The Bloomsburg University Council of Trustees met in the Assembly Room of Monty's, at 10:30 a.m. Those in attendance:

**Council of Trustees**
- Mr. A. William Kelly, Chair
- Mr. Steven Barth, Secretary
- Dr. Joseph Mowad, Past Chair
- Ms. Ramona Alley
- Mr. Richard Beierschmitt
- Ms. Marie Conley-Lammando
- Dr. Robert Dampman
- Mr. LaRoy Davis
- Ms. Jennifer Shymansky

Excused: Mr. Robert Gibble, Mr. David Petrosky

**University Personnel**
- Dr. Jessica Kozloff, President
- Dr. James Matta, Interim Provost and Vice President of Academic Affairs
- Dr. Preston Herring, Vice President for Student Life
- Dr. Richard Rugen, Vice President for Administration and Finance
- Ms. Lisa Hemrick, Administrative Assistant, President's Office

**Council of Trustees Advisors**
- Ms. Veronica Breisch, President, Bloomsburg Chapter AFSCME Local 2361
- Ms. Cheryl John, Treasurer, AFSCME Local 1977
- Ms. Jean Downing, Bloomsburg Chapter of SCUPA
- Dr. Julie Kontos, 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. He reported that the Council of Trustees met earlier in the day for a Committee of the Whole Session to discuss the upper campus feasibility study and updates to the Master Plan.

Trustee Kelly then introduced special guests in attendance:
- Ms. Veronica Breisch, President, Bloomsburg Chapter AFSCME, Local 2361
- Ms. Cheryl John, Treasurer, AFSCME Local 1977
- Ms. Jean Downing, Bloomsburg Chapter of SCUPA
- Dr. Julie Kontos, Bloomsburg Chapter of APSCUF
- Ms. Amy Chronister, President, Community Government Association
- Mr. David Stover, University Legal Counsel
- 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.

**Minutes of the Council of Trustees**
A motion was made by Trustee Alley, seconded by Trustee Mowad, and unanimously carried that the September 8, 2004 minutes be approved with the following change under Council of Trustees Advisors to list Ms. Cheryl John as Treasurer, AFSCME Local 1977.
NEW BUSINESS

Trustee Resolution Honoring Ms. Jan Hutchinson and the BU Field Hockey Team

Trustee Alley made a motion and presented the following resolution honoring Ms. Jan Hutchinson and the BU Field Hockey Team:

WHEREAS, the Bloomsburg University of Pennsylvania women’s field hockey team won their third consecutive National Collegiate Athletic Association Division II Championship, with five players earning All-American honors; and

WHEREAS, Coach Jan Hutchinson remains the winningest coach in NCAA field hockey history with 12 NCAA Division II Champions and an overall record of 483-64-20 and a .852 winning percentage; and

WHEREAS, Coach Jan Hutchinson continues to serve as a role model for student-athletes and leading her team with outstanding sportsmanship; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Council of Trustees of Bloomsburg University of Pennsylvania hereby congratulate the coaches and student-athletes of the 2004 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.

The resolution was seconded by Trustee Davis and unanimously approved.

Non-Instructional Emeritus Status

Trustee Alley made a motion, seconded by Trustee Mowad, and unanimously approved to confer Non-Instructional Emeritus Status upon Mr. Collins Long and Mr. Craig Mintzer, Electricians.

PRESIDENT

President’s Report

President Kozloff reviewed her President’s Report for December 2004 with the Trustees. A copy of the report will be appended to the minutes.

Faculty Emeritus Status

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

Mr. Carl Hinkle - Exercise Science and Athletics
Dr. E. Dennis Huthnance - Mathematics, Computer Science, and Statistics
Dr. Riley Smith - Department of English
Mr. Harry Strine, III - Communication Studies and Theatre Arts
Dr. Ann Wilson - Sociology, Social Work and Criminal Justice

ACADEMIC AFFAIRS

New Degree Proposal - M.S. in Radiologist Assistant

Trustee Beierschmitt, Chair of the Academic Affairs Committee, called upon Dr. James Matta, Interim Provost and Vice President for Academic Affairs to discuss this action item. Dr. Matta pointed out that this degree would be the first master’s degree in the field of Radiologist Assistant in the entire country.

Dr. Matta then introduced, Dr. Robert Marande, Dean of the College of Science and Technology who stated this is a new degree program intended to gap the bridge between the Radiologist Technician and the Radiologist Physician. Students currently in our medical imaging program, once they receive their BS degree, will be eligible to enter into this new program.

With no questions from the trustees, Trustee Beierschmitt moved for approval of the M.S. in Radiologist Assistant, as outlined in
Exhibit E, pages 54-77, of the meeting agenda. The motion was seconded by Trustee Alley and unanimously approved.

**New Certification Program Proposal: School Administrator: School Principal K-12**
Trustee Beierschmitt again recognized Dr. Matta, who introduced Dr. Robert Gates, Chair of the Department of Educational Studies and Secondary Education. Dr. Gates mentioned that the need for this type of program in our area is great. The results of a recent survey of superintendents of the 17 school districts of the Central Susquehanna Intermediate Unit indicate it is anticipated that 18 new principals will be needed within the next five years. This type of program is one of the most often requested programs here at BU.

Dr. Gates reviewed the description, purpose of the program, program structure and administration and curriculum overview.

Trustee Beierschmitt moved for approval of the School Administrator: School Principal K-12 certification program as outlined in Exhibit F, pages 78-90, of the agenda. The motion was seconded by Trustee Alley and unanimously approved.

**Five-Year Strategic Plan**
Dr. Matta introduced Mr. Wayne Mohr, Assistant Vice President of Technology, who serves as Co-Chair of the Strategic Planning Steering Committee. Mr. Mohr explained that in December of 2003, President Kozloff initiated the process of updating the BU Strategic Plan. The president identified eight critical areas to be included in the strategic plan: academic program directions; 2) teaching and learning (including technology); 3) student growth and development; 4) enrollment planning; 5) optimization of fiscal resources (including fund raising); 6) the university as a state and regional resource; 7) civil and inclusive community; and 8) updating the master plan. President Kozloff then created a subcommittee to focus on each of these areas and appointed Dr. Stephen Kokoska and Mr. Mohr to coordinate the efforts of these eight subcommittees by serving as co-chairs of the Strategic Planning Committee.

The Co-Chairs and the eight subcommittees solicited participation and suggestions from all members of the community, and subcommittee draft plans were presented to the University Cabinet in August 2004. After review and comment from the campus community and appropriate governing groups, a final report has been presented to the trustees for endorsement, as outlined in Exhibit G, pages 91-99, of the agenda.

President Kozloff thanked Mr. Mohr and all the members of the Strategic Planning Committee and Subcommittees for their hard work and collaborative efforts. President Kozloff also pointed out the document on page 92 of the agenda, which outlines the vision for Bloomsburg University for 2010. She also stated that the next step in this process, after trustee approval, is to develop action plans for every one of the goals and objectives outlined in the strategic plan.

Trustee Beierschmitt moved for approval of the Five-Year Strategic Plan, seconded by Trustee Davis, and unanimously approved.

### GENERAL ADMINISTRATION

**Resolution Certifying Compliance with Board of Governors Policy 1985-04-A**
Trustee Mowad, Chair of the General Administration Committee, made a motion and presented the following resolution certifying compliance with Board of Governors Policy 1985-04-A:

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 certifies that the Bloomsburg University Foundation is in compliance with the Board of Governors Policy 1985-04-A which speaks to university
external financial support.

The motion was seconded by Trustee Barth, and unanimously approved.

**Trustee Approval to Build Gravel Parking Lot**
Trustee Mowad moved for approval to allow the University to build a gravel parking lot on the upper campus, for the purpose of parking for resident hall students, with the understanding that the current $75/semester parking fee will be applied. The motion was seconded by Trustee Barth, and unanimously approved by the trustees.

**Approval of Purchasing Activity Under Act 188**
Trustee Mowad recommended, seconded by Trustee Barth and unanimously approved, to approve purchasing activity under Act 188 in excess of $10,000 for August 3, 2004 to October 20, 2004.

**Administration and Finance Report**
Trustee Mowad recognized Vice President Rugen who discussed the Administration and Finance Report, Addendum A.

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**UNIVERSITY & STUDENT AFFAIRS**

**Admissions/Recruitment Overview**
Trustee Kelly recognized Trustee Barth, Chair of the University Relations Committee, to discuss the Student Affairs informational item, Admissions and Recruitment Overview.

Trustee Barth called upon Vice President Herring who introduced Mr. Chris Keller, Director of Admissions. Mr. Keller shared the market forecast for the upcoming years with the trustees and stated that these figures look very good, with an upward swing since 1995 which will continue through 2009. He also stated that we had our best year ever in terms of recruiting minority students, with 45 more students enrolled in the summer Act 101 program. Also, for the first time in our history, every one of these students in the Act 101 program were asked to return in the Fall.

A copy of the Admissions/Recruitment presentation is attached to these minutes.

**Gift Summary by Constituency**
Dr. Herring distributed the Gift Summary Report as of November 22, 2004. As requested by Trustee Kelly at the last meeting, a fiscal year-to-date comparison by constituency group is now attached to this report.

**Adjournment**
With no other business and upon motion by Trustee Alley, the meeting was adjourned at 12:15 p.m.

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Steve Barth

Lisa K. Hemrick

Secretary

Administrative Assistant

Attachment