially now that so many of us are out hiking and escaping to the outdoors during these unusual times.

The General Assembly recently approved historic legislation (now known as Act 50 of 2020) that opens up possible opportunities for the State System to achieve affordability and sustainability at all of the 14 institutions. House Bill 2171 will allow the Board of Governors to achieve cost savings through shared services, which we already do to a significant extent, while also allowing the possibility of creating, expanding, consolidating, transferring, or affiliating PASSHE institutions. Although all of the State System institutions are financially challenged, a number of the universities have been required to do sustainability plans to demonstrate how they might recover and rebuild their institutions. Unfortunately, some situations are more dire than others, necessitating the consideration of possible integrations of institutions as they share faculty, academic programs, administrative offices and other services. We at ESU have managed to not be one of those institutions required to do a sustainability plan, but we work every single day to cut costs and consolidate operations while maintaining a very lean operation while ensuring we best serve our students.

Out of the 14 state system institutions, at this time 10 have put retrenchment letters on the table while they work on their respective campuses to plan for significant cuts in both faculty and non-faculty lines. I feel very fortunate to NOT be putting a retrenchment letter on the table at ESU. We have worked hard to downsize both faculty and non-faculty positions at ESU and will continue to manage our employee complement and other cost centers with the goal of avoiding retrenchment. Clearly, the pandemic is still a challenge, but for now, we are as stable as we can be under the circumstances.

On a final note, we are hoping to continue the annual Economic Outlook Summit this fall with a tentative date in late October at Kalahari to focus primarily on rebuilding the post-pandemic economy of Monroe County. More information will be forthcoming in the next few weeks.

This is my last opportunity to address you as a body, and I want to say how much I have enjoyed being the president of ESU. I committed the last 8 years to doing my best to serve this institution and I leave it in the good hands of Interim President Ken Long. That concludes my report.

6. **Chair's Report:**

Trustee Ross indicated he will be on a Zoom call today at 1pm along with Trustee Lingenfelter with the PACT Chairs and Chancellor Greenstein and will provide a report on the discussions.

7. **Secretary's Report:**

None.

8. **Fall 2020 Academic Planning – Return to Campus**

Joanne Bruno, Provost and Vice President of Academic Affairs reported on the continued preparation for face-to-face instructions for the fall 2020 semester. Flex-Fall contains several hybrid models of the new normal of classroom delivery providing a range of opportunities for faculty and students to work together which include multi-mobile, flip classes, face-to-face, and online. Large classes of over 60 will be on-line with a few exceptions. Another model will be 1/3 of the class will be face-to-face while remaining students in the class will be instructed live via Zoom. These models allow us to provide the best education experience during these hard times. Final plans will be ready in early August. Classes are scheduled to begin Monday, August 31, 2020 with a virtual Convocation being planned for Tuesday, September 1, 2020.

Dr. Santiago Solis, Vice President of Campus Life and Inclusive Excellence informed the Trustees extra days and hours have been added for students begin moving in August 26th. They are taking extra safety precautions during move-in and are limiting the number of family members and friends that accompany the student to two. There are currently two buildings off-line that will be utilized if the need arises to quarantine students. CLIE is in the process of hiring people to clean the quarantined areas and has worked with ARAMARK to deliver food three times a day to quarantined students. Athletes are scheduled to begin moving in on August 7th if sports are being offered. In the dining area, all self-serve items are being taken away and modifications made in the dining hall to help establish health and safety procedures.

Mr. Ken Long, Vice President of Finance and Administration informed the Trustees ESU has been working with Lehigh Valley Health Network on utilizing an app that student and staff will answer questions every day and if anyone has any symptoms they will have a teleconference with a LVHN doctor and the doctor will indicate if they need to report to the hospital for additional testing. If an individual is flagged as possibly having COVID-19 they will be told to stay home, isolate, and self-quarantine. Working with LVHN on guidance on contact tracing and notifying individual that may have come in contact with someone who may have COVID-19 and anyone with immediate contact will need to be tested. Plan on implementing the app the first week of August.

Discussion ensued and all of the Board's questions were appropriately answered.

9. **COVID-19 Financial Impact and Outlook**

Mr. Ken Long reported the University refunded around \$8 million to students in the Spring due to the closing as a result of COVID-19. Auxiliaries will have to dip into reserves to get through this fiscal year and upcoming fiscal year is to uncertain. Auxiliaries are self-supporting and if we need to suspend in fall they will see either a reduced or no revenue which will have an impact on personnel. Enrollment for fall is down 7.2% which will have a financial impact this year. Outlook for moving forward, with the students returning to campus should stabilize but if we do close again we will have financial issues and we will need to lay-off employees.

10. **Local Fees – Fiscal Year 2020/2021**

The Committee reviewed the Approved 2020-21 and Tentative 2021-22 Tuition Rate Schedule. The Committee reviewed and discussed the proposed fees. All questions and concerns were answered satisfactorily. **Trustee Shemansky made a motion to approve the local fees for fiscal year 2021-2022; Trustee Nixon seconded; no abstentions. The motion carried.**

11. ESU Sustainability Plan

Mr. Ken Long indicated a summary of the Sustainability Plan is included in the Trustees packets which is a budget update presented to the Chancellor's Office. Of the 14 universities in the State System, five universities only need to supply current budget but the remaining nine universities had to provide a narrative plus plan to sustain their budget. Current year, due to COVID-19 indicates a drop in revenue and expenses with a shortfall being mitigated from some funding of COVID-19. Fiscal Year 2021 shortfall of approximately \$4 million and looking at Fiscal Year 2022 shortfall of \$5 million if nothing changes. Enrollment is key factor and will need to focus on and in the event we will not be able to stabilize we will need to talk about what to do to continue. ESU will be making some changes including realignment. The Academic Affairs and Campus Life and Inclusive Excellence areas have made moves to strengthen their financial portfolios. Working with other Vice President's to strengthen their areas as well. More steps may need to be made to stabilize financial superiority in the System if needed.

12. Old Business:

None

13. New Business:

A. Dr. Santiago Solis, Vice President of Campus Life and Inclusive Excellence provided an update on diversity initiatives. Good conversations are occurring across campus and CLIE is working with student leaders for when students return to campus. Exciting times on campus and we will be supporting students with programs. Dr. Cornelia Swell-Allen indicated their department is working with faculty on programs and training for faculty, staff, students, and campus police. The new director of Multicultural Affairs, Ms. Lyesha Fleming, and Dr. Swell-Allen are working together on initiatives which were started in the Spring but due to COVID-19 they are moving faster. Working with Chief Parrish and will be conducting training on July 31st with campus police and another session being planned with student leadership and will be facilitated by the Black Student Union president Zuri Redmond. Finalizing the schedule for the inclusive training programs with a variety of sessions for faculty and staff virtually in addition to online Atlas programs from human resources. The Diversity and Inclusion Certificate Program is scheduled to launch in fall and is available on a first-come first-serve basis. Individuals will participate in workshops, engage in activities both on and off campus, literature component as well as portfolio component. Certificates are to be awarded at the end of the program. CLIE is also working closely with Provost Bruno on faculty recruitment and the Diversity and Inclusion Mentor Program providing opportunities for transition and grants. Ten faculty are participating this fall and will be matched with mentors. Students are working to make sure dialogue between students and community on Black Lives Matter and police brutality to make sure we are all able to talk and work together and providing resources. Dr. Solis indicated the BLM movement has students preparing for rallies and marches on campus and we are looking at how to do this and follow CDC guidelines.

B. Meeting Dates for 2020/2021 Academic Year

September 24, 2020

December 10, 2020

February 25, 2021

April 29, 2021

C. The next meeting of the Trustees will be Thursday, September 24, 2020.

11. Adjournment: Trustee Ross adjourned at 11:21 a.m.

Respectfully submitted,

Paul Shemansky
Council Secretary

Recording Secretary: Marcy L. Cetnar