

**MINUTES OF THE MEETING OF THE
COUNCIL OF TRUSTEES OF INDIANA
UNIVERSITY OF PENNSYLVANIA, HELD
AT THE IUP PUNXSUTAWNEY CAMPUS
ON THURSDAY, MARCH 23, 2017, AT 5:00
P.M., PURSUANT TO NOTICE GIVEN**

Samuel H. Smith, chair of the Council of Trustees, called the meeting to order.

The following council members were present:

Mr. Samuel H. Smith, Chair
Mrs. Joyce R. Fairman, Treasurer
Mr. Glenn M. Cannon, Secretary
Mrs. Susan S. Delaney
Ms. Erika A. Fenstermacher

Mr. Mark A. Holman
Mr. David Osikowicz
Mr. Nathan T. Spade
Mr. Gealy W. Wallwork

The following council members were excused:

Mr. Jonathan B. Mack, Vice Chair

The following university administrators were present:

Dr. Michael A. Driscoll, President
Dr. Timothy S. Moerland, Provost and Vice President for Academic Affairs
Dr. Cornelius Wooten, Vice President for Administration and Finance
Dr. Rhonda H. Luckey, Vice President for Student Affairs
Mr. William Speidel, Vice President for University Advancement
Dr. Patricia McCarthy, Interim Vice President for Enrollment Management and Communications
Ms. Barbara J. Moore, Director of Institutional Research, Planning, and Assessment
Mrs. Robin A. Gorman, Executive Assistant to the President for Government and Community Relations
Dr. Pablo B. Mendoza, Assistant to the President for Social Equity

IUP COUNCIL OF TRUSTEES EXECUTIVE SESSIONS

The IUP Council of Trustees met in executive sessions today to discuss personnel issues, collective bargaining/labor relations matters, acquisition of real estate, litigation, academic issues, and other privileged and confidential matters.

READING AND CONSIDERATION OF THE MINUTES

The following motion was approved:

**THAT THE MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES HELD
DECEMBER 15, 2016, BE APPROVED.**

REPORT OF THE PRESIDENT

Dr. Driscoll indicated that he recently met with a small group of alumni in New York to discuss IUP's future. He asked them for their advice on a number of issues regarding how to move forward on the university's strategic plan.

He said he prefaced the discussion with a set of bold moves—“transformational moments”—that changed the course of IUP’s history. Among them were claiming university status, becoming a doctoral research university, and most recently, vowing to reach a shared destiny through the strategic plan.

The president noted that he wanted to reference at the meeting one particular item from the strategic plan. This is the second time since he arrived at IUP that the Council of Trustees has met in Punxsutawney. The strategic plan’s fourth goal is this: Strengthen IUP’s value to local, state, and global partners. Punxsutawney and Jefferson County are the university’s partners, and IUP is committed to increasing its value to the community.

Punxsutawney has meant many things to IUP over the years, and it has served as a valuable component to IUP’s educational offerings. In fact, many students have been well served by this campus’s role as a springboard to the Indiana campus.

But, when evaluating how IUP has evolved and what it was accomplishing, university officials realized that changing conditions and an analysis of future needs of IUP—and of Punxsutawney—demanded a change.

Dr. Driscoll said the Punxsutawney campus has been used as a proving ground for transferring students to the Indiana campus. Some of the students are from this region, but most are not. That focus had lost sight of what this campus was *originally* intended to do, which was to serve the needs of the citizens of *this* region. It’s for that reason that IUP is redesigning what the Punxsutawney Regional Campus does and whom it serves.

Dr. Driscoll referred to the following statement by Rich Muth, the campus’s director. “We are making a clean break from the recent past and patiently refocusing on the future. We will begin implementing changes this fall, and while it will take a little time, we will begin to see real change and good results as soon as spring of 2018.”

The president said details of how the campus will be transformed in the coming months and years have been shared, thanks in large part to the *Punxsutawney Spirit’s* interview with Mr. Muth and Tom Frantz [president of the Punxsutawney Area College Trust].

Dr. Driscoll said he is excited to have a rejuvenated commitment to the Punxsutawney campus’s original intent; he believes that, moving forward, IUP will have a productive partnership with area stakeholders; and most important, he believes the university will do a valuable service by meeting the region’s workforce needs.

Recently, the president’s cabinet unanimously endorsed a proposal from Mr. Muth and Patti McCarthy, interim vice president for Enrollment Management and Communications, to provide additional one-time seed funding to support students who will study at Punxsutawney in the next academic year. The exact details of the program are still being finalized, but up to \$200,000 will be available to support Punxsutawney campus students across the transition.

Dr. Driscoll thanked Mr. Muth and his team for their hard work; Mr. Frantz and the Punxsutawney Trust; trustees David Osikowicz, Joyce Fairman, and Sam Smith; and the entire community for its support and reciprocating commitment to IUP.

With the recent announcement that the State System of Higher Education will conduct a review of all of its schools, the president said he has received many inquiries about IUP’s standing and how the university may fare. He believes the review is absolutely necessary to ensure a strong system made up of strong universities.

Dr. Driscoll said, thanks to work IUP’s team has done over the last half-decade—work some of the other universities are just starting to think about—the university is in a strong position for the future. IUP needs to be involved in the process, and the president welcomes the opportunity.

Dr. Driscoll noted that this year's budget is balanced. Some significant changes were made by resetting budgets to actual expenditures at 2014-15 levels. Doing so has put IUP on a path to balancing next year's budget, as well. He said the university is on track, despite a projected shortfall of about \$8.5 million, which includes the last steps of the reset. Increased costs in personnel and utilities are the focus at the moment. The current hiring freeze will help to alleviate some of that shortfall. IUP's operational areas are taking a hard look at what personnel they need to fulfill goals and are making adjustments to compensate or fulfill them.

Likewise, the president said, the university's efforts involving diversity and inclusion are proceeding well. The President's Commission on Diversity and Inclusion has formed, and more than 100 members of the campus community have volunteered for various subcommittees. The commission has been charged with providing recommendations by spring of 2018, and those recommendations could cover a variety of things, such as curriculum reform or hiring practices.

Also on the subject of curriculum, Dr. Driscoll said IUP is now able to offer a master's degree in athletic training—another sign that the university is responding to the needs of the people and industry. And, more new programs will be coming, he said.

The president ended his remarks by expressing his appreciation for IUP's students and recognizing their accomplishments.

Both basketball teams started a postseason run in the NCAA tournament, and the women's team won its fifth PSAC tournament championship during an astonishing game in which the team defeated 2015 national champion Cal U. Dr. Driscoll said both teams played all season with guts and big hearts.

He noted that Ethan Cooper, a senior offensive lineman majoring in business, has taken part in National Football League scouting opportunities, and he wished him well.

Two journalism majors, Ethan Brogan and Logan Hullinger, earned Keystone Awards from the Pennsylvania News Media Association for an investigative piece on a 1985 cold homicide case. IUP's journalism students have the opportunity to practice real journalism and publish it on a blog the department sponsors.

Students from a variety of academic disciplines are regularly presenting their work at conferences, digging into research, and generally doing good work in the community.

The following motion was approved:

THAT THE REPORT OF THE PRESIDENT BE ACCEPTED.

PUBLIC COMMENT

Brian Swatt, president of the Student Government Association, provided an update on the SGA's most recent activities.

NEW BUSINESS

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Gealy W. Wallwork, chair of the Administration and Finance Committee, provided the following report.

The Administration and Finance Committee reviewed and discussed the items appearing on pages 138-145 in the Docket Report and Exhibits 1 through 6, which depict the highlights of the Administration and Finance Division.

December 15, 2016, Committee Minutes

The committee reviewed the December 15, 2016, minutes of the Administration and Finance Committee meeting. The minutes were approved as distributed.

Capital Spending Plan

The committee reviewed the proposed five-year capital spending plan as distributed.

The following motion was approved:

**THAT THE FIVE-YEAR CAPITAL SPENDING PLAN DISTRIBUTED
BE APPROVED FOR SUBMISSION TO PENNSYLVANIA'S STATE
SYSTEM OF HIGHER EDUCATION ON OR BEFORE APRIL 1, 2017.**

Naming of Annual Facilities Inspection Committee and Selection of Meeting Date for Inspection

The Administration and Finance Committee agreed that all committee members should participate in the annual facilities inspection if their respective schedules permit. After discussion, the committee selected Thursday, April 13, as the date for the inspection to occur. The Office of the Associate Vice President for Facilities Management will coordinate the inspection plans. The committee will report its findings at the May 2017 Council of Trustees meeting.

2017-18 Fee Increases

Student fee proposals for academic year 2017-18, as depicted in Exhibit 5 of the Docket Report, were reviewed by members of the Council of Trustees. These proposed fees were provided to the trustees at the December 15, 2016, Council of Trustees meeting for review.

The following motion was approved:

**THAT THE FEE INCREASES FOR 2017-18, AS SHOWN IN EXHIBIT 5
OF THE DOCKET REPORT, BE APPROVED.**

Resolution for the Acceptance and Approval of the Revisions to the Indiana Campus Long Range Facilities Master Plan

Following a presentation from SmithGroupJJR, the committee reviewed the Resolution for the Acceptance and Approval of the Revisions to the Indiana Campus Long Range Facilities Master Plan.

WHEREAS, Indiana University of Pennsylvania accepted and previously approved the total concept of the Indiana Campus Long Range Facilities Master Plan (formerly named the IUP Long-Range Campus Facilities Master Plan), as submitted by SmithGroupJJR, LLC, on December 16, 2010;

WHEREAS, the university accepted and previously approved revisions to the Indiana Campus Long Range Facilities Master Plan (formerly named the IUP Long-Range Campus Facilities Master Plan), as submitted by SmithGroupJJR, LLC, on December 15, 2011, and again on December 4, 2014;

WHEREAS, SmithGroupJJR, LLC, under a maintenance contract for the Indiana Campus Long Range Facilities Master Plan (formerly named the IUP Long-Range Campus Facilities Master Plan), has incorporated changes and updates to the long-range plan and made necessary revisions to the plan and its phasing;

WHEREAS, the revisions to the long-range plan have been reviewed and agreed upon by the IUP administration;

WHEREAS, the IUP administration has submitted these revisions to the Council of Trustees as documented in the 2017 Master Plan Revision/Update, dated March 23, 2017;

The following motion was approved:

NOW, THEREFORE, BE IT RESOLVED, that the Council of Trustees of Indiana University of Pennsylvania

ACCEPTS AND APPROVES THE PROPOSED REVISIONS TO THE INDIANA CAMPUS LONG RANGE FACILITIES MASTER PLAN AS PRESENTED TO THE COUNCIL OF TRUSTEES ON MARCH 23, 2017.

Procurements and Services, Purchasing Card Expenditures

As required by Act 13 and Act 188, the committee reviewed the procurements and services since the last meeting as depicted in Exhibit 6 of the Docket Report.

The following motion was approved:

THAT, AS REQUIRED BY ACT 13 AND ACT 188, PROCUREMENTS AND SERVICES NEGOTIATED OR AWARDED BY THE PRESIDENT FROM OCTOBER 1, 2016, THROUGH DECEMBER 31, 2016, TOTALING \$4,680,273.33, INCLUDING CARD PURCHASES AS SHOWN IN EXHIBIT 6 OF THE DOCKET REPORT, BE APPROVED.

Comments by Vice President

Cornelius Wooten provided an update and comments related to the general business, administrative, and financial operations of the university. He also highlighted accomplishments of the Administration and Finance Division.

Budget Status Report

Dr. Wooten provided a status report regarding the Educational and General Budget for the period of July 1, 2016, through February 28, 2017.

Mid-Year Budget Report

Dr. Wooten submitted the *Mid-Year Budget Report for Fiscal Year 2016-17* for review by the committee. This document contains detailed information related to budget and institutional data.

Emergency Operations Plan Update

The draft of the Emergency Operations Plan is currently under review and is pending final approval. Promulgation of the new plan is anticipated late spring or early summer. Emergency Management continues to work with a project consultant, IUP Facilities Management, and IUP Information Technology representatives to restore functionality to all blue-light emergency phones on campus; to install outdoor video cameras in strategic locations across campus to enhance safety and security; and to design and outfit an Emergency Operations Center in the Public Safety building. Emergency Management also will partner with IUP Athletics and IUP Facilities Management to procure and install enhanced lightning detection warning systems at Miller Stadium and at the South Campus athletic fields this spring.

Kovalchick Convention and Athletic Complex Financial Update as of February 28, 2017

Dr. Wooten provided an overview of the Kovalchick Convention and Athletic Complex Project Budget Summary as of February 28, 2017.

REPORT OF THE ACADEMIC AFFAIRS AND ENROLLMENT MANAGEMENT AND COMMUNICATIONS COMMITTEES

Joyce R. Fairman, chair of the Enrollment Management and Communications Committee, provided the following report.

The Academic Affairs Division and the Enrollment Management and Communications Division had a joint meeting on this date.

Approval of Senate Actions

The Academic Affairs Committee recommends that the following University Senate actions, which have the endorsement of the president and the provost, be approved:

- Program revisions approved at the December 6, 2016, meeting of the University Senate. These revisions are as follows:
 - From the Department of Nursing and Allied Health Professions, revision of the Bachelor of Science in Nursing and the Bachelor of Science in Nursing/Licensed Practical Nurse Track
 - From the Department of Finance and Legal Studies, revision of the Bachelor of Science in Finance
 - From the Department of Information Systems and Decision Sciences, revision of the Bachelor of Science in Management/Information Systems Track
- Program revisions approved at the February 7, 2017, meeting of the University Senate. These revisions are as follows:
 - From the Department of Kinesiology, Health, and Sport Science, revision of the Certificate in Athletic Coaching
 - From the Department of Geography and Regional Planning, revision of the Master of Science in Geography
- Policy changes to the Graduate Policy approved at the December 6, 2016, meeting of the University Senate. These revisions are as follows:
 - Academic Integrity
 - Candidacy/Qualifier Exam
 - Course Overlap in Degree Program
 - Continuous Credit Registration for Thesis/Dissertation
 - Reexamination

- Transfer Credit
- Transfer Credit for Certificate
- New policies to the Graduate Policy approved at the December 6, 2016, meeting of the University Senate. These revisions are as follows:
 - Implement Pass or Fail Evaluation for Dissertation and Thesis
 - Eliminate Letter Grade for Dissertation and Thesis Credits
 - Eliminate Dissertation, MFA Extended Credit Registration
 - Program Level Exams Appeal Policy
 - Time-to-Degree Dismissal Policy
- Policy changes to the Undergraduate Academic policies approved at the February 7, 2017, meeting of the University Senate. These revisions are as follows:
 - Enrolled Students Called to Active Military Service
- New Education Abroad policy approved at the February 7, 2017, meeting of the University Senate.

The following motion was approved:

THAT THE COUNCIL OF TRUSTEES APPROVE THE SENATE ACTIONS WHICH WERE APPROVED AT THE DECEMBER 6, 2016, AND THE FEBRUARY 7, 2017, MEETINGS OF THE UNIVERSITY SENATE AND SUBSEQUENTLY APPROVED BY PRESIDENT DRISCOLL.

Joint Report of Provost and Interim Vice President for Enrollment Management and Communications

Provost Moerland highlighted Senate actions for trustee approval. These actions reflect the university's efforts to consistently review and update the curriculum offerings at IUP. Dr. Moerland also highlighted the recent recognition of professors emeriti.

Dr. McCarthy provided the trustees with an enrollment update regarding applications at the undergraduate and graduate level and the recent scholarship awards for transfer students. Undergraduate and graduate numbers have increased as of March 22, 2017.

Dr. Moerland and Dr. McCarthy then provided an overview of a joint effort between the Academic Affairs and the Enrollment Management and Communications divisions called the Strategic University Comprehensive Combined Enrollment and Student Success (SUCCESS) plan.

They highlighted the individuals on the steering committee and provided an overview of subcommittees and constituent groups that aided in informing the SUCCESS plan and its alignment with the university strategic plan. The steering committee determined that the SUCCESS plan would focus on these three major themes: Undergraduate and Graduate Recruitment, Retention/Student Success, and Branding and Marketing.

Drs. Moerland and McCarthy provided an overview of actions within the SUCCESS plan and the alignment of this plan with the university strategic plan. Strategic Plan Goal 1 focuses on the provision of innovative programs. Initiatives include the changing role of technology and program-related initiatives. Strategic Plan Goal 2 focuses on the entirety of IUP's offerings that support students for success in work and life in addition to academic success. The initiatives highlighted include support for underrepresented groups, including efforts within the onboarding process, focus on retention activities such as advising, and enrollment and retention initiatives both at the time of admission and during the entire tenure of a student's enrollment. Strategic Plan Goal 3 is focused

on securing IUP's financial future. SUCCESS initiatives include a focus on marketing and enrollment goals, along with strong efforts to secure additional funding for scholarships and graduate assistantships. Strategic Plan Goal 4 is to strengthen IUP's value to partners. Initiatives strongly tied with marketing and branding and engagement with alumni were discussed.

REPORT OF THE STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee did not conduct a committee meeting.

REPORT OF THE UNIVERSITY ADVANCEMENT COMMITTEE

James Miller, chair of the University Advancement Committee, presented the following report:

Bill Speidel, vice president for University Advancement, shared highlights of the division's activities and initiatives. The update included alumni events held in Florida, in Pittsburgh, and across the commonwealth. He also presented the 2017 class of Distinguished Alumni Award recipients to be honored April 8. A variety of additional alumni-engagement events will be held this spring.

Philanthropy Day took place February 23 at the Indiana and Punxsutawney campuses. More than 1,000 students participated by writing thank-you notes to first-time donors. Speakers included faculty members and students who emphasized the impact of private gifts.

Evan Bohnen, associate vice president for Development, gave an update on upcoming advancement council meetings, campaign progress, and the Celebration of Endowed Scholarships dinner to be held April 7.

The Division of University Advancement and the Foundation for IUP will host Pennsylvania's State System of Higher Education Advancement and Foundation Leaders Conference, June 4-6. The theme of the conference is *Evolution of Advancement*. Between 150 and 200 professionals from the 14 State System universities and the Office of the Chancellor are expected to attend.

OTHER BUSINESS

APPROVAL OF PRESIDENT MICHAEL A. DRISCOLL'S 2016-17 ANNUAL REVIEW REPORT

The following motion was approved:

THAT THE 2016-17 ANNUAL REVIEW REPORT FOR PRESIDENT MICHAEL A. DRISCOLL BE APPROVED.

APPOINTMENT OF 2017-18 NOMINATING COMMITTEE

The following motion was approved:

THAT THE FOLLOWING IUP COUNCIL OF TRUSTEES MEMBERS SERVE ON THE NOMINATING COMMITTEE FOR THE NEXT TERM OF OFFICERS TO BE ELECTED AT THE MAY 11, 2017, COUNCIL OF TRUSTEES PUBLIC MEETING:

**MR. MARK A. HOLMAN, CHAIR
MR. GLENN M. CANNON
MR. JAMES C. MILLER**

APPROVAL OF FUTURE MEETING DATES

The following motion was approved:

THAT THE CALENDAR OF MEETINGS FOR 2017-18 BE APPROVED:

**SEPTEMBER 7, 2017
DECEMBER 14, 2017
MARCH 22, 2018
MAY 10, 2018**

APPROVAL OF THE FIRST READING OF THE PROPOSED ADDITION TO THE TRUSTEES BYLAWS REGARDING SELF-ASSESSMENT

The following motion was approved:

THAT THE COUNCIL OF TRUSTEES APPROVE THE FIRST READING OF THE PROPOSED ADDITION TO THE TRUSTEES BYLAWS REGARDING SELF-ASSESSMENT AS FOLLOWS:

Article X: RULES AND REGULATIONS

Section IV. Assessment of the Council:

The Council shall conduct an annual assessment of Council function and effectiveness. Each year the members of the Council either shall complete an internal self-assessment survey or participate in an assessment facilitated by an independent party. Assessment shall be facilitated by an independent party no less frequently than once every five years.

RESOLUTION SETTING THE NEXT MEETING DATE

The following motion was approved:

**THAT THE NEXT MEETING OF THE COUNCIL OF TRUSTEES BE HELD
MAY 11, 2017.**

ADJOURNMENT

THE MEETING WAS ADJOURNED AT 5:55 P.M.

**Mr. Glenn M. Cannon
Secretary, IUP Council of Trustees**