

**East Stroudsburg University
Council of Trustees Minutes
September 26, 2013**

1. **Call to Order:** The regular meeting of the Council of Trustees was called to order at 4:06 p.m. by Chair Pat Ross. The following members were present:

Mr. Edward Abraham
Dr. Vincent DeFranco
Mr. Bruno Klaus
Ms. Rebecca Keck

Mr. Harry Lee
Mr. Marcus Lingenfelter
Ms. Nancy Perretta
Hon. Mario Scavello

Mr. Pat Ross
Ms. Amy Welch
Mr. Robert Willever

2. **Welcome Trustees Scavello and Keck:** Trustee Ross introduced and welcomed the two new trustees to the council, the Honorable Mario Scavello and Student Trustee Rebecca Keck '14.
3. **Public Comment:** Dr. Nancy VanArsdale discussed how things have changed in a short time from the inauguration activities, which was a wonderful time for campus to the issuance of a retrenchment letter by the administration. She reiterated that Article 29 should be used as a last resort. She asked where is the real budget and where is the money going. Other PASSHE schools are not cutting faculty. Clarion U, Mansfield U, and Edinboro U are in line to cut over 90 faculty members. We are a well-rounded university and thriving.

Dr. Andi McClanahan, as a tax payer, PASSHE alum, and department chair, she has deep concerns on how retrenchment has not been looked at on how it might affect the county's revenue. Announcing retrenchment is saying that our university is sick. Cutting faculty should be the last resort and it is not the way to restore our university and make it grow. Her Communications department is the 10th largest program. It makes 26% more profit than most departments. Your responsibility as trustees is to ask the questions. Retrenchment announcements will be a public relations disaster. Her department should be expanded and not made smaller, look at the data.

Dr. Rob McKenzie, from the communications department and a Distinguished Professor, discussed that there was talk that in Tier 2 departments, there is the best case scenario of having one faculty member being cut. Any and all cuts should be across the board and not just for faculty. All should be put under the X-Acto knife as cuts are looked at.

Dr. Jeffrey Hotz distributed three handouts; "Retention Data Analysis and the Impact of Faculty Retrenchment: Preliminary Report", "Retention of Students Through Fall 2012", "Fact Sheet on Mental Health Risks for College Students: Do We Really Want to Reduce Mental Health Services Offered At ESU by Our Non-Teaching Faculty Professionals?". He discussed that retrenchment will lead to larger class sizes and that larger classes will lead to having retention issues with current and future students. He shared, from his analysis, that large class sizes were responsible for a lower retention rate, from 78% to 70.4%. Large class sizes will once again affect the already low retention rates if retrenchment occurs.

Dr. Jeffrey Ruth, chair of the Modern Languages department, had concerns about the data being represented. There are 30 French majors and double the amount of Spanish majors. There needs to be agility in the process and it must be supported with the appropriate data to make all final decisions.

4. **Approval of Minutes:** Trustee Willever made a motion to approve the minutes from the April 18 meeting; Trustee Welch seconded. Trustee Scavello and Trustee Keck abstained. The motion carried.
5. **President's Report:** Dr. Welsh shared that all of the Trustees had an envelope with recruitment materials as well as the Marine Science consortium on the table. She discussed the One Book, One Campus initiatives that are going on campus and that some folks in the external community are also reading the book. The new Strategic Planning process began in June and will continue through January. There will be an Open House this upcoming Saturday and there is already 900 individual signed up. Family Weekend is October 18-20 and Homecoming is October 28-

November 2. She is looking forward to have the involvement of the trustees at the many events that are being offered. There is a new ESU phone app that can be easily downloaded, for free, from Apple or the Android Market. Discussed on how the state support is at pre-2000 levels. Enrollment is down nearly 14% from the 2010-2011 high. This will now be the fifth consecutive year that budget cuts are necessary to balance the budget. In the last five years, ESU has made more than \$11 million in base-budget reductions, which does not include an additional \$1.7 million dollars in one-time reductions this year. We continue to recruit a larger pool of transfer students. There is now a transfer student center to cater to the individual transfer student's success at ESU. Employee FTE is down nearly 13% in the past seven years even though salary and benefits continue to increase almost 15%. Utility costs are at their second lowest level in over five years, despite increase in usage. This is due to many contributing factors including the wholesale buying of energy. Retrenchment is on the table with APSCUF for the third consecutive year. Historically, the budget shortfalls have been fixed with a combination of one-time funds, operating reductions and efficiencies, elimination on non-instructional positions, and reduction of temporary instructor positions and thus avoiding retrenchment in 2011-2012 and 2012-2013. We have structural problems that need to be fixed with a permanent solution not just this year but for the future of our institution.

6. **Chair's Report:** None

7. **Secretary's Report:** None

8. **ESU Foundation Report:** Frank Falso presented a PowerPoint reiterating that everyone's first gift should be to the annual fund. He discussed that Athletic scholarships are 73.3% over last year. The Foundation has brought in over \$3.9 million during the last fiscal year, which is their best fundraising year. They have also surpassed the donor visits and are at 704 visits. Trustee Willever requested that the Case Report be available for the trustees to review. Trustee Klaus requested that he receive a copy of the PowerPoint that Frank presented. Frank shared that last year the 630 visits raised \$2 million while the 703 visits, this year, raised \$3.9 million.

9. **Committee Reports**

A. **Administration & Finance: (Trustee Lee)**

- (1) The committee reviewed the Cash Disbursement Reports for 3/1/13 – 6/30/13. **Trustee Willever made a motion to approve the cash disbursement journals for 3/1/13 – 6/30/13; Trustee Perretta seconded, and the motion carried.**
- (2) The committee reviewed the Act 57 purchases report from March 31 through September 3. **Trustee Willever made a motion to approve the Act 57 purchases report. Trustee Welch seconded, and the motion carried.**
- (3) **2013-2014 Budget:** Vice President Ken Long presented a PowerPoint presentation to the trustees reflecting the proposed balanced budget for 2013-2014. **Trustee Willever made a motion to approve the 2013-2014 budget; Trustee Klaus seconded, and the motion carried.**
- (4) **Project Status Review:** The Committee reviewed the Project Status Review. Several projects will be put on hold. All questions and concerns were answered satisfactorily.
- (5) **Notice to Proceed on Construction Contracts:** The Committee reviewed the Notice to Proceed on Construction Contracts. All questions and concerns were answered satisfactorily.
- (6) **Annual Inspection of Facilities Report – 2013:** The annual visit of facilities will take place for the next meeting in October.
- (7) **Registration Fee Consolidation:** Trustee Lee presented that there will be some consolidation of the way some student fees are billed to make it easier for the student.

10. Academic Affairs & Enrollment Management: (Trustee Lingenfelter)

Trustee Lingenfelter discussed the informative and productive meeting. There are many new initiatives like the new transfer services center and the veteran's center that will now be able to better handle the requests from those populations. Retention and student success is the most important focus and it shows that the Academic Affairs and Enrollment Management team are clearly working toward even more positive results.

- (1) Approval of the President's Policy Recommendation Undergraduate Academic Forgiveness, ESU-AA-2011-002-A amended: **Trustee Scavello made a motion to approve the president's policy recommendation; Trustee Ross seconded and the motion carried.**
- (2) Approval of the President's Policy Recommendation Emergency Loan, ESU-ENM-2011-001-R, repealed: **Trustee Willever made a motion to approve the president's policy recommendation; Trustee DeFranco seconded and the motion carried.**

11. Research & Economic Development: (Trustee Willever)

Trustee Willever shared that there are two new companies (Checkmate Advanced Technologies and WP3 Capital) in the Business Accelerator. RED hosted a French company which might bring international opportunities. ESU presented the Innovator of the Year awards at the Chamber's BIZZY Awards. ESU will once again take a lead role in the PASSHE Business Plan Competition. Workforce Development (WEDnetPA grant) was allocated \$301,000 for training and is working with 35 companies. Entrepreneurship week is November 11-15, 2013.

12. Student Affairs: (Trustee Welch)

Trustee Welch welcomed the new Student Trustee Rebecca Keck.

- (1) Approval of the President's Policy Recommendation Housing Deposit, ESU-SA-2010-011-A amended: **Trustee Willever made a motion to approve the president's policy recommendation with the changes presented at the subcommittee meeting; Trustee Abraham seconded and the motion carried.**
- (2) Approval of the President's Policy Recommendation Residence Hall Lounge Reservation, ESU-SA-2010-013-A, amended: **Trustee Welch made a motion to approve the president's policy recommendation; Trustee Willever seconded and the motion carried.**
- (3) Approval of the President's Policy Recommendation Wait List Housing, ESU-SA-2010-007-A, amended: **Trustee Willever made a motion to approve the president's policy recommendation; Trustee Abraham seconded and the motion carried.**
- (4) Approval of the President's Policy Recommendation Non-Academic Facility Scheduling, ESU-SA-2011-002-A: **Trustee Willever made a motion to approve the president's policy recommendation; Trustee Abraham seconded and the motion carried.**
- (5) Approval of the President's Policy Recommendation Involuntary Administrative Withdrawal for Reasons of Mental Health, 94-1/SA-2012-3R, repealed: **Trustee Welch made a motion to approve the president's policy recommendation; Trustee Willever seconded and the motion carried.**

9. **Old Business:**

- (1) Motion to accept the Bylaws and Regulations changes: **Trustee Willever made a motion to approve the Bylaws and Regulations changes; Trustee Perretta seconded and the motion carried.**
- (2) Motion to elect the current slate of officers (Trustee Ross-Chair, Trustee Perretta- Vice-Chair, and Trustee Welch- Secretary): for the upcoming academic year as recommended by the Nomination Committee: **Trustee Willever made a motion to approve the Slate of officers; Trustee Abraham seconded and the motion carried.**

10. **New Business:**

- (1) Motion to accept the Appointing of Campus Interim and Acting Chief Executive Officers as required by the PASSHE BOG: **Trustee Willever made a motion to approve the list of executives; Trustee Abraham seconded and the motion carried.**
- (2) As required by PASSHE Policy 2002-03-A:Evaluating Presidents, Trustee Ross appointed the Council of Trustees 2013 President Evaluation Committee consisting of Trustee Ross, Trustee Lee, and Trustee Welch.

12. An Executive Session was called at 5:50 p.m. to discuss legal matters.

13. Meeting called back to order at 6:25 p.m.

14. Trustee Ross appointed an ad hock committee to evaluate the relationship between the ESU Foundation and the University (ESU). The committee consists of Trustee Abraham, Trustee Lee, and Trustee Klaus.

15. **Adjournment:** The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Amy S. Welch
Council Secretary

Recording Secretary: Miguel V. Barbosa