AGENDA
Council of Trustees Meeting
Thursday, November 14, 2013
Clearfield Branch Campus

Committee Meetings – 1:00 pm
Committee Reports – 1:30 pm
Executive Session – 2:30 pm
General Session -- 4:00 pm

A. COMMITTEE REPORTS
1. Academic Affairs Committee
2. Finance and Administration Committee
3. Student Affairs Committee
4. External Affairs Committee
5. Athletic Advisory Board Update
6. Presidential Evaluation Committee Update

B. EXECUTIVE SESSION

C. GENERAL SESSION
1. Public Comments
2. Approval of Minutes September 12, 2013
   • Committee Reports
   • General Session

D. REPORTS
1. Executive Committee Report
2. President’s Report
3. Special Report: Clearfield Update
4. Vice Presidents Reports
   • Provost and Senior Vice President for Academic Affairs
   • Interim Vice President for Student Affairs
   • Vice President for Finance & Administration
5. Special Report: APSCUF President Report

C. MATTERS FOR DECISION (green documents)
1. Purchases over $10,000
2. Retiree Resolutions: Mr. Terry Brink, Dr. Lisa Donahue, Dr. Zakir Hossain,
   Dr. Linda Koch, Dr. Carol Latronica, Ms. Mary Kay Probst, Mr. John Schmidt,
   Ms. Karen Young
3. Election of Officers
COMMITTEE REPORTS

LOCK HAVEN UNIVERSITY OF PENNSYLVANIA
COUNCIL OF TRUSTEES MEETING
Thursday November 14, 2013
Clearfield Branch Campus
Lock Haven University

Council Members Present:
Krystjan Callahan
Mary Coploff
Chris Dwyer (via phone)
Guy Graham
Don Houser
Margery Krevsky (via phone)
Juliet Seidel
Deborah Suder
Jerry Swope

Others Present:
Michael Fiorentino, Jr., University President
Donna Wilson, Provost and Senior Vice President for Academic Affairs
Dwayne Allison, Interim Vice President for Student Affairs
William Hanely, Vice President for Finance and Administration
Rodney Jenkins, Executive Assistant to the President for External Relations and Communications
Stephen Neun, Dean, College of Business, Information Systems & Human Services
Ann St. Ledger, PASSHE Legal Counsel
Gwen Bechdel, Recording Secretary

The Lock Haven University Council of Trustees Committee Reports meeting began at 1:30 pm.

Academic Affairs Committee: Provost Wilson highlighted the census enrollment data with an overall head count for Fall 2013 of 5,260 which is down only 68 from last year, ranking us 4th from the top of the PASSHE universities of maintaining our enrollment. Dr. Wilson commended the enrollment management team for their work in increasing retention. The search process for the founding dean of the College of Natural, Behavioral & Health Sciences has concluded and an offer is expected to be made shortly. A faculty member has been appointed as the Special Assistant to the Provost to assist with the middle states accreditation process. A revision to the general education requirements was approved by a large margin by the University’s Curriculum Committee. The changes will reduce the amount of credits and cumbersome requirements while anchoring general education in student learning outcomes, enabling the University to deliver a quality curriculum at a significantly reduced cost.
Trustee Houser commented that the enrollment is indeed a positive attribute for the University and should be a focus as we talk to policy makers to develop appropriations. Trustee Houser maintains that Lock Haven University is a leader in the System, and not a drain on the System.

Trustee Krevsky joined the meeting via phone conference.

President Fiorentino commended Provost Wilson for accomplishing a major feat with the general education revision, which was not an easy task and generated a great deal of debate and controversy.

Trustee Coploff inquired which faculty member received the assignment as Special Assistant to the Provost. Provost Wilson responded it was Dr. Brett Everhart from the Health and Physical Education Department.

**Student Affairs Committee:** Dr. Dwayne Allison reported on the initial opening of the Dress for Success Career Closet through Career Services, enabling students to receive a professional outfit for their presentations and employment interviews. Donated items filled nearly two residence hall rooms. Trustee Suder was acknowledged for her recent donation of items for this program.

Although the federal funding for the Americorp program was eliminated, the University continues to look for programming to promote community service opportunities for our students, and the number of service hours continues to increase.

Dining services has successfully enticed nearly 1,100 volunteer meal plan holders in addition to the 1,450 mandatory plans, which evidences the fact that food service provides our students with good options for their meal needs.

Residence hall occupancy was at 100% for the fall 2013 semester, and required the opening of a closed hall to accommodate additional needs of nearly 185 students to live in a residential hall situation.

**External Affairs Committee:** Mr. Rodney Jenkins reported that the homecoming celebration was successful and his office will be presenting a proposal to expand the current activities and seeking sponsorships, going from a weekend event to a whole week celebration. Homecoming 2014 is scheduled the week of October 22 through October 25.

A new process was implemented for the Phonathon campaign, which already exceeded the previous year’s totals. At the end of the two-semester campaign, the goal is to raise $150,000. Currently nearly 20% of the monies raised were provided by those who had not donated to the University previously. The students manning the Phonathon have been engaged with their callers and have done a great job.

Trustees Suder and Swope both suggested that the students be provided with prior gift information so that they can use that information to ask for a like donation, or increase, and would have the date of the gift to remind the caller when they last gave.
Trustee Coploff inquired what the typical rate of collection on the Phonathon pledges. Mr. Jenkins responded that it normally generates 95% of the pledges.

The website overhaul continues to be fine-tuned and social media outlets and the mobile applications have been activated. The benefit of this expanded system allowed every local media outlet to feature the University's press release on the new CNG trolley.

The Bald Eagle Sports radio network is a partnership with three radio stations as the local ESPN affiliate enabling our athletic events to be heard throughout Lycoming, Clinton, and Centre counties. Each Thursday the coaches produce a live show from Haywoods on the Green, and this event has been so successful that several other local restaurants have approached us to participate.

The LHU Foundation continues to develop relationships with our alumni and friends of the University, and has successfully raised $600,000 in the first quarter. Scholarships have increased from $25,000 to $35,000 through additional contributions to the endowment. The Foundation is diligently seeking sponsorships for naming rights on several facility projects. November 21 will showcase the Krevsky Arts Scholarship recipient at a concert at the Durrwachter Alumni Conference Center. A half-day development retreat is scheduled on February 7, starting at 8:00 am, to include the members of the Trustees and Student Auxiliary Services, Alumni and Foundation boards.

Athletic Advisory Board: This Board is a presidential committee and chaired by Mr. Jenkins and involves campus staff and community members. Mr. Jenkins reported that the new athletic director was effectively integrating into his new position, and working with the community for innovated initiatives to support athletics.

Finance and Administration Committee: Mr. Bill Hanelly updated the Trustees on the Ulmer renovation which will be in two phases. The first phase will include the demolition of the interior to allow for office space for the occupants of Russell Hall and the Courthouse Annex. It is anticipated that this work will be completed for occupancy by the Fall 2014 semester. The second phase will include the renovation of the third floor for administrative offices.

As a follow-up to the discussions at the last meeting to develop a multi-year projection and fee schedule for auxiliary services, the first area to be finalized is the residence hall program. Mr. Hanelly presented a five-year plan which would support an average of an annual 6.3% increase and allow for modified renovation projects to the residence halls, starting with Woolridge and Smith Halls. Part of the project for Woolridge would include a Wellness Center on the ground floor that would allow the University to move the Glennon Infirmary Health Services to a more central location on campus. The renovation of the traditional residence halls would also allow us to remain competitive with regard to facilities sought by prospective students, without the expense of additional student housing. The five-year plan would allow our students and their families the ability to be aware of their costs while pursuing their education at LHU.

Trustee Dwyer joined the meeting via conference call.
Presidential Evaluation Committee: Trustee Durrwachter is chairing the Presidential Evaluation Committee consisting of himself and Trustees Elby and Krevsky. The committee has scheduled interviews with the appropriate constitute representatives on January 23, 2014, and a report and recommendation will be presented at the February meeting.

The Committee Reports concluded at 2:35 pm.

Respectfully submitted,

Chris Dwyer, Secretary

Gwen Bechdel, Recording Secretary
MINUTES

LOCK HAVEN UNIVERSITY OF PENNSYLVANIA
COUNCIL OF TRUSTEES MEETING
Thursday November 14, 2013
Clearfield Branch Campus
Lock Haven University

Trustee Graham called the meeting of the Council of Trustees to order at 4:25 pm.

Council Members Present:
Krystjan Callahan
Mary Coploff
Chris Dwyer (via phone)
Daniel Elby (via phone)
Guy Graham
Don Houser
Margery Krevsky (via phone)
Juliet Seidel
Deborah Suder
Jerry Swope

Council Members Absent:
George Durrwachter

Others Present:
Michael Fiorentino, Jr., University President
Donna Wilson, Provost and Senior Vice President for Academic Affairs
Dwayne Allison, Interim Vice President for Student Affairs
William Hanelly, Vice President for Finance and Administration
Rodney Jenkins, Executive Assistant to the President for External Relations and Communications
Stephen Neun, Dean, College of Business, Information Systems & Human Services
Jonathan Lindzey, Interim Dean, College of Natural, Behavioral & Health Sciences
Mark Cloud, APSCUF President
Ann St. Ledger, PASSHE Legal Counsel
Bill Curley, Director, Clearfield Campus
Valerie Dixon, Assistant Director, Clearfield Campus
Randy Bordas, Clearfield IT Technician
Gwen Bechdel, Recording Secretary
A. GENERAL

A moment of silence was observed for the recent passing of the band director and personal friend of Trustee Seidel.

1. Roll Call

A roll call attendance was called and the following trustees were present: Chris Dwyer (via phone), Krystjan Callahan, Mary Coploff, Daniel Elby (via phone), Guy Graham, Don Houser, Margery Krevsky (via phone), Juliet Seidel, Deborah Suder, and Jerry Swope.

2. Public Comments

Trustee Graham asked for public comments and there were none.

In consideration of the schedules of several of the members of the Trustees, the agenda will be modified to address all Matters for Decision before the Reports.

3. Approval of the Minutes of September 12, 2013, Meeting

The minutes of the September 12, 2013, committee reports and general session meetings were distributed by mail prior to the meeting.

Motion was made by Trustee Swope seconded by Trustee Houser, to approve the minutes of August 30, 2012.

The Motion carried as indicated by the following roll call votes cast:

- Krystjan Callahan: Yea
- Mary Coploff: Yea
- George Durrwachter: Not present
- Chris Dwyer: Yea
- Daniel Elby: Yea
- Guy Graham: Yea
- Don Houser: Yea
- Margery Krevsky: Yea
- Juliet Seidel: Yea
- Deborah Suder: Yea
- Jerry Swope: Yea
B. MATTERS FOR DECISION

1. Election of Officers

Trustee Elby presented the following slate of officers which were approved by the Trustees: Guy Graham, Chair; George Durrwachter, Vice Chair; and Mary Coploff, Secretary.

Motion was made by Trustee Elby, seconded by Trustee Dwyer, to accept the slate of officers to begin their terms immediately.

The Motion carried as indicated by the following roll call votes cast:

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<tbody>
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<td>Yea</td>
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<td>Yea</td>
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Trustee Graham thanked Trustee Elby and his committee for their work.

2. Retiree Resolutions

President Fiorentino recommended the usual resolution be passed recognizing the retirement of Mr. Terry Brink who served the University for 24.5 years as an Associate Professor in the PreK-Grade 8 and Professional Studies Department, Dr. Lisa Donahue who served the University for 17 years as a Professor in the PreK-Grade 8 and Professional Studies Department, Dr. Zakir Hossain who served the University for 22 years as Professor in the Sociology & Anthropology Department and Interim Dean of the College of Arts & Sciences, Dr. Linda Koch who served the University for 26 years as Vice President for Student Affairs, Dr. Carol Latronica who served the University for 25 years as Dean of Student Development in the Student Affairs Division, Ms. Mary Kay Probst who served the University for 18 years as Custodian in the Facilities Department, Mr. John Schmidt who served the University for 20 years as Assistant Professor in the Visual and Performing Arts Department, and Ms. Karen Young who served the University for 16 years as Police Supervisor in the Public Safety Department.

In recognition of the time constraints for several of the Council members and the need to do a roll-call vote, these retirements will be addressed as one motion.
Motion was made by Trustee Coploff, seconded by Trustee Callahan, to approve the usual resolution for retirement for those listed above, and that the resolutions be included as a matter of permanent record in the official minutes.

The Motion carried as indicated by the following roll call votes cast:

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3. Purchases over $10,000

Trustee Graham presented the purchases over $10,000 from July 26, 2013, through October 22, 2013.

Motion was made by Trustee Houser seconded by Trustee Callahan, to approve the purchases exceeding $10,000 for the period stated in the amount of $2,915,087.50.

The Motion carried as indicated by the following roll call votes cast:

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C. REPORTS

Trustee Graham reported there was a meeting of the Executive Committee to discuss personnel and property matters. There were no items presented at this meeting requiring action by the Council.

Dr. Michael Fiorentino, Jr.
President

Dr. Fiorentino asked for a moment of silence for Dr. Gerald Robinson who was not only a long-time supporter of the University, but a leader and model for students, staff, and administration.

Dr. Bill Curley and his staff were acknowledged for the warm welcome to the Clearfield Campus and hosting the Trustee meeting.

Trustee Seidel recently received the Nanotechnology Scholar award at the recent Science Convocation and Dr. Fiorentino congratulated her, noting it was rewarding to see the number of outstanding students who have interest in, and excitement for, the sciences, and in particular the significant number of young women participating in the sciences studies.

Chancellor Brogan will visit our campus tomorrow and has scheduled an open forum session with faculty, staff and students, as well as a private meeting with the President. A return visit in the spring will also be scheduled.

There have been three very successful recent open houses which were well-attended and received great engagement and interaction from prospective students and their families.

The 2013 Homecoming Weekend was very well attended and included several special events and attendees were excited about the new science center. A ceremony was held to honor Bob and Dolores Lynch for their years of service to the University with the dedication of a painting by Emerita May Dyer. Many alumni came out to this early morning event to see Dolores Lynch and remember Bob.

President Fiorentino has been meeting with the academic departments with the assistance of the Provost and deans to discuss a wide variety of matters specific to the departments as well broader campus planning initiatives.

Congressman Thompson held his annual Government Outreach program on campus targeted to high school students from the areas’ districts. Senator Scarnati visited the area and was provided a tour of the science center. As Senator Scarnati will be Clinton County’s senator through the redistricting efforts, President Fiorentino reviewed with him the needs of the University.
The annual math competition drew more than 600 students from eleven high schools, and the event grown too large for the original location venue.

President Fiorentino traveled to California to participate in the AASCU conference as the Pennsylvania State Representative and attended meetings regarding state and federal issues facing higher education today. Some of the materials received at that conference were distributed to the Trustees.

The ROTC and local Veterans’ Office sponsored a Veteran’s Ceremony recognizing the University’s students who are veterans and receiving scholarships.

The University and LHU Foundation are sponsoring a concert event featuring the Krevsky Arts Scholarship recipient on November 21.

The faculty from the Business Department hosted a senior reception for networking with members of their advisory board and community members, allowing our students an opportunity to interact with them in a professional networking event.

President Fiorentino continues to advocate for the University with local and state officials and to provide them with information concerning the outstanding accomplishments of our students and staff. Additionally the University has been taking the lead in a study to increase transportation options between Williamsport and Clinton County, and this effort has solidified a working relationship with the municipal leaders involved.

Two retreats have been scheduled to focus on the Foundation and fund raising. The first is with the faculty department chairs and administration, and the second will involve the volunteer boards. Each of these sessions will review the roles of the different partnership and providing information on our fund-raising efforts as the University moves to begin a capitol campaign.

Trustee Elby commended the University on the Homecoming events, and particularly the Lynch celebration which was well attended.

Special Report
Clearfield Update: Dr. William Curley

Dr. Bill Curley reported on a student initiative to honor the victims and families of the 9/11 event, being a ten mile run through the community. The campus is steadily working on finalizing a strategic plan that will complement the University’s plan, as well as identifying ways to attract non-traditional students and more creative delivery of instruction, and marketing the quality and value of the Clearfield Campus.
The Clearfield Campus has been focusing on community engagement through displaying local artists from the community on site, and hosting a chamber after-hours event.

A new academic program in environmental studies will dovetail into the greenway project to promote an outdoor learning space through the 105 acres of ground of the Clearfield Campus. This space is also slated for student and community engagement and use. The Campus' slogan “Right size, right fit” provides an excitement and synergy for the future of the branch campus.

Trustee Suder inquired about the possibility of Marcellas Shale drilling at the Clearfield Campus site. Mr. Hanelly responded that any movement towards this type of initiative would require conversations at many levels.

President Fiorentino expressed his appreciation to Dr. Curley and his work at the Clearfield Campus.

**Academic Affairs Report**

**Donna Wilson, Provost and Senior Vice President for Academic Affairs**

Dr. Wilson announced that Dr. Khalequzzaman and Dr. Jody Russell were recognized for their outstanding scholarship and service at the Founders Day Convocation. Two faculty members, Marjorie Maddox-Hafer and Marlene Jensen also recently had works published.

Several student achievements were recognized: seven global honors students earned 13 presentations at the NCHC conference, the Lock Haven University choirs will be performing a holiday concert in Williamsport, The Nathaniel Alston Student Achievement Award was won by Physician Assistant student Rebecca Gardner, the Thomas Lemley Award for Health Disparities was received by Christy Lejkowski, and student Scott Tinley along with Dr. Richard Lalley presented at the International Association for the Philosophy of Sport Annual Conference.

Dr. Wilson outlined several initiatives including a revised general education program which was passed by the faculty, implementation of “flipped classrooms” funded by student success grants through the LHU Foundation, redesigning of the student orientation experience, and planning for the strategic enrollment management plan which included collaborations between the three divisions of the University.

Searches are underway for five tenure-track faculty positions, the search for the founding dean of the College of Natural, Behavioral, and Health Sciences is nearing conclusion, and Dr. Brett Everhart, a faculty member in the Health and Physical Education Department, has accepted assignment as the Special Assistant to the Provost for Assessment and Accreditation. Trustee Coploff asked Provost Wilson to provide additional information on the flipped classroom concept. Dr. Wilson explained that the students typically watch lectures and other information sessions as “homework” and then
the application/analysis/discussion/group work occurs during the assigned class time facilitated by the faculty member.

Provost Wilson reported that enrollment for the Fall 2013 semester reached 5,260, only a 1.28% decrease from last year. This decline in enrollment is attributed to a decline of high school students which will continue over the next three to five years. Our slight decline, however, when taken in context, is a success in relation to our maintaining stability of enrollment amongst the PASSHE institutions as Lock Haven University ranked fourth from the top in enrollment growth.

Student Affairs Report
Dwayne Allison, Interim Vice President for Student Affairs

Dr. Allison outlined the new “Dress for Success Closet” which is being promoted by the Career Services Offices. The program receives gently used professional clothing that is given to our students for presentations and/or job interviews. Currently two rooms have been filled with donations and our students are taking advantage of this program. In addition to clothing, monetary donations are accepted and will be used to purchase items for our students.

The intramural programs available through the Student Recreation Center provide opportunities for our students to join in extra-curricular activities on campus, with more than 900 students participating in ten sports for the Fall 2013 semester. These activities provide opportunities for students to form bonds and have fun while not in classes and serve as a significant retention tool.

Finance and Administration Report
William Hanelly, Vice President for Finance and Administration

Mr. Hanelly reported on the cost of funding the retirement programs into the future. Currently TIAA CREF receives an employer contribution of 9.25% of salary whereas the SERS employer contributions are seeing significant increases: 15.1% in the 2013/14 academic year and increases to 31.6% for the 2017/18 academic year. No additional funding is provided to the universities for these increases, impacting the Lock Haven University budget by $4.7 million per year over a ten-year period. Mr. Hanelly noted that this will continue to be our largest financial challenge in the future.

The Trustee Finance and Administration committee was presented with information with respect to setting housing fees that provides a fund to renovate existing facilities. A plan was presented to set a multi-year fee schedule indicating a gradual increase over the next several years to build a plant fund to provide limited, but meaningful, renovations for Woolridge and Smith Halls to make our facilities more attractive for prospective students. The fee schedule as presented could be visited periodically for adjustment as appropriate.
Motion was made by Trustee Houser, seconded by Trustee Swope, to establish a multi-year fee schedule for Lock Haven University residence hall rentals pursuant to the schedule attached to the resolution.

The Motion carried as indicated by the following roll call votes cast:

|Krystjan Callahan| Yea |
|Mary Coploff    | Yea |
|George Durrwachter| Not present |
|Chris Dwyer    | Not present |
|Daniel Elby    | Yea |
|Guy Graham    | Yea |
|Don Houser    | Yea |
|Margery Krevsky| Not present |
|Juliet Seidel | Yea |
|Deborah Suder | Nay |
|Jerry Swope   | Yea |

Special Report: Dr. Mark Cloud
APSCUF President

Dr. Cloud highlighted a project by Dr. Barrie Overton in Biology focusing on bat research and the white nose syndrome fungus which is killing the bats. Dr. Overton has been able to utilize this research as a class project, engaging several students and partnering with the Bureau of Wildlife Management to obtain a $38,000 grant.

Dr. Cloud believes that this type of engagement with students is at risk due to the severe budget cuts, and the retrenchment of faculty at several PASSHE universities. Dr. Cloud acknowledged the positive relationship with LHU Administration in their concerted efforts not to issue retrenchment letters; however, he also suggested that continued program cuts and possible retrenchment at LHU would result in the campus faculty picketing next year as is being done on other campuses. Dr. Cloud asked the Trustees to use their influences with political leaders to make a case for support of the State System, offering to have faculty and coaches help trustees in any way possible to carry the important message to legislators.

Dr. Cloud expressed his concern about the performance funding formula that hasn’t worked effectively to assist the PASSHE universities, as well as an $18 million special project fund and its distribution.

Trustee Suder inquired if APSCUF has been able to offer any alternatives to the increasing pension cost. Dr. Cloud reported that only 40% to 45% of the faculty participate in SERS. He further indicated he was unaware of any specific proposal but APSCUF regularly reviews related legislative proposals.
With no further business to come before the Council, the meeting adjourned at 5:35 p.m.

Respectfully submitted,

Mary A. Coploff, Secretary

Gwen Bechdel, Recording Secretary