MINUTES OF MARCH 20, 2002

The Bloomsburg University Council of Trustees met in the Gathering Place of Andruss Library, March 20, 2002 at 10:30 a.m.

Those in attendance:

Council of Trustees
Dr. Joseph J. Mowad, Chair
Mr. A. William Kelly, Vice Chair
Mr. Robert W. Buehner, Jr., Secretary
Ms. Ramona H. Alley, Immediate Past Chair
Mr. Steven B. Barth
Mr. Richard F. Beierschmitt
Ms. Marie Conley Lammando
Mr. Robert J. Gibble
Mr. LaRoy G. Davis
Mr. David J. Petrosky
Mr. Joseph W. Radzievich

University Personnel
Dr. Jessica S. Kozloff, President
Dr. Pat Schloss, Provost & Vice President for Academic Affairs
Dr. Preston Herring, Vice President for Student Life
Ms. Sharon Meyer, Vice President for Administration
Dr. Michael Vavrek, Interim Executive Director of Bloomsburg University Foundation and University Advancement
Ms. Carol Chronister, Administrative Coordinator, President's Office

Council of Trustees Advisors
Ms. Veronica Breisch, President of Bloomsburg Chapter, AFSCME
Dr. Roy Pointer, President of Bloomsburg Chapter, APSCUF
Mr. Wayne Whitaker, Representative of Bloomsburg Chapter, SCUPA
Ms. Vicki Mihalik - Vice Chair, BU Alumni Association
Mr. David Conlan - President, Community Government Association
Ms. Eileen Chapman - Representing the BU Alumni Association

Call to Order
Dr. Joseph J. Mowad, Chair of the Council of Trustees, called the meeting to order and welcomed all those in attendance. Guests included the Honorable Charles Coffman - Mayor of the Town of Bloomsburg.

Trustee Radzievich requested a moment of silence for Zachariah Readler, a Bloomsburg University student who tragically died on February 3, 2002.

Pledge of Allegiance
In accord with House Resolution Number 32, Dr. Mowad requested that everyone stand for the Pledge of Allegiance to the American Flag. Dr. Mowad invited public comments; there were none.

Minutes of the Council of Trustees
A motion was made by Trustee Barth, seconded by Trustee Petrosky, and unanimously carried that the December 12, 2001 minutes be approved.

NEW BUSINESS
Dr. Mowad reported that the Council of Trustees convened earlier in the day for a Committee of the Whole meeting and discussed student fees.

Dr. Mowad recommended the approval of Non-Instructional Emeritus Status for Ms. Helen Dietrich and Mr. Paul Strausser. A motion was made by Trustee Barth, seconded by Trustee Conley Lammando and unanimously approved.

President
President Kozloff discussed the campus firearm policy and her recommendation to arm police on a 24/7 basis. President Kozloff noted the following concerns on implementing this new policy: (1) the need for better communication and information about what
our police do and how they are trained, (2) the need to address concerns about bias based on race, gender or sexual orientation, and (3) the necessity to go beyond what is expected of other police forces in terms of training and psychological readiness.

The Trustees approved the following motion at the December 12, 2001 meeting: "Act 120 commissioned officers will be authorized to carry arms provided they have successfully passed a training/testing program as described in Exhibit H. Arming of campus police will occur no later than July 1, 2002, in order to allow the university community additional opportunity to discuss the merits of a 24/7 model or arming police only during the second and third shifts Monday through Friday and all shifts on weekends. The Council of Trustees will determine the appropriate model at the March 20 meeting. The administration is authorized to begin the training program and to purchase firearms for training. All commissioned officers will be expected to understand and follow the procedures for use of force as agreed upon between the administration and the Office of the Chancellor and approved by the Council of Trustees."

President Kozloff indicated that the Law Enforcement Policy #5242 was voted on at the March 6, 2002 University Forum (the motion passed with five "no" votes); the Forum took no action on the level of arms. President Kozloff noted that the issue still had opposition even though the University Forum and CGA officially support the administration's recommendation to arm university police. She thanked the university community for involving itself in the discussion.

Dr. Mowad read the motion as recommended: "Subject to the attached 'Use of Force Procedures' as described in Exhibit A, Bloomsburg University Police who have passed the required training and testing requirements will carry firearms 24 hours a day, seven days a week." For the record: Trustee Davis noted that he reverses his earlier position and will vote for arming university police 24/7.

A motion was made by Trustee Petrosky, seconded by Trustee Kelly, and the motion was approved. Trustee Radzievich voted no since there was no student representation on the Incident Review Board and the fact that the general student population was not given an opportunity to vote on these policies in a referendum. Dr. Mowad indicated that the issue of student representation on the Incident Review Board could be discussed with Legal Counsel, as it relates to Labor Relations.

President Kozloff discussed admissions enrollment for the freshman class stating that we are near capacity. Our goal is to downsize next year's freshman class (1440 to 1210 students). Dr. Kozloff indicated that the overall general academic profile for Bloomsburg University students is 1068; this will keep our FTE constant and decreased enrollment will help with peak residence hall capacity, thus decreasing tripling.

President Kozloff thanked Mayor Coffman for his informal discussion with students on March 19. In this candid meeting sponsored by the Bloomsburg Rotoract Club, Mayor Coffman stressed that students use common sense at social events for their own safety.

President Kozloff informed the Trustees of a partnership with Geisinger Health System and Bloomsburg University in launching a school to train radiology technologists. The Geisinger Health System School of Radiographic Technology is enrolling its first class this fall.

Dr. Kozloff indicated that the remaining items of the agenda were of an informational nature and did not require action.

**Academic Affairs**

Dr. Mowad recognized Trustee Petrosky, Chair of the Academic Affairs Committee, to lead the discussion of the Academic Affairs item. Trustee Petrosky introduced Vice President Schloss to discuss technological advances in the Andruss Library. Dr. Schloss introduced Mr. John Pitcher, Director of Library Services to describe the recent advancements in library information technology. A copy of this presentation is appended to the minutes.

**General Administration**

Dr. Mowad recognized Trustee Buehner, Chair of the General Administration Committee, to lead the discussion of the General Administration items.

Trustee Barth seconded following discussion of the Approval of Purchasing Activity Under Act 188; and upon motion by Trustee Buehner, this item was unanimously approved.

Trustee Buehner discussed the report of delinquent accounts that was received in the February 15, Trustee Update which have been determined uncollectable. A motion was made by Trustee Buehner, seconded by Trustee Gibble, and unanimously approved to accept the delinquent report.

Trustee Davis requested that Vice President Meyer submit a report to the Trustees prior to the next meeting focussing on the top five or six delinquent accounts. Trustee Gibble also requested a history of the recoveries by the Attorney General's office for the next quarterly meeting.

Vice President Meyer discussed the Proposed Fee Schedule for 2002-2003. Both tuition and percentage fees are estimates since the Board of Governors has not yet set tuition. The revised Estimated Fee Schedule for 2002-2003 is based on an estimated 6% tuition increase.

Vice President Herring is recommending a combined room and board rate that would result in a 7.5% increase.
Trustee Conley Lammando expressed the fact that the administration is proposing several different budget scenarios; the most effective scenario will be implemented by Bloomsburg University and students will win in this decision, i.e. upper campus apartments and shuttle service.

A motion was made by Trustee Davis, seconded by Trustee Petrosky, and the Proposed Fee Schedule for 2002-2003 was approved. Trustees Buehner and Radzievich abstained.

Trustee Buehner discussed the system-financed Capital Facilities Project. Bloomsburg University is undertaking a project to install data wiring in three residence halls and implement security enhancements to all residence halls. Trustee Buehner suggested that the Resolution be amended:

To approve Bloomsburg University of Pennsylvania undertaking a System-financed capital facilities project to install data wiring in three residence halls and implement security enhancements to all residence hall facilities.

WHEREAS, Bloomsburg University of Pennsylvania has demonstrated a need for renovation and enhancement of existing residence hall facilities for purposes of security and data wiring; and

WHEREAS, the university has provided a viable financial plan for funding the project; and

WHEREAS, the Council will ensure that fees will be established at such rates as to finance the project adequately.

NOW, THEREFORE, BE IT RESOLVED, that we, the Council of Trustees, approve the undertaking of a System-financed Capital Facilities project in the amount of $2 million for upgrading and enhancing residence halls; and further do hereby authorize the President of Bloomsburg University of Pennsylvania to affix our signature to a standard Loan Covenant Agreement for financing the project.

Trustee Barth indicated that our reserves are very low and this is a cash flow issue. He encouraged administrators to look at projects and move forward since interest rates are at an all time low.

A motion to approve the system-financed Capital Facilities Project was made by Trustee Buehner, seconded by Trustee Conley Lammando, and unanimously approved.

Vice President Meyer indicated that the remaining item of the agenda, the Administration and Finance Report, was informational and did not require action.

Student Life
Dr. Mowad noted that Vice Presidents Meyer and Herring presented the recommended student fees for 2002-2003 at the Committee of the Whole meeting this morning.

University Advancement
Dr. Mowad recognized Trustee Alley, Chair of the University Advancement Committee, to lead the discussion of the University Advancement item. Trustee Alley recognized Dr. Michael Vavrek, Interim Executive Director of the Bloomsburg University Foundation and University Advancement, to report on the Eberly awards, an action item. Dr. Vavrek noted that Dr. Joseph Mowad was a recipient of the Eberly Award in 2001.

A motion was made by Trustee Alley and seconded by Trustee Buehner; the Council of Trustees unanimously approved to present the Eberly Awards to Dr. Robert D. Warren and Ms. Barbara Benner Huddock.

Dr. Vavrek discussed the remaining informational items, the Capital Campaign and Gift Summary Constituency.

Other Business
Dr. Mowad appointed a Nominating Committee to present a slate of officers for the Council of Trustees for the 2002-2004 fiscal years. The committee will consist of Trustee Alley (Chair), Trustee Beierschmitt, and Trustee Petrosky.

There being no other business and upon motion by Trustee Mowad, seconded by Trustee Davis, the meeting was adjourned at 11:45 a.m.

Robert Buehner, Jr., Secretary
Carol L. Chronister, Administrative Coordinator

COUNCIL OF TRUSTEES COMMITTEE OF THE WHOLE SESSION
The Bloomsburg University Council of Trustees met in The Gathering Place of Andruss Library on March 20, 2002 at 9 a.m.
Vice President Meyer presented the 2002-2003 recommended student fees. The presentation centered on the projected room and board costs, board rate comparisons for the State System universities, recommended increases for 2002-2003, cost reduction strategies, strategies implemented to contain costs, future strategies to increase revenue, and life cycle expenditures. Dr. Herring expected needs. State System universities with facilities that have been newly constructed over the past ten years should adopt an annual Tuition scenario (5%-9%), Academic Enhancement Fee (10%), and the Community Activities Fee (4.19%). The six Bloomsburg University auxiliary enterprises were discussed, i.e. definition of a self-supporting auxiliary enterprise and specific facilities at Bloomsburg University that have an auxiliary classification. Ms. Meyer indicated that the parking program is the newest auxiliary program at Bloomsburg University. The June 20, 2000 Directives from the State System were also reviewed by Vice President Meyer. Ms. Meyer discussed the replacement, renewal, and life cycle fund analysis for the residence halls. She noted that there is approximately $100,000 left in the residence hall life cycle reserve fund (a fund to pay for maintenance projects next year). This account balance decreased due to data wiring in our residence halls, rather than securing a bond. Vice President Meyer indicated that this reserve account needs to be replenished and we are approximately $1.9 million below expected needs. State System universities with facilities that have been newly constructed over the past ten years should adopt the State System's 4.75% annual reserve policy: 2.25% of building replacement cost for complete life cycle renovation of the building in the 40th year and 2.5% of building replacement cost to be spent for repair and life cycle maintenance.

Vice President Herring began with a PowerPoint presentation indicating an estimated 3% decrease from the current funding level and significantly less than the total being sought by the Board of Governors to operate universities, and estimated monies rolled forward for the 2002-2003 fiscal year. These figures were projected prior to the Governor's budget release in July 2002. This proposed 3% reduction would translate into an estimated $1,000,000 to our university. Vice President Meyer also discussed the individual Tuition scenarios (5%-9%), Academic Enhancement Fee (10%), and the Community Activities Fee (4.19%). The six Bloomsburg University auxiliary enterprises were discussed, i.e. definition of a self-supporting auxiliary enterprise and specific facilities at Bloomsburg University that have an auxiliary classification. Ms. Meyer indicated that the parking program is the newest auxiliary program at Bloomsburg University. The June 20, 2000 Directives from the State System were also reviewed by Vice President Meyer. Ms. Meyer discussed the replacement, renewal, and life cycle fund analysis for the residence halls. She noted that there is approximately $100,000 left in the residence hall life cycle reserve fund (a fund to pay for maintenance projects next year). This account balance decreased due to data wiring in our residence halls, rather than securing a bond. Vice President Meyer indicated that this reserve account needs to be replenished and we are approximately $1.9 million below expected needs. State System universities with facilities that have been newly constructed over the past ten years should adopt the State System's 4.75% annual reserve policy: 2.25% of building replacement cost for complete life cycle renovation of the building in the 40th year and 2.5% of building replacement cost to be spent for repair and life cycle maintenance.

Vice President Herring presented the 2002-2003 recommended student fees. The presentation centered on the projected room and board fees, board rate comparisons for the State System universities, recommended increases for 2002-2003, cost reduction strategies, strategies implemented to contain costs, future strategies to increase revenue, and life cycle expenditures. Dr. Herring informed the Trustees that we have spent $4.5 million on data wiring residence hall rooms; the remaining residence halls (Luzerne, Northumberland, and Lycoming) will be completed this summer. Bloomsburg University would like to undertake a State System financed capital facilities project ($2 million bond) to install data wiring in the remaining three residence halls and implement enhancements to all residence hall facilities. This bond will pay for eight projects totaling approximately $1,602,000 and the remaining $400,000 would go into a reserve for other projects. The proposed projects include: (1) replacing lights in Schuylkill and Montour Halls for $200,000, (2) computer hubs in Lycoming, Northumberland, and Luzerne Halls for $254,000, (3) repair Columbia Hall bathrooms for $250,000, (4) repair Northumberland Hall windows for $220,000, (5) repair Elwell Hall showers for $270,000, (6) replace Montgomery Hall apartment roofs for $150,000, (7) ventilating Schuylkill and Montour Hall bathrooms for $128,000, and (8) installing air conditioning units at Montgomery Apartment for $130,000.

Trustee Buehner noted that previously, both he and Trustee Davis actively pursued a data wiring plan for the residence halls that was more aggressive than what the administration previously recommended. Trustee Davis noted that incoming college students demand data connections. Trustee Davis requested computer wiring data of other State System universities. This information will be provided by Vice President Meyer.

Trustees Buehner and Davis questioned if there was a 20 or 25 year warranty on the Montgomery Hall apartment roofs and if a breach of warranty occurred. Mr. Tom Kresch, Associate Director of Residence Life, indicated that he would check into the warranty issue - the sun has damaged apartment roofs with southern exposure. Mr. Kresch noted that the southern exposure has also been an advantage - electricity bills have been very reasonable. Ms. Linda Sowash, Director of Residence Life, discussed professional staffing within the residence halls.

Dr. Herring discussed the benefits of combining the orientation fee (administrative and program fees) for incoming freshmen/transfer students in the summer of 2003. Combining the orientation fees would prove less confusing upon receipt of bill; this fee would not be increased. Dr. Herring indicated another projected student benefit, the implementation of a one-card operating debit card account, whereby students can access funds and pay university bills.

Trustee Radzievich indicated his opposition to increased fees and asked if a compromise could be reached instead of the proposed increase.

Trustee Barth asked Vice President Meyer for further clarification of the life cycle reserve. The State System calculates a 40-year life cycle for university buildings and facilities built in the last ten years; 2.25% of our funds should be set aside yearly.

In a response to a statement by Trustee Buehner, Vice President Meyer noted that an administrative overhead charge is not shifting E & G costs since administrative overhead is a required charge to the auxiliary enterprise. Initially, the State System did not require this charge but the new cost accounting method proposed resulted in an increased allocation to Residence Life. This has provided a positive result monetarily to the E & G account since they were subsidizing these services.
Vice President Herring clarified that the combined room and board rate would result in a 7.5% increase and indicated that our fees are comparable to other institutions. Dr. Herring discussed the Residence Hall Room Rate Five Year History (Exhibit G).

The Bloomsburg University Council of Trustees Committee of the Whole meeting adjourned at 10:25 a.m.

Robert Buehner, Jr., Secretary

Carol L. Chronister, Administrative Coordinator