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. Robert Gibble, Vice Chair
- Mr. Steven Barth, Secretary
- Dr. Joseph Mowad, Past Chair
- Ms. Ramona Alley
- Dr. Robert Dampman
- Mr. LaRoy Davis
- Mr. David Petrosky
- Ms. Jennifer Shymansky

Excused: Mr. Richard Beierschmitt and Ms. Marie Conley-Lammando

**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. Cheryl John, Treasurer, AFSCME Local 1977
- 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. He reported that the Council of Trustees met earlier in the day to discuss the System Accountability Plan and the Presidential Evaluation.

Trustee Kelly then introduced special guests in attendance: Ms. Cheryl John, Treasurer, AFSCME Local 1977; Ms. Gretchen Osterman, President, Bloomsburg Chapter of SCUPA; Dr. Stephen Kokoska, President, Bloomsburg Chapter of APSCUF; Mr. David Stover, University Legal Counsel; Mr. Robert Rupp, Deputy Chief, 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.

**Minutes of the Council of Trustees**
A motion was made by Trustee Petrosky, seconded by Trustee Barth, and unanimously carried that the June 9, 2004 minutes be approved.

**NEW BUSINESS**

**Manager Emeritus Status**
Trustee Gibble made a motion, seconded by Trustee Davis, and unanimously approved to confer Manager Emeritus status upon Dr. Tom Cooper.

**PRESIDENT**

**Contributions to Volunteer Fire Association**
Beginning in 1977, Bloomsburg University, through its operating budget, has made substantial contributions to the Town of Bloomsburg toward the purchase of fire equipment to combat fires or for rescue missions in our high-rise buildings.

Act 86 of 1975 provides for the optimal payment of funds from the University’s annual operating budget for volunteer fire and ambulance services. In addition to the University’s regular contribution to the Volunteer Fire Association, an additional payment is being made to assist the Town of Bloomsburg to buy a new ladder truck. The existence of a number of tall residence hall buildings on the BU campus is one of the reasons the Town of Bloomsburg needs to purchase this new ladder truck. The total cost of the ladder truck is $788,868. The Town of Bloomsburg has raised all but $400,000 and has taken out a 10-year loan to pay off the remainder. BU Administration has proposed that we make 8 annual payments of $25,000 each to provide a total of $200,000 to assist the community in paying off this debt.

A motion was made by Trustee Mowad, seconded by Trustee Barth, and unanimously approved to make the regular, annual contribution of $38,000 to the volunteer fire company of the Town of Bloomsburg for the 2004-2005 fiscal year.

In addition, Trustee Mowad presented a motion that, effective September 8, 2004, Bloomsburg University will make 8 annual payments of $25,000 each toward the purchase of a new ladder fire truck, and that this payment be made in addition to the regular annual contribution to the volunteer fire association. This motion was seconded by Trustee Alley and unanimously approved.

Mr. Robert Rupp, Deputy Chief, Bloomsburg Fire Department, and Bloomsburg Mayor, Chip Coffman, accepted the contributions with thanks. The trustees expressed deep appreciation to the volunteer fire association for the protection it provides students living on and off the University campus. Mayor Coffman expressed his appreciation for the University’s continued support and for working together with the Town of Bloomsburg to make a better community.

2005-2006 Budget Request
Dr. Kozloff stated that the Office of the Chancellor requires each university to submit a budget projection, with assumptions of no tuition increases, in order to determine each university’s need for state revenue. Dr. Kozloff introduced Vice President Rugen who reviewed the budget projection for 2005-2006 (Exhibit A, page 19, of the agenda). Dr. Rugen stated that we are predicting a very healthy year for the current year (2004-2005). A deficit is projected for 2005-2006 because, as Dr. Kozloff mentioned, the state system has asked that we project with the assumption of no tuition increase as well as including the increases in salary that were negotiated with the labor unions.

Dr. Kozloff pointed out that we are projecting a steady state in the area of FTE employees.

Trustee Mowad made a motion, seconded by Trustee Davis and unanimously carried, to approve the 2005-2006 budget request as shown in Exhibit A.

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

In addition, Dr. Kozloff asked the trustees to note the Fee Comparison table provided by Dr. Herring which shows BU’s rankings in terms of our fees and charges. A copy of this table will also be appended to the minutes.

SAP Performance Plan and Narrative
Dr. Kozloff reported that the Board of Governors requires each university to annually submit a Narrative Assessment Statement demonstrating university accomplishments relative to system-wide goals and each university’s goals. These statements are university-specific in content but conform to a standardized format for comparability across universities. Dr. Kozloff offered to respond to any questions on Exhibit E, pages 36-40 of the agenda, which detailed the University Performance Plan for 2003-2004 and Exhibit F, pages 41-45 of the agenda, which outlined the Narrative Assessment Statement for 2003-2004.

Faculty Emeritus Status
President Kozloff informed the Trustees that Faculty Emeritus status was conferred upon:

- Mr. William Frost, Harvey A. Andruss Library
- Dr. I. Sue Jackson, Department of Sociology
- Dr. Woo-Bong Lee, Department of Economics
- Dr. Larry Mack, Department of Chemistry
- Dr. Roy Pointer, Department of Chemistry
- Dr. Lorraine Shanoski, Dept. of Early Childhood/Elementary Education
- Dr. Barbara Strohman, Department of Art and Art History
Dr. Dorette Welk, Department of Nursing

ACADEMIC AFFAIRS

Report on Summer School and High School Honors Program
Trustee Kelly recognized Dr. James Matta, Interim Provost and Vice President for Academic Affairs who discussed the successes of our summer school and high school honors program. A copy of Dr. Matta’s presentation is appended to these minutes.

GENERAL ADMINISTRATION

Approval of Purchasing Activity Under Act 188
Trustee Mowad recommended, seconded by Trustee Davis and unanimously approved, to approve purchasing activity under Act 188 in excess of $10,000 for May 11, 2004 to August 2, 2004.

Administration and Finance Report
Trustee Mowad recognized Vice President Rugen who discussed the Administration and Finance Report, Addendum A. Vice President Rugen presented a type of report card for fiscal year 04 in which he pointed out our primary growth was in our net tuition and fees and we had a decline in state appropriations.

Trustee Kelly asked if this data tracks consistently with other state system institutions. Dr. Rugen mentioned that the other state system institutions voluntarily provide this information. Dr. Rugen will request this information from the other institutions and follow-up after that with the trustees.

Trustee Davis asked how much the university is paying on sprinkler bonds per month since this was such a big expenditure we had to absorb here at the university. Dr. Herring will provide this figure to the trustees in the near future. Dr. Kozloff reminded the trustees that the sprinkler cost was borne by the students in room fees.

A discussion then followed regarding other large expenditures mandated by the state system. Trustee Davis asked the administration to provide a list of these items that have been mandated by the state system over the last 4-5 years. Dr. Rugen agreed to provide this data.

UNIVERSITY & STUDENT AFFAIRS

Student Recreation Center Expansion Project
Trustee Kelly recognized Trustee Alley, member of the Student Life Committee, who introduced Dr. Preston Herring, Vice President for Student Life, to discuss the Student Recreation Center Expansion Project.

Dr. Herring reviewed with the trustees what was discussed at the June quarterly meeting, relating increased building costs and foundation issues as reasons that the cost could exceed the original feasibility study. The project went out for bid in mid-June. Over the summer, a trustee conference call was held to review the funding and budget scenarios that would enable us to fund this expansion project by maintaining the $12/semester increase in the student recreation fee, that was approved by a student referendum several years ago, and also by using the student recreation center reserve to offset the final project costs - if indeed that cost was higher than anticipated. The low bid for the project came in last week at $3.5 million. Dr. Herring discussed and recommended the approval of the $3.5 million project budget which shows the $12/semester fee increase being maintained and will not be assessed until the expansion project is completed and students are using the facility in 2006. The project budget also illustrates the spend-down of the student recreation center reserve fund out to year 2012 after which the bond for the original building will be retired, and we will begin to replenish the reserve in year 2013. If approved, this recommendation will be forwarded to the Board of Governors for action at their October meeting.

Trustee Alley made a motion to approve and read the following resolution pertaining to the Student Recreation Center expansion project:

WHEREAS, Bloomsburg University of Pennsylvania has demonstrated a need for expansion of the Student Recreation Center; and

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

WHEREAS, the Council of Trustees 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 for the expansion of the Student Recreation Center and authorize permission to construct the facility; and further do hereby authorize the President of Bloomsburg University of Pennsylvania to sign the Standard Loan Covenant Agreement for financing the project.

The motion was seconded by Trustee Petrosky and unanimously approved.

Fall Enrollment and Housing Update
Trustee Alley again introduced Dr. Herring who presented the Fall 2004 enrollment figures and housing update. Dr. Herring commented that the enrollment figures are very strong, as the President mentioned earlier. We received 525 more applications than last year, 750 more than 2 years ago, in part due to the online application process. Dr. Herring also reported that some additional money has been put into Marketing and Communications to assist in the marketing and recruitment of new students.

Dr. Herring will ask Chris Keller, Director of Admissions, to provide an Admissions overview later this year. Dr. Herring also noted that because faculty at BU are so engaged in teaching, that this helps Admissions in the recruitment of new students. Minority Enrollment is also strong and the number of applications received and number enrolled both increased. In terms of the university housing situation, the 2004 projected number over-capacity in our residence halls was 377, which was not acceptable. We reduced the actual number by the way we handled housing sign-ups and a reduction in the freshman class.

Dr. Kozloff noted that this is one of the lowest numbers of tripled students in the last several years. The 51 students that are tripled at this time may be un-tripled as early as the end of October.

Dr. Kozloff also emphasized her commitment to a feasibility study of the upper campus and how the upper campus can be utilized, including the possibility of further student housing in the future.

Development Office Presentation
Trustee Barth, Chair of the University Relations Committee, introduced Mr. Jim Hollister, Assistant Vice President for University Relations and Director of Development.

He mentioned many of the changes his area has implemented since July 1st of this year when he became Director of Development, and recognized the efforts of Dr. Richard Angelo and the recent gift of $60,000 received for the Audiology and Speech Pathology Clinic. Mr. Hollister also informed the trustees that a new scoreboard will be installed in Redman Stadium by Homecoming, a gift from the Community Government Association and some outside sponsors, and that total philanthropic support increased 17.5% last year over the previous year. Mr. Hollister introduced Ms. Maryann LaCroix Lindberg, the new Executive Director and Chief Operating Officer of the BU Foundation.

Ms. Lindberg stated that she will be a partner working with the university, donors, alumni and anyone that could have an interest in Bloomsburg University. There are many things the BU Foundation will be doing to educate others in the importance of giving and why their support will make a difference.

Gift Summary by Constituency
Trustee Barth recognized Dr. Herring who discussed the bi-weekly Gift Summary by Constituency Report (Exhibit I, page 49 of the agenda).

Trustee Kelly asked that in the future the report show comparatives in each category. Jim Hollister will provide this information for future reports.

Trustee Kelly asked Mr. Hollister if the Celebrity Artist Series is expecting to be revenue-positive or break-even at this point. Mr. Hollister explained that currently CAS is not a money-making venture, but the expectation of the CAS is to provide cultural opportunities for this region. He believes the current mix is not as beneficial as it could be. In addition to a greater mix of programs, they have changed the Celebrity Artist Series to fewer events, weekend events to assist with parking and allow the community to attend, and include some name-recognition events. Efforts are underway to expand the market-base.

Dr. Kozloff added that she wants the community to see the university as a cultural resource and a place they feel comfortable coming. Bringing in a variety of entertainment and keeping the ticket prices low will encourage the community to attend and make them feel like they are getting something from the experience.

OTHER BUSINESS

Resolution Honoring Dr. G. Michael Vavrek
Trustee Gibble made a motion and presented the following resolution honoring Dr. G. Michael Vavrek.

WHEREAS, Dr. G. Michael Vavrek displayed outstanding service to Bloomsburg University of Pennsylvania from 1989 to 2004 as Dean of Continuing Education, Vice President for University Relations, Executive Director of the Bloomsburg University Foundation, Inc., and as Executive Assistant to the President.
WHEREAS, Dr. Vavrek was instrumental in integrating the Magee Center into the life of the university and the regional community, enhancing the life of over twelve-thousand citizens through non-credit continuing education programs, and establishing Leadership Central Penn as the regional community’s voluntary leadership development program; and

WHEREAS, Dr. Vavrek was instrumental in the successful conclusion of the university’s first, comprehensive fundraising campaign.

NOW, THEREFORE, BE IT RESOLVED, that the Council of Trustees of Bloomsburg University hereby commends Dr. G. Michael Vavrek on his achievements in service to the Commonwealth.

BE IT FURTHER RESOLVED, that this Resolution be made a part of the official minutes of the Council of Trustees of Bloomsburg University and that a copy be presented to Dr. G. Michael Vavrek.

The motion was seconded by Trustee Alley and unanimously approved by the trustees.

Presidential Evaluation
Trustee Kelly stated that earlier in the morning, the Council of Trustees met in Executive Session to discuss the president’s evaluation. The trustees discussed the results of the system accountability plan, as well as interviews Chairperson Kelly conducted with leaders of various campus constituency groups. Trustee Dampman made a motion and presented the following resolution regarding the informal review of Dr. Jessica S. Kozloff.

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

WHEREAS, the Council of Trustees have reviewed the System Accountability Plan and discussed BU’s performance in detail with President Kozloff; 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 of Bloomsburg University of Pennsylvania (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, 2007; and (c) expresses their support and appreciation of the president, her family, and the staff of the Office of the President.

The motion was seconded by Trustee Alley and unanimously approved.

Dr. Kozloff expressed her appreciation to the trustees for their vote of confidence and for the opportunity to work with such talented groups of people here at BU.

Adjournment
There being no other business and upon motion by Trustee Kelly, the meeting was adjourned at 11:58 p.m.

Steve Barth
Lisa K. Hemrick
Secretary
Administrative Assistant