Minutes of Aug. 26, 2003 Meeting

The Bloomsburg University Council of Trustees met in the Ballroom of the Kehr Union, August 26, 2003, at 10:42 a.m. Those in attendance:

Council of Trustees
Mr. A. William Kelly, Chair
Mr. Steve Barth, Secretary
Dr. Joseph J. Mowad, Past Chair
Ms. Ramona H. Alley
Mr. Robert Buehner
Ms. Marie Conley Lammando
Mr. LaRoy Davis
Mr. David Petrosky
Ms. Kendra Branchick

University Personnel
Dr. Jessica S. Kozloff, President
Dr. Pat Schloss, Provost and Vice President for Academic Affairs
Dr. Preston Herring, Vice President for Student Life
Dr. Richard Rugen, Vice President for Administration and Finance
Dr. Michael Vavrek, Vice President for University Relations and Executive Director of the Bloomsburg University Foundation
Ms. Lisa Hemrick, Administrative Assistant, President’s Office

Council of Trustees Advisors
Ms. Amy Hess, President, Community Government Association
Mr. John Stockalis, Executive Board Member, Bloomsburg Chapter of AFSCME
Dr. Stephen Kokoska, President, Bloomsburg Chapter of APSCUF

Call to Order
Mr. A. William Kelly, Chair of the Council of Trustees, called the meeting to order and welcomed all those in attendance. He reported that the Trustees met earlier in the day to discuss the System Accountability Plan and Presidential Evaluation.

Trustee Kelly then introduced special guests in attendance: Ms. Amy Hess, President, CGA; Mr. John Stockalis, Executive Board Member, Bloomsburg Chapter of AFSCME; Dr. Stephen Kokoska, President, Bloomsburg Chapter of APSCUF; Mr. William Acierno, Founding Advisor of WBUQ-FM; Mr. Denny Miller, Lieutenant, Bloomsburg Fire Department; and Mr. Chip Coffman, Mayor of Bloomsburg.

Pledge of Allegiance
In accord with House Resolution Number 32, Trustee Kelly requested that everyone stand for the Pledge of Allegiance to the American Flag.

Community Government Association Report
Trustee Kelly then introduced Ms. Amy Hess, President of the Community Government Association.

Amy Hess gave a brief report of what CGA has been doing over the summer:

CGA purchased the former Sesame Street property (now called Honeysuckle Court). Most of the focus so far has been on preparing for approximately 50 tenants who recently moved in. Demolition of the worst buildings has occurred; the Women’s Center was offered as much furniture and items as possible; the Bloomsburg Fire Department was able to use one of the buildings for training and drills; CGA worked together with the town of Bloomsburg to get the property up to code and to choose which buildings would remain. Ms. Hess reported that the first part of the Fall semester will be used to explore options for the use of this property. She also noted that the CGA Executive Committee met last night to discuss and explore options and will meet with Dr. Kozloff on September 2nd to discuss their ideas so far.

Creation of a late-night shuttle bus to start the Friday after Labor Day and run from 10:30 p.m. until 2:30 a.m. around downtown Bloomsburg which will be used to promote student safety. The downtown is very busy at those times.

Ms. Hess participated in the CGA internship this summer where she had the opportunity to meet with over 25 administrators on campus to provide background on their duties. She reports this was a very rewarding experience.

Ms. Hess spoke at the Activities Fair and handed out over 70 petitions to join the Community Government Association with the
goal of filling all positions this year. She looks forward to a successful election process this September.

Trustee Buehner then inquired about the date of the actual vote to acquire the Sesame Street property and asked for the number of students that actually voted for this purchase. Ms. Hess reported that the CGA Executive Committee was responsible for voting on this purchase. This group consisted of approximately 12 CGA members who were elected by university students to represent the student body.

Minutes of the Council of Trustees
A motion was made by Trustee Buehner, seconded by Trustee Petrosky, and unanimously carried to amend the minutes of June 11, 2003 to reflect the fact that Trustee Buehner did not second the motion to adjourn the meeting as he was not in attendance. The minutes will be amended to reflect this change.

NEW BUSINESS

2004-2005 Budget Request
President Kozloff indicated that each year, the Office of the Chancellor asks us to demonstrate what we actually spent in the previous fiscal year (2002-2003), what we are spending in the current fiscal year (2003-2004), and to make projections for what we think we will need for the next fiscal year (2004-2005). This information is then used by the Chancellor’s office to develop its legislative appropriation request. President Kozloff referred to the last section of the BUD RPT 04 which deals with the number of employees at the university. The university did, indeed, reduce 4 management positions last year and were able to re-allocate those positions to other areas.

Vice President Rugen then reviewed the Budget Report in further detail. Dr. Rugen stated the assumption of an increase in state appropriation is due to the new state system allocation formula. Dr. Rugen continued by reporting that his office is being very conservative in listing a slight decrease in All Other Revenue and in the use of carry-forward funds from the previous year. Salaries are projected to go up very slightly due to the contract negotiated with AFSCME for that year as well as a possible need for additional faculty if enrollment continues to increase. He added that benefits are also projected to go up. Services and supplies, capital expenditures, and transfers are all expected to remain the same. Dr. Rugen reminded those in attendance that the $2,142,363 deficit is to indicate the university’s projected funding request from the state system.

Trustee Mowad recommended a motion to approve the 2004-2005 budget request, seconded by Trustee Barth, and unanimously approved that this budget be sent to the Board of Governors of the State System for appropriations request.

Non-Instructional Emeritus Status
Trustee Kelly made a motion, seconded by Trustee Mowad, and unanimously approved to confer Non-Instructional Emeritus Status to: Ms. Carol Chronister (President’s Office); Ms. Suellen Cooley (President’s Office); Mr. John Simons (Plumbing Shop); and Mr. Joseph Quinn (Purchasing).

Faculty Emeritus Status
President Kozloff informed the Trustees that Faculty Emeritus status was conferred upon Dr. Gloria Schechterly (Department of Nursing).

President's Report
President Kozloff reviewed her President’s Report for August 2003 with the Trustees. A copy of the report will be appended to the minutes. In addition, Dr. Kozloff pointed out that US News and World Report has ranked Bloomsburg University in the second tier (those ranked 43-81) of the best regional universities. Only 3 other state system universities were ranked in this report: Millersville ranked 38th, while Bloomsburg University shared second tier status with Shippensburg and West Chester. When comparing Bloomsburg on a number of factors to many of the institutions ranked in the first tier, we actually rank higher in the areas of retention rank, six-year graduation rate, and number of full-time faculty. With 96% full-time faculty, BU is surpassed by only 2 institutions in the first tier. Dr. Kozloff also reported that we have been included in Princeton Review’s first edition of the Best Mid-Atlantic Colleges. This guide features the top 98 schools in the 6 states of the Mid-Atlantic region.

Academic Affairs
Trustee Kelly recognized Trustee Buehner, member of the Academic Affairs Committee, to lead the discussion of the Academic Affairs informational item. Trustee Buehner introduced Vice-President Schloss to discuss the Health, Physical Education, and Athletics Department name change.

On behalf of Dean Liu and the College of Liberal Arts, Vice-President Schloss announced the name change of the Department of Health, Physical Education, and Athletics to the Department of Exercise Science and Athletics. The name change comes as an indication of the increased professionalization of the discipline and the de-emphasis of activity courses in general education.

General Administration

Approval of Purchasing Activity under Act 188
Trustee Kelly recognized Trustee Mowad, Chair of the General Administration Committee, to lead discussion on the General
Administrations items. Trustee Mowad recommended approval of Purchasing Activity Under Act 188 in excess of $10,000 for May 20, 2003 through August 12, 2003, seconded by Trustee Alley.

Trustee Buehner questioned why there are two settlements listed on the Purchasing Activity Report. President Kozloff stated these were legal settlements and should only be discussed in executive session. Both Dr. Kozloff and Trustee Buehner agreed that these two settlements should not be included on the Purchasing Activity Report. Trustee Mowad moved to accept removal of those two items from the Purchasing Activity Report as an amendment to the previous motion, seconded by Trustee Davis, and unanimously approved.

Contribution to Volunteer Fire Company
A motion was made by Trustee Mowad, seconded by Trustee Buehner, and unanimously approved to make a contribution of $38,000 to the Bloomsburg Fire Department. Mr. Denny Miller, Lieutenant, Bloomsburg Fire Department, accepted the contribution with thanks. President Kozloff expressed her deep appreciation to the Mayor of Bloomsburg, the Bloomsburg Fire Department, and the Bloomsburg Town Council for recently passing an ordinance requiring integrated smoke alarm systems in all rental properties. Dr. Kozloff stated that it is very reassuring to know that the Town of Bloomsburg shares our concerns about safety. Mr. Chip Coffman, Mayor of Bloomsburg, thanked President Kozloff and the University for their continued support of the Bloomsburg Fire Department.

Administration and Finance Report
Trustee Mowad called upon Dr. Rugen to lead discussion and provide a Power Point presentation on an informational item, the Administration and Finance Report. The report included the final year-end report of fiscal year 2002-2003, an analysis of budget trends and sources, a draft of the Capital Projects Spending Plan for Bloomsburg University as well as the other State System universities, and a list of major projects under construction (Addendum A). Dr. Rugen acknowledged the work of his staff in converting major Financial, Purchasing, and Human Resources information to a shared administrative system. Dr. Rugen reported that he was recently commended by the State System for having the most accurate data of all State System universities on our year-end financial report and we were the first institution of the 14 universities to have our report finished. Secondly, we are the lead institution in Phase II of the conversion of our data to the shared administrative system. Dr. Rugen went on to note that all of this was accomplished while adding no additional staff and actually being down one staff member in the Purchasing Department due to a retirement.

Student Life
Trustee Kelly recognized Trustee Alley, member of the Student Life Committee, who introduced Dr. Preston Herring, Vice President for Student Life, to discuss the informational item, Fall 2003 Enrollment Figures and Housing Update.

Vice President Herring discussed the Preliminary Enrollment Report for Fall 2003 and mentioned that official enrollment numbers will not be available until September 14th. Dr. Herring reported that our overall enrollment is healthy and we have slightly exceeded our goals for both returning and new students.

Vice President Herring also provided a housing update. He reported that a slightly higher number of freshmen students this fall, coupled with the fact that upper classmen are increasingly choosing to remain in campus housing, means that our residence halls are at 101% occupancy. We have approximately 300 more students living on campus than our residence halls normally can accommodate. We can expect to be over-capacity in our residence halls for much of the fall semester. This is the highest number of students we have ever housed at Bloomsburg. Dr. Herring went on to say that if this increased demand for housing continues it will obviously create the need for more student housing, whether it be on-campus or off-campus. Dr. Herring stated that Residence Life’s highest priority, which has already begun this semester, will be focused on how they will manage this increasing demand on campus housing. Vice President Herring noted that for next fall, some changes in student housing allocation must be made. He reported that it will be unlikely that all students who wish to live on campus will be able to do so.

Dr. Herring also reported that the construction of the new Monty’s Café on the upper campus began on August 1. The estimated completion date of this project is May of 2004. A temporary facility is currently in place to serve students on the upper campus while construction of the new facility takes place. Dr. Herring stated that sprinklers and hard-wired smoke detectors were installed in Elwell and Columbia Halls this summer and our last sprinklers (as part of the four-year plan) will be installed next summer in Montour and Schuylkill Halls.

Trustee Davis then commented on the urgent need to investigate possibilities and move quickly on construction of further student housing on the upper campus – with the goal of having as many students on-campus as possible. Trustee Buehner agreed with these comments and praised Vice President Herring and Residence Life for their proven track record in the development, construction, and maintenance of student residence halls.

University Relations
Trustee Kelly recognized Trustee Barth, Chair of the University Relations Committee, to lead the discussion of the University Relations item. Trustee Barth called upon Dr. Michael Vavrek, Vice President for University Relations and Executive Director of the Bloomsburg University Foundation to discuss the informational items.

Dr. Vavrek noted that the Gift Summary by Constituency Report as of August 11, 2003 was reflected in Exhibit G of the agenda. Trustee Buehner asked if the figure listed in the "friends" category reflected one large donor or several smaller donations. Dr.
Vavrek felt that those donations were somewhat even throughout the 90 gifts, but will check to see if it could be one large donor. Trustee Barth requested the trustees receive a 3-4 year summary report to see where the trend in giving is headed. Dr. Vavrek’s office will provide the trustees with a report which will provide comparative numbers of the University’s fundraising efforts over the last five years.

Dr. Vavrek then called upon Mr. Jim Hollister, Assistant Vice-President of University Relations, who discussed the recent changes made in the Development Office. Mr. Hollister also indicated that we are up almost 1,100 donors and have increased the participation of our alumni base by almost 3% and faculty/staff by 5%. Mr. Hollister also announced that Ms. Diana Van Fleet, a 1998 graduate of Bloomsburg University, has been hired as our new Development Relations/Major Gifts Officer. Dr. Vavrek then noted that Diana’s salary is being paid by the Bloomsburg University Foundation.

Other Business

Presidential Evaluation
Trustee Kelly announced that the Council of Trustees met in executive session to discuss the 2002-2003 presidential evaluation of Dr. Kozloff. The trustees discussed the results of the system accountability plan as well as interviews Trustee Kelly conducted with leaders of various campus constituency groups. Trustee Kelly called upon Trustee Conley-Lammando to present the Resolution and motion, seconded by Trustee Mowad and unanimously passed.

WHEREAS, the Council of Trustees has conducted an informal review of President Jessica S. Kozloff; and

WHEREAS, the Council of Trustees has reviewed the System Accountability Plan and will discuss BU’s performance in further detail with President Kozloff at a later date; and

WHEREAS, President Kozloff is recognized as being an excellent ambassador for Bloomsburg University, both locally and nationally, as a result of her involvement serving on various national and state committees; and

WHEREAS, the constituency leaders interviewed stated that President Kozloff is doing an outstanding job running the affairs of the university; and

THEREFORE, it is resolved that the Council of Trustees (a) highly commends and heartily endorses the performance of the president; (b) recommends that the Board of Governors authorize the Chancellor of the State System of Higher Education to extend the contract of President Kozloff by one year to June 30, 2006; and (c) expresses their support and appreciation of the president, her family, and the staff of the Office of the President.

President Kozloff expressed her appreciation to the Council of Trustees for their support and recommendation.

Recognition of William Acierno
Trustee Kelly recognized Mr. William Acierno, retired BU professor and founding advisor of WBUQ-FM, for his dedication and commitment to students, radio, and Bloomsburg University. Trustee Kelly stated that Mr. Acierno’s dedication to the communications department at Bloomsburg University and his leadership of WBUQ-FM is being recognized later today at 1:00 p.m. in the WBUQ radio station in the McCormick Center for Human Services. During that time, a plaque recognizing his many accomplishments will be placed in the radio station. Mr. Acierno thanked the trustees for this honor.

Trustee Buehner voiced his concern over CGA’s decision to permit the use, possession, and consumption of alcohol in the proposed “Honeysuckle Court”. Trustee Buehner believes the trustees have a moral obligation to take a stand against issues like these. Trustee Buehner then made a motion stating that “it is the sense of the trustees that alcohol not be permitted in private residence halls constructed or owned by affiliated organizations of Bloomsburg University, including the Community Government Association or the Bloomsburg University Foundation”. Trustee Barth seconded this motion.

Trustee Davis then added that this would in no way legally bind the hands of the Community Government Association or the BU Foundation, but was simply the “sense of the trustees”. Trustee Buehner confirmed that statement. Trustee Buehner went on to say that he hoped the President of the University would understand the trustees’ sentiment, if the motion passes, as it relates to this issue and could use these sentiments in future discussions with CGA as the issue moves forward.

Trustee Conley-Lammando then asked that this motion be tabled until the next meeting to allow time to discuss this matter with all the parties involved in the decision making process to this point. Trustee Conley-Lammando made a motion to table Trustee Buehner’s motion until the next Council of Trustees meeting, seconded by Trustee Branchick. Voting in favor of this motion were Trustees Conley-Lammando, Branchick, Kelly and Mowad. Trustee Kelly then returned to the first motion made by Trustee Buehner stating “it is the sense of the trustees that alcohol not be permitted in private residence halls constructed or owned by affiliated organizations of Bloomsburg University, including the Community Government Association or the Bloomsburg University Foundation”. Trustee Kelly acknowledged this motion and the second to the motion. Voting in favor of this motion were Trustees Buehner, Barth, Petrosky, Davis, and Alley. This motion passed by a 5-4 vote.

Trustee Buehner then discussed the Community Government Association’s purchase of the Sesame Street property and voiced
his concern over the purchase price of the property and the costs associated with the demolition of the existing structures. Trustee Buehner also voiced concern with the fact that only 12 students voted for the over 8,000 students that attend the University.

Trustee Branchick stated that as a student and a member of the Council of Trustees, she wanted to convey the fact that many students see the purchase of the Sesame Street property as a great opportunity to correct a problem that many other groups have not been able to do. Trustee Branchick stated that the future of the property should be left in the hands of the students, since they purchased the property, and that their decisions should be trusted.

Trustee Mowad and President Kozloff expressed their support for the students’ actions and decisions on this project.

**Adjournment**

There being no other business and upon motion by Trustee Davis, seconded by Trustee Petrosky, the meeting was adjourned at 12:05 p.m.

Steve Barth Lisa Hemrick
Secretary Administrative Assistant