

FORUM
Minutes of the 2011 Year
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Minutes of the Forum Meeting of Wednesday, February 23, 2011

Chairperson Mark Tapsak called the meeting to order on February 23, 2011, at 3 PM in the Multipurpose-B Room, Kehr Union.

Present: William Harrar, Conrad Quintyn, Steven Rier, Anna Turnage, Vincent DiLoretto, Safa Saracoglu, Marilou Hinchcliff, Tracey Schmidt-Jaynes, Naz Fallahian, Shane Jaynes, Jeffrey C. Long, Wayne Mohr, Richard Baker, Joyce Bielen, Marilee Salvator, Margaret O'Connor, Elena Litvinova, Mark Decker, Noah Wasielewski, John Riley, Debra Sanders, Peter Doerschler, Kevin Ball, Gretchen Osterman, Jimmy Gilliland, Jean Downing, Jennifer Raup, Michael Pugh, and Richard Rugen.

Guests who signed in: Sheila Dove-Jones, Julie Kontos and Sybil Holloway.

1. Approval of the Agenda for February 23, 2011

Motion to approve the Agenda made by Vince Diloretto; seconded by Carl Chimi. The Agenda was approved.

2. Approval of Minutes of November 10, 2010

Carl Chimi moved to pass the minutes; seconded by John Riley. Motion to pass the minutes approved.

3. Announcements

Chair, Mark Tapsak, announced he has a 2PM class so the meetings may start a few minutes late. This is our first meeting for the New Year. Our next meeting is in April, although we may have one in March if we need to discuss Policies. Announcements will be made via email.

4. Reports by standing committees

A. BUCC

Carl Chimi, Chair of the BUCC, presented the highlights of the General Education PRP passed in December by the BUCC. The presentation and PRP as BUCC passed, are available on the "S" Drive at S:\BU Documents\BUCC\aaGeneral Education. Students will complete the general education program by meeting ten goals through coursework or co-curricular learning experiences. Foundational course requirements were added in English (Composition) and Math. The appropriate Math foundation course will be determined by the major. Co-curricular learning experiences will not be applied toward credits but toward achieving the general education goals. CLE's will show up on the student's transcript.

All master syllabi passed for general education must include objectives that will clearly be written and assessed. BUCC will be working on the General Education Bylaws and the Master Course Syllabus at their next meeting.

The election of a General Education Council is anticipated by the end of this semester. The effective date of the new general education program of Fall 2012 may need to be amended. The current general education program will stay in effect for approximately four to five years after the start of the new program. Students who started matriculating under the old program can opt to stay under the old program.

B. General Administration Committee

Vince DiLoretto reported the General Administration discussed PRP5253 Smoking Policy. The University Ad Hoc Committee reviewed the policy and provided a draft to the General

Administration Committee. The draft will be presented to the Secretariat at its next meeting then onto the Forum for a first reading. Also discussed was PRP 6210 – Background Investigation Policy. An amicability clause has been added to clarify the original intent of the policy was to apply to external hires to the University. This will be presented to the Secretariat at its next meeting then onto the Forum for a first reading. Dr. Rugen reported PRP 6555 was established in 1985 regarding compensatory time for managers for exempt employees. This policy, at the advice of legal counsel and PASSHE HR, contravenes the Fair Standard Act. This clause will be removed from the policy.

C. Planning and Budget

No report

D. Student Life

No report

5. Performance Funding

Dr. Soltz provided an overview of the new Performance Funding model approved January 20th by the Board of Governors covering 2011 through 2016. The overall plan is based on the system strategic priorities driving the System Strategic Plan. The model is comprised of four strategic priorities: Transforming students and the learning environment; transforming the resources; transforming University/Community relations; and transforming PASSHE's role in determining the Commonwealth's future. BU has done well in the current process. Most measurements are based on outcomes. We can choose some of our own measurements. Three themes for the accountability measures: success of our students; access to opportunity; and stewardship. Each institution will have to commit ten performance indicators. We must commit to goals/indicators by June, 2011 for the next five years to be approved by the Chancellor. Five mandatory goals (two in the student success; two in access; and one in stewardship) and five goals where we have some level of choice from among four different goals under student success; four under access and we must choose at least one of the four additional goals under stewardship. We can develop up to two University specific goals which must be unique and important to the University and they must have a benchmark or national standard to assess progress. Our new proposed General Education Program may qualify if we choose our own. There's a maximum of ten points awarded each year; funding is based on that number. All of the weighted points are divided into a pool.

6. Budget Update

Dr. Rugen reported more information on our budget will become available after the Governor releases his budget in early March. Impacting our budget is State appropriations and tuition which will be set by the Board of Governors in July. They traditionally want to keep tuition down. This is also a negotiating year for the six collective bargaining units. Information will be published on the budgeting website as it becomes available.

7. Open Forum

Nothing

8. Adjournment

Meeting was adjourned at 4:20 PM.

Minutes of the Forum Meeting of Wednesday, April 20, 2011

Chairperson Mark Tapsak called the meeting to order on April 20, 2011, at 3 PM in the Multipurpose-B Room, Kehr Union.

Present: Wayne Mohr, William Harrar, Conrad Quintyn, Vincent DiLoretto, John Riley, Kevin Ball, David Soltz, Shane Jaynes, Richard Rugen, Jeffrey Long, Richard Baker, Joyce Bielen, Jason Godeke, Marilee Salvador, Steven Rier, Carl Chimi, Elena Litvinova, Mark Decker, Timothy McConnell, Jonathon Ohn, Safa Saracoglu, Timothy Phillips, Luke Springman, Marilou, Michael Coffta, Tracey Schmidt-Jaynes, Debra Sanders, Naz Fallahian, Peter Doerschler, Jimmy Gilliland, Jean Downing, and Jennifer Raup.

Guests who signed in: Jonathan Lincoln, Sybil Holloway.

1. **Approval of the Agenda for April 20, 2011**

A motion to approve the Agenda was made by John Riley; seconded by Michael Coffta. The Agenda was approved by voice vote.

2. **Approval of Minutes of February 23, 2011**

Vince DiLoretto moved to pass the minutes with an amendment. The motion to pass the minutes with an amendment was approved by voice vote.

3. **Announcements**

This is our last Forum for the semester. The PRP's on today's agenda for the first reading will be implemented due to some legal issues. Second readings will occur next semester.

4. **Reports by standing committees**

A. BUCC

Carl Chimi, Chair of the BUCC, reported the BUCC passed the final documents to the new General Education Program. PRP3612 is available on the website for review. The committee is currently revising PRP3233 -- Master Course Syllabi. This should pass at the next BUCC meeting on April 27th. The election for the General Education Council will take place April 28th and 29th.

B. General Administration Committee

Dr. Rugen reported that PRP6555 – Compensation Time for Managers, will be removed.

C. Planning and Budget

Dr. Blake indicated a Planning and Budget meeting was held on April 14th with a report from Budget Committee. Claudia Thrush provided an update, anticipating a surplus. Enrollment Management Chair, Steven Agbaw, identified three critical areas and has formed subcommittees; Enrollment Forecasting, Marketing and Recruitment, and, Retention and Completion (degrees awarded). Given the budgetary uncertainty, the position of enrollment management is on hold. Claudia provided a presentation on academic enhancement funds and the use thereof. Technology fees will be added to the academic enhancement funding.

D. Student Life

Jennifer Raup indicated there is nothing to report at this time.

5. **PRP6210 – Background Investigation Policy – first reading**

Vincent DiLoretto indicated an applicability clause was added for clarity. This applies to external candidates identified for hire.

6. **PRP 5253 Smoking Policy – first reading**

Vincent DiLoretto reported PRP5253 is in agreement with PASSHE and PA Clean Indoor Act. Smoking is permitted only at outside designated areas where urns are placed, and inside personal vehicles. Tobacco waste must be properly disposed of. Dr. Rugen reported there is plan to include signs at every entrance to the quad. Building fronts facing the quad will also have signs in our current theme that smoking is not permitted. University Security will monitor at the beginning of each semester.

7. **Budget Update**

Dr. Soltz presented a budget presentation. The focus is on the mission of BU and the PASSHE system to provide a high quality education. The presentation showed a worst case scenario; a comparison of the revenues 2010/2011 and 2011/2012 with the same number of incoming freshmen. Also presented were tuition scenarios for 2011/2012. A 25% tuition increase would balance Bloomsburg's budget. Dr. Blake reported we have the ability to grow in enrollment through distance education, new master programs, and certification programs in Education.

8. **Open Forum**

Dr. Soltz briefed the committee on the background and credentials of this Spring's commencement speaker.

9. **Adjournment**

The meeting was adjourned at 3:43 PM.

Minutes of the Forum Meeting of Wednesday, September 28, 2011

Chairperson Mark Tapsak called the meeting to order on September 28, 2011, at 3 PM in the Multipurpose-B Room, Kehr Union.

Present: Kevin Ball, Joyce Bielen, John Bieryla, Carl Chimi, Mark Decker, Belinda DeLeon, Vince Diloretto, Peter Doerschler, Naz Fallahian, Richard Ganahl, Jimmy Gilliland, William Harrar, David Heineman, Marilou Hinchcliff, Shane Jaynes, Elena Litvinova, Tim McConnell, Shawn Makar, Wayne Mohr, Eric Ness, Jonathan Ohn, Gretchen Osterman, Timothy Phillips, Tom Phillips, Mike Pugh, Jennifer Raup, Steven Rier, John Riley, Bruce Rockwood, Richard Rugen, Jesus Salas-Elorza, Marilee Salvator, Deb Sanders, Safa Saracoglu, Tracey Schmidt-Jaynes, Steven Si, David Soltz, Dione Somerville, Faith Warner, Jennifer Whisner, Walter Zilz

Guests who signed in: Patricia Beyer, Sybil Holloway, Rosalie Rush

10. Approval of the Agenda for September 28, 2011

A motion to approve the Agenda was made by Carl Chimi; seconded by John Riley. The agenda was approved by voice vote.

11. Approval of the Minutes of April 20, 2011

John Riley moved to pass the minutes; motion seconded by Tim Phillips and approved by voice vote.

12. Announcements

New Chair election is every year. Faculty appointment is every 2 years. Will keep chair for this meeting for consistency purposes.

13. Slide Show Presentation

- A. Dr. Stolz presented a slide show regarding the September 2011 Flood thanking the BU Police, students, organization and entire community on all the help that they gave to the flood victims in the town of Bloomsburg. Although there are students pressured with academic recovery, things are going well.
- B. Budget Information & Strategic Plan. Discussed key factors in balancing E & G Budget and changes (rate & growth of tuition, student enrollment, growth of salaries & benefits). Went over fees and other revenues. State appropriation will not change. Showed actuals for 2011/12. Budget for 2012/2013 has been submitted. Carryforward balance will not be much for next year.
- C. Board of Governors passed Financial Health Policy this past April. University will need to explain and develop multi-year plan.

- D. Anticipated expenditures need to be decided. There is a study being done about building a new student union building where Warren Student Service Center is. Discussions are going on about a child care center to be funded by private donations.
- E. Future Budget issues (unlikely that tuition will increase). Finalizing of contracts.

14. Strategic Planning

- A. Next forum meeting we will have actual enrollment and money that comes in.
- B. Discussed Impact 2015 – Mission Statement.
- C. Discussed top 12 strategic planning priorities steps.

SPARC Strategic Planning Committee: Barbara Wilson stepped down as co-chair and Claire Lawrence as accepted the co-chair position.

15. Reports by standing committees

A. SCUPA

Gretchen Osterman thanked everyone for helping during flood clean-up.

B. AFSCME

Shawn Makar spoke about the members represented by AFSCME (i.e. custodial, clerical) and looks forward to the upcoming academic year.

C. APSCUF

Discussed service to surrounding community. Urged faculty to serve on committees so they can serve in the shared governance of ideas and problem solving.

Open Forum

- a. Patty Beyer from the Department of Geosciences introduced council proposals for curriculum courses and activities. Current process for curriculum approval. Emailed guidelines to faculty.
- b. William Harrar of the counseling center discussed emotional behavioral reactions due to the flood and urges to seek the counseling center if need be to deal with any issues.

Adjournment

Minutes of the Forum Meeting of Wednesday, October 26, 2011

Chairperson Mark Tapsak called the meeting to order on October 26, 2011, at 3:00 p.m. in the Multipurpose-A Room, Kehr Union.

Present: Justine Albright, Leglency Anderson, Kevin Ball, Michael Coffta, Mark Decker, Vincent Diloretto, Peter Doerschler, Naz Fallahian, Jimmy Gilliland, William Harrar, Shane Jaynes, Jonathan Lincoln, Lori Metzger, Wayne Mohr, Jonathan Ohn, Gretchen Osterman, Kristin Pelczarski, Timothy Phillips, Michael Pugh, Jennifer Raup, Steven Rier, John Riley, Richard Rugen, Jesus Salas-Elorza, Safa Saracoglu, Tracey Schmidt-Jaynes, David Soltz, Dione Sommerville, William Stump, Melissa Taylor, Noah Wasielewski DeeAnne Wymer, Walter Zilz

Guests who signed in: Kathleen Heitzman, Jim Hollister, Mike McFarland

16. Approval of the Agenda for October 26, 2011

A motion to approve the Agenda was made by John Riley; seconded by Michael Coffta. The agenda was approved by voice vote.

- A. Chair Election:** Mark Tapsak nominated by Gretchen Osterman and seconded by Jimmy Gilliland. Mark Tapsak is re-elected.

17. Approval of the Minutes of September 28, 2011

A motion to approve the Agenda was made by John Riley; seconded by Michael Pugh. The agenda was approved by voice vote.

- 18. Announcements:** Secretariat meeting for October 17, 2011 did not have a quorum and was cancelled by Mark Tapsak.

19. Reports by standing committees

- D. BUCC:** Carl Chimi was not in attendance and Mark Tapsak reported that BUCC has been meeting but there are no significant items other than some proposals to move through the General Education Council.
- E. General Administration Committee:** Vince Diloretto stated they have not met since last year and will elect a new chair at the next meeting.
- F. Planning & Budget:** Steve Kokoska was not in attendance. Dr. Ira Blake stepped in to say there was an update on budget 2012-2013 and the strategic plan shows that we are stable.
- G. Student Life:** Jennifer Raup, Chairperson. Meeting was Oct. 21. Need to elect a chair on-line thru email before next meeting. Update PRP Processing. Will update any policy that hasn't been since 1968. Will discuss the effectiveness of student usage with the Pilot. Code of Conduct Changes discussed.

20. **PRP 6210-Background Investigation Policy:** Vince DiLoretto. Only change – external candidates have background checks. Endorse policy: John Riley; seconded by Jen Raup. All in favor. Abstained: Mark Decker
21. **PRP 5253: Smoking Policy:** To supply distance from the buildings for smokers. We cannot legally enforce the policy. Accommodations have to be made for smokers. There is no mandated state law for a certain number of feet of smoking from a building. Recommendation: If you see someone smoking too close to a building, point out the non-smoking sign to them. If there is a problem, speak with the building manager or the Dean. Endorse smoking Policy: John Riley; seconded by Kevin Ball. All in favor. Abstained: Tracey Schmitz-Jaynes.

Open Forum

- A. Dr. Ira Blake presented the System Accountability Plan. BU's performance is good in comparison to the sister institutions. There have been some changes in measures. Private support has been added. Evaluation is now based on Historical Performance as an individual institution and Performance alike similar institutions (peer benchmark evaluations). BU Scored high in quality of instruction (traditional measures). Scored low in faculty who are female (doing an analysis of what this is about).
- B. SECA: Kathy Heitzman: Last 2 weeks of SECA Campaign. Urged everyone to pledge. Have raised \$17,000.00 so far. Institutional goal is \$35,000.00.
- C. Text Book Adoptions: Beth Christian from BU Bookstore: Need titles early because it takes time to research all the titles for a semester. They search between 1,300 & 1,400 titles to see where they can get them for the best price. They are working on buy-back list and finding new titles. Discussed possibly renting books to students. Faculty can email Pat Ryan to get a login to check their history of titles. Need "TBAs" as soon as possible by instructors.

Adjournment

Minutes of the Forum Meeting of Wednesday, November 9, 2011

Chairperson Mark Tapsak called the meeting to order on November 9, 2011, at 3 PM in the Multipurpose-A Room, Kehr Union.

Present: Justine Albright, Leglency Anderson, Kevin Ball, Joyce Bielen, Carl Chimi, Michael Coffta, Mark Decker, Peter Doerschler, Jean Downing, Naz Fallahian, William Harrar, Jim Hollister, Shane Jaynes, Lori Metzger, Gretchen Osterman, Timothy Phillips, Mike Pugh, John Riley, Richard Rugen, Safa Saracoglu, Tracey Schmidt-Janes, Lori Metzger, Jesus Salas-Elorza, Steven Si, David Soltz, Dionne Sommerville, Faith Warner, Noah Wasielewski, Jennifer Whisner, Walter Zilz

Guests who signed in: Sybil Holloway (counseling center), Belinda DeLeon (Safety Administrator)

22. Approval of the Agenda for November 9, 2011

A motion to approve the Agenda was made by Gretchen Osterman; seconded by Carl Chimi. The agenda was approved by voice vote.

23. Approval of the Minutes of October 26, 2011

A motion to approve the minutes was made by John Riley; seconded by Michael Pugh. Abstained: Carl Chimi. The October minutes were approved by voice vote.

24. **Announcements:** Jen Raup notified the Chair that she could not attend meeting and that she had no report to share for Student Life.

25. Reports by standing committees:

- A. **BUCC:** Carl Chimi reported that the Bachelor of Applied Science, brought forth by the IIT Department, was approved. Expect to get proposal through GEC.
- B. **General Administration Committee:** Dr. Rugen stated that polices in his area were being reviewed. The committee will be meeting soon to elect a chair.
- C. **Planning & Budget:** No report
- D. **Student Life:** No Report

26. **Enterprise rental and travel form overview:** Claudia Thrush introduced Jeff Mandel & Danielle Peters to the address the Forum. Jeff Mandel reported that there were 3 training sessions for the revised travel system. Then Mr. Mandel proceeded to give a synopsis of vehicle rental options, delivery of vehicles, on-line reservations, damage waiver, the TAR

Form (Mileage Calculator), the Vehicle reservation request form and the option of using either Enterprise or National when traveling to and from an airport.

Claudia Thrush then commented on reasons for the travel form changes:

- To modify forms for use with Enterprise rentals.
- To simplify the forms.
- To adopt forms that will facilitate better audits.

Danielle Peters presented slideshow that provided details and a comparison of the new and old forms. Faculty and staff were encouraged to contact Jeff Mandel or Danielle Peters with questions regarding travel.

27. Open Forum:

Leglency Anderson, a student delegate, asked what could be done for upperclassmen that cannot enroll in classes they need for graduation because they are filled by freshmen? Dr. Lincoln suggested that the students inform the Registrar's office of the situation. New system reserves were being initiated, but may not have been flawless.

28. Adjournment