The Bloomsburg University Council of Trustees met in the Ballroom of the Kehr Union, December 3, 2003, at 11:00 a.m. Those in attendance:

**Council of Trustees**
Mr. A. William Kelly, Chair  
Mr. Robert J. Gibble, Vice Chair  
Mr. Steve Barth, Secretary  
Dr. Joseph J. Mowad, Past Chair  
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. Veronica Breisch, President, Bloomsburg Chapter of AFSCME  
Ms. Amy Hess, President, Community Government Association  
Ms. Gretchen Osterman, President, Bloomsburg Chapter of SCUPA  
Dr. Stephen Kokoska, President, Bloomsburg Chapter of APSCUF  
Mr. David Stover, University Legal Counsel

**Call to Order**
Mr. A. William Kelly, Chair of the Council of Trustees, called the meeting to order and welcomed all those in attendance.

Trustee Kelly then introduced special guests in attendance: Ms. Veronica Breisch, President, Bloomsburg Chapter of AFSCME; Ms. Amy Hess, President, CGA; Ms. Gretchen Osterman, President, Bloomsburg Chapter of SCUPA; Dr. Stephen Kokoska, President, Bloomsburg Chapter of APSCUF; and Mr. David Stover, University Legal Counsel.

Trustee Kelly continued by recognizing Dr. Robert Dampman, who has been confirmed by the Senate to be a trustee at Bloomsburg University. Dr. Dampman is a 1965 graduate of Bloomsburg University who spent 13 years as Superintendent of Schools at the Bensalem Area School District. He currently works as a Legislative Assistant in Senator Tomlinson's office. Dr. Dampman will be sworn in by the Department of State in the near future.

Trustee Kelly then announced that President Kozloff was recently elected to a three-year term on the Board of Directors of the American Association of State Colleges and Universities (AASCU). AASCU is the chief policy making and lobbying group for the 400 publicly-owned state colleges and universities across the nation. President Kozloff joins a board of 15 sitting presidents and chancellors. The Board hires and evaluates the President of AASCU, votes on policy positions, and plans initiatives for the organization.

**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.

**Minutes of the Council of Trustees**
A motion was made by Trustee Petrosky, seconded by Trustee Mowad, and unanimously carried that the August 26, 2003 minutes be approved.

**NEW BUSINESS**
Non-Instructional Emeritus Status
Trustee Gibble made a motion, seconded by Trustee Barth, and unanimously approved to confer Non-Instructional Emeritus Status to Ms. Sandra Long, Department of Mathematics, Computer Science and Statistics.

Honorary Degree Endorsement
Trustee Beierschmitt made a motion, seconded by Trustee Barth, and unanimously carried to confer a Bloomsburg University Honorary Doctorate of Letters Degree at the May 2004 undergraduate commencement ceremony upon Ms. Pat Mitchell, President and Chief Executive Officer of the Public Broadcasting Service. Ms. Mitchell will serve as our May 2004 undergraduate commencement speaker.

Resolution Honoring Ms. Jan Hutchinson and the BU Field Hockey Team
Trustee Kelly called upon Trustee Gibble to present the Resolution and motion, seconded by Trustee Petrosky, and unanimously carried.

WHEREAS, the women’s field hockey team won their second consecutive National Collegiate Athletic Association Division II Championship at Bloomsburg University of Pennsylvania, the sixth NCAA Division II Championship in the last eight years; and

WHEREAS, the Council of Trustees of Bloomsburg University of Pennsylvania advocates excellence in athletics, as well as academics, and recognizes the important contributions of coaches, student-athletes, and staff in the field of athletics to the total university environment; and

WHEREAS, the Bloomsburg University Field Hockey Team won 22 games while losing only two games this season, setting a record for most goals scored with 94; and tied a school record with 16 shut-outs, winning the Pennsylvania State Athletic Conference title for the 12th time in school history; and

WHEREAS, Ms. Jan Hutchinson has displayed outstanding leadership during the past 26 years as Head Coach of the Bloomsburg University Field Hockey team, and Ms. Jan Hutchinson has now won 462 games against just 61 defeats and 20 ties; and

NOW, THEREFORE, BE IT RESOLVED, that the Council of Trustees of Bloomsburg University of Pennsylvania hereby congratulates the coaches and student-athletes of the 2003 National Collegiate Athletic Association Division II championship field hockey team and extends their appreciation for the recognition they have brought to Bloomsburg University of Pennsylvania.

BE IT FURTHER RESOLVED, that this resolution be made a part of the official minutes of the Council of Trustees of Bloomsburg University of Pennsylvania and that a copy be presented to Ms. Jan Hutchinson.

Resolution Honoring Ms. Kendra Branchick
Trustee Kelly presented the Resolution and motion honoring Student Trustee, Kendra Branchick, seconded by Trustee Barth, and unanimously approved.

WHEREAS, Ms. Kendra Branchick served as a student member of the Bloomsburg University Council of Trustees from September, 2002 through December, 2003, and

WHEREAS, Ms. Branchick has served responsibly and with integrity on various committees representing Bloomsburg University, and

WHEREAS, more importantly, Ms. Branchick has been a positive role model for all other students,

NOW, THEREFORE, BE IT RESOLVED, that the Council of Trustees of Bloomsburg University expresses its gratitude and appreciation for her dedicated service to Bloomsburg University.

BE IT FURTHER RESOLVED, that this resolution be made a part of the official minutes of the Council of Trustees of Bloomsburg University of Pennsylvania and that a copy be presented to Ms. Kendra Branchick.

Ms. Branchick expressed her gratitude and thanked the trustees for the honor of serving as student trustee.

Resolution Certifying Compliance with Board of Governors Policy 1985-04-A
Trustee Mowad presented the Resolution and motion certifying compliance with Board of Governors Policy 1985-04-A, seconded by Trustee Petrosky, and unanimously passed.
WHEREAS, the Bloomsburg University Foundation exists solely for the benefit of the university, requires an annual external audit of funds and publishes copies thereof, and annually makes significant contributions to the benefit of Bloomsburg University of Pennsylvania students and its academic programs; and

WHEREAS, a satisfactory written memorandum of understanding exists between The Bloomsburg University Foundation and Bloomsburg University of Pennsylvania; and

WHEREAS, appropriate fiduciary agreements have been enacted to allow the Bloomsburg University Foundation to retain university gifts and grants; and

WHEREAS, the Bloomsburg University Foundation does not and will not undertake programs or activities that are properly part of the university's academic mission; and

BE IT FURTHER RESOLVED, that the Bloomsburg University Council of Trustees requires that the Bloomsburg University Foundation, Inc., attempt through an RFP, to change its audit firm no less than every three years as part of the agreement between the University and Foundation.

NOW, THEREFORE, BE IT RESOLVED, that the Bloomsburg University of Pennsylvania Council of Trustees certify that the Bloomsburg University Foundation is in compliance with the Board of Governors Policy 1985-04-A which speaks to university external financial support.

Approval of Purchasing Activity Under Act 188
Trustee Kelly recognized Trustee Mowad, Chair of the General Administration Committee, who recommended approval of Purchasing Activity Under Act 188 in excess of $10,000 for August 13, 2003 through November 14, 2003, seconded by Trustee Barth, and unanimously approved.

President's Report
President Kozloff reviewed her President's Report for December 2003 with the Trustees. A copy of the report is appended to the minutes. The report highlighted the many successes of our students, faculty, staff, and university organizations during the Fall 2003 semester. President Kozloff also provided updates on the various university construction projects, student housing situation, and implementation of the shared administrative system.

Faculty Emeritus Status
In accord with Policy 6760 (Revised), Faculty Emeritus Status, and upon the recommendation of departmental colleagues, the appropriate college dean, the Provost and Vice President for Academic Affairs, and President Kozloff, Faculty Emeritus Status has been conferred upon the following Unit I faculty members:

- Dr. Ronald Champoux (Audiology & Speech Pathology)
- Mr. Charles Chronister (Exercise Science & Athletics)
- Mr. Wayne George (Developmental Instruction)
- Ms. Susan Hibbs (Exercise Science & Athletics)
- Dr. Frederick Hill (Biological & Allied Health Sciences)
- Mr. Stewart Nagel (Art & Art History)
- Ms. Janet Olsen (Andruss Library Faculty)
- Mr. Burton Reese (Exercise Science & Athletics)
- Mr. Roger Sanders (Exercise Science & Athletics)
- Mr. Henry Turberville (Exercise Science & Athletics)

New Curriculum Advisement and Progress System
Trustee Beierschmitt, Chair of the Academic Affairs Committee, recognized Vice President Schloss who introduced Wayne Mohr, Assistant Vice-President of Technology who discussed the new Curriculum Advisement and Progress System (CAPS). Jim Gessner, Director of Administrative Applications, demonstrated the new CAPS system for those in attendance. Some of the tools of this new system are: providing students and faculty with the ability to track course progress in any given major, allowing faculty to assemble class lists and roll of their advisees, and providing necessary data to determine the need for additional sections of a course.

President Kozloff commented that this new Curriculum Advisement and Progress System was developed here at BU by our Administrative Applications Department, far exceeded the capabilities of the packages that could have been purchased from outside vendors, and is one of the best tools we can give students, parents, and faculty.
Auditor Report
Trustee Mowad, Chair of the General Administration Committee, introduced Vice President Rugen who led discussion of the Auditor's Report. Vice President Rugen introduced Mike Robatin, Director of Finance and Accounting, Claudia Thrush, Assistant Director of Finance and Accounting, Kathryn Souchick, Accountant, and thanked them for their work on the financial reports which received praise from the Chancellor.

Andrea Caladie and Susan Troy from Parente Randolph were then introduced to present the auditor's report. They reported no significant audit adjustments were proposed, no disagreements with management were experienced, and no difficulties were experienced with the audit process. The auditors from Parente Randolph reported that the audit process went smoothly and thanked the internal BU Accounting staff for their cooperation.

Gift Summary by Constituency
Trustee Barth, Chair of the University Relations Committee, introduced Dr. Michael Vavrek who discussed the Gift Summary by Constituency Report.

Dr. Vavrek provided an update on the progress of the Bloomsburg University Foundation's move toward independence from the University. In keeping with this, the BU Foundation will hire an Executive Director and Chief Operating Officer. The job description has been completed, will be posted nationally in the near future, and a search committee will be established. The Foundation hopes to fill this position by late summer or early fall and the position will remain open until filled.

Adjournment
There being no other business and upon motion by Trustee Beierschmitt, seconded by Trustee Barth, the meeting was adjourned at 12:10 p.m.

Steve Barth
Lisa Hemrick
Secretary
Administrative Assistant