LOCK HAVEN UNIVERSITY

Report of the Provost/Sr. Vice President for Academic Affairs
to the
Academic Affairs Committee of the Council of Trustees

May 8, 2015

1. Graduates

The University expects to confer degrees to 725 spring 2015 graduates: 620 undergraduate and 105 masters candidates. An additional 139 students have applied for an August graduation. If all applicants (including December 2014, 275) complete degree requirements by the deadline for conferring the degree, the total number for 2014-15 is 1139, down just slightly from 2013-14.

2. Administrative searches

A national search for a Director of Admissions has been authorized. We expect to conclude the search and welcome the new director by the end of the fiscal year.

3. Academic Programs and Curriculum

New tracks/concentrations:

- BS in Criminal Justice: track in Conservation Law Enforcement

New program proposal (Executive Summary attached):

- PSM (Professional Science Masters) in Actuarial Science

LHU 2020 Program Array Review

- The Provost, with the assistance of the Deans and in consultation with all academic departments, has conducted a review of our array of academic programs with a view to academic planning to take us to 2020. Following a review by senior staff, academic leaders were presented on April 16 with relevant University-wide data and a draft schematic showing projected reallocation of academic affairs resources, together with assumptions for program planning. Departments have until May 15 to respond, following which implementation will begin.
4. Accreditation

- MS in Clinical Mental Health Counseling has submitted application for CACREP (Council for Accreditation of Counseling & Related Educational Programs) accreditation.
- Health and Physical Education accreditation reaffirmed
I. Division Highlights

The midyear update to the 2014-15 budget was submitted to the Office of the Chancellor in March. Projected revenue is $770K higher than the original budget submitted in September 2014. The improvement reflects higher tuition revenue for Summer II and the Academic Year sessions and a $470K increase in performance funding earned, compared to the previous year’s results. Projected expenses are also down from the original budget by about $250K. We continue to work on the 2015-16 budget which is affected by several major areas of uncertainty: state budget proceedings, enrollment levels, and the outcome of CBA negotiations. All indications point to a very challenging fiscal situation for the next couple of years, even with favorable outcomes in the areas of uncertainty.

The Lock Haven University Foundation has decided to donate the Campus Village property to the University, subject to Council of Trustees and Board of Governors approval. This facility has been leased and operated by the University as part of our residence life program for many years. When the donation is completed, the lease agreement will be terminated, resulting in an annual savings of about $400,000 to the University. The elimination of this budget line item will free up funds to cover life-cycle maintenance needs of the facility in the long term. The apartment-style units in Campus Village remain popular among the student body.

The current Service Purchase Contract with the Foundation expires in June 2015 and the University would like to enter into a new, four year funding agreement to cover the current services (fundraising, development and alumni relations) as well as the conduct of the capital campaign. The addition of the capital campaign funding will add $200,000 to the annual funding level, and the higher level of funding will commence at the same time that the Campus Village lease payments end. A copy of the proposed Service Purchase Contract is provided in the materials for the COT meeting. Proposed funding by fiscal year is:

- 2016-17 – $796,874.
- 2017-18 – $820,780.

The architect’s cost estimates for Phase III of the Ulmer renovation project proved to be too optimistic and the actual bids came in about $500K higher. Given the importance of the project to the overall appearance and functioning of the central campus, we recommended to the Council Executive Committee proceeding with the project as designed rather than de-scoping. The Executive Committee concurred and contracts were issued for the work. Interior demolition work has begun on Gross and Russell Halls and full-scale demolition and construction activity will begin shortly after commencement.

Formal approval of the demolition of Sullivan Hall is on the agenda for the Council meeting. The demolition is planned for summer 2016 and will be followed by Phase II of the University Commons project. Detailed cost estimates for that work will be developed over the summer.
Revised cost estimates have been provided by the architect for the Woolridge Hall renovation project as part of their 90% design submission. The revised numbers reflect a cost growth of several hundred thousand dollars. Discussions are underway to review value engineering alternatives that could reduce the cost increase.

Agreement has been reached on the language of the new food service contract with Aramark and the document is being routed for signature. Work will commence on the renovations to the Lower Bentley food court area soon after commencement.

At the January Council meeting, Trustee Callahan requested information regarding historical student fee increases and comparative data for the other PASSHE schools. That information is provided on pages 8 to 11 of this report.

II. Department Reports

Facilities Department

Director of Facilities, Keith Roush

Completed projects:
- **Business Continuity/Secondary Data Center** - This project is now completed and will provide complete business continuity in case there is loss of power or damage to the main data center in RLC.
- **Rogers Weight Room** - Given a face lift to make ready for the new equipment by a recent donation. Project completed.
- **Thomas Field House Hall of Fame** - Conversion of the trophy cases in the lower entry to TFH into a Hall of Fame area. New wall finishes and ceiling were installed along with changes to the display case to accommodate a Hall of Fame display that is being provided by a donor.

Contracted projects:
- **Demolition of Russell, Gross and the Courthouse Annex** - Hazardous materials abatement process complete. Internal demolition work in Russell and Gross Halls has commenced. Full blown building demolition will start immediately after May graduation.
- **University Commons Phase I Construction** - project bid as a part of the building demolition above. Phase I is to be completed by the beginning of Fall semester 2015. This phase will include two pavilions, sidewalks etc. and open space in the area formally occupied by Russell.
- **Facility Master Plan** - Stantec representative Stu Rothenberger highlighted results of the plan to the Facilities Planning Committee on March 6. This plan centered around the concept of utilizing existing space and that growing academic programs can be located in facilities with the capability to accommodate such growth while programs/departments where little growth is anticipated are located accordingly. The overarching goal will be to improve the campus space utilization and reduce the aging building inventory without decreasing services or quality of education for our students. A final draft of the plan is expected by the end of the semester. This plan will then be used as a tool to make recommendations we can implement to meet the objectives of the Academic plan.
- **Phase III of the Upper Campus Repurposing** - Project to renovate the third floor of Ulmer North into administrative offices for senior administration which will also include the addition of a new entrance which is designed to unite the two Ulmers into a more aesthetic building. Construction is to start immediately after graduation with exterior work and the addition to Ulmer to be completed around August 14 with the third floor work to be finished by September 18.
- **Foundation Fields** - Run underground electrical service to fields for scoreboards, public address system and electrical outlets. This is for the anticipated move of LHU’s varsity soccer programs to grass.
• **Zimmerli Gymnasium Floors** – Project to completely sand and refinish the gymnasium and racquetball court floors in Zimmerli Gymnasium. Project in the design phase. Attempting to complete by end of summer 2015.

• **Glenn Road Site Improvements Feasibility Study** – A civil engineering firm has been retained to perform a feasibility study to address the area between Glenn Road and Price Auditorium to recommend changes to increase curb appeal and safety along the Glenn Road corridor.

• **Tennis Court Resurfacing** – Project to refinish the tennis courts by the Durrwachter Alumni Center. Currently in design. Resurfacing to occur summer 2015 (schedule and weather permitting).

• **Fencing removal and replacement/creation of kayak and canoe storage area** – Project in design to replace the fencing between Jack Stadium and McCollum Field, relocate the softball outfield fence per NCAA regulations and create a secure enclosed storage area for the canoes and kayaks currently stored in the shed at Charlotte Smith Field. The enclosed storage area is planned for the current site of the Courthouse Annex building therefore construction will not start till fall 2015.

• **Woolridge Hall Renovations** – Renovations to include restrooms/showers along with a new main entrance to the building and a new heating system and emergency generator. Currently assessing the latest A/E cost estimate. Project appears to be considerably over budget. Project to begin mid-July and last throughout the Fall semester.

• **Upgrades to Bentley Retail area** – Project to be undertaken in the summer of 2015 as part of the new food service agreement. Construction to commence May 11 and be completed by August 8.

• **Annual Concrete Repair Work** – Sidewalk and stair repairs/replacement throughout campus.

• **Annual Pavement Repair Work** – Pavement patching and overlays throughout campus.

• **Welcoming Arch Structure** – Fee negotiations underway for design of an arch to be constructed over Campus Drive as a welcoming structure to visitors on campus (donated structure)

### In-house Projects:

• **Internal Building Data Wiring Upgrades** – Buildings still requiring upgrades include the PUB, TFH, Bentley, Price and Zimmerli. These buildings have minor connections when compared to those completed. Construction/replacement may extend into the Summer 2016 due to lack of adequate personnel.

• **McEntire Kitchen** – Much needed kitchen upgrade and storage area completed. Storage was created for the Residence Hall Association who had to move all of their items out of Gross. To be completed in-house during summer 2015.

• **Relocation of the TLC** – Project required in preparation of the vacation and subsequent demolition of Sullivan Hall. Could potentially result in the relocation of the testing center currently in Raub Hall.

• **Floor Replacement in the Carillon** – Project to replace the floor of the carillon which has deteriorated due to leakage somewhere in the structure. Completion during summer 2015.

• **Repairs to retaining wall at Founders Hall (Clearfield)** – Project to repair the masonry wall at the loading dock area of Founders Hall. The present wall has had moisture infiltration which is causing the wall to deteriorate.

• **Repairs to windows which are fogging at Founders Hall (Clearfield)** – Project to replace multiple windows in Founders Hall which have lost the seal between the panes and are no longer energy efficient.

• **Creation of a Dean’s Suite in Sloan Fine Arts Building** – Project necessitated by the vacation of Sullivan Hall. Conversion of four rooms on the first floor of Sloan into an office suite for the Dean of Liberal Arts and Education.

### Future Projects:

• **Electrical Infrastructure Upgrades** – A capital project already approved with a planned release of funds in 2015 for the complete upgrade to the medium voltage electrical infrastructure throughout main campus. The project will focus on the replacement of the existing cabling, transformers, and main distribution
panels with the goal of providing redundant feeds to each building so that power can be maintained to the majority of the buildings on campus in the event of a failure at any given point within the system. Project on hold awaiting authorization to advertise for professional services.

- **Bentley, Sloan and Stevenson Chiller Installation** - Shippensburg University is installing a central chiller plant and has multiple chillers available that have seen little use. Some of the available chillers are matches for the aged chillers at Bentley, Sloan and Stevenson. LHU will replace the old chillers with the ones from Ship. We will be receiving the chillers from Shippensburg in May 2015 but will not install them until summer 2016 or later depending on need. Existing chillers will be utilized as long as possible to extend useful life of the Shippensburg chillers.

- **University Commons Phase II Construction** - Completion of the Commons area on Campus. This project will involve the demolition of Sullivan Hall and the construction of another pavilion and an outdoor amphitheater in the area between the current Russell Hall site and Glenn Road. Project planned for summer 2016.

- **Raub Hall HVAC Upgrades** - Project in the planning stage. This would be the first (along with previously mentioned chiller replacements) in a series of HVAC upgrades across campus. Potential summer 2017 project.

**Procurement Department**

*Director of Procurement, Becky Proctor*

- PASSHE put out an RFP for Commercial Card Services as our current contract with JPMorgan Chase expires on 6/30/15. The RFP Committee met 2/24/15, evaluated the responses to the RFP, and awarded the new contract to Bank of America. A Notice of Extension was issued to JP Morgan Chase on 3/16/15. The notice extends the contract terms by 3 months to accomplish fiscal year-end close and the transition. The adjusted expiration date is 9/30/15.

**Office of Human Resources and Social Equity**

*Associate Vice President of Human Resources, Deana Hill*

**Benefits**

**LHU Worker’s Compensation Provider Panel**

- The panel was updated effective January 26, 2015. This update was necessary due to some providers being obsolete and to provide employees with more options. We have now included an urgent care facility which will eliminate some emergency room visits and provided a way to access more physical therapy and chiropractic providers.

**PASSHE Healthy U – Deadline May 31, 2015**

- APSCUF, Coaches, Managers & SPFPA employees enrolled in the PPO or Indemnity plan have the option of participating in the PASSHE Healthy U program. Participating in this program gives employees reduced rates on their health insurance contributions. Employees and their covered spouse/domestic partner must earn 70 points and complete a Wellness Questionnaire during the participation period. The deadline of May 31, 2015 is fast approaching so reminders will be sent out weekly. Last year LHU’s participation rate was 84% and the PASSHE overall participation rate was 85%.

**Employee Wellness Programs**

- Employee participation rates continue to rise in our weekly lunch time wellness programs. Employees can participate in Yoga on Tuesday and Thursday or enjoy walking with colleagues each Wednesday at noon.
Retirement Planning Seminars

- Planning for State Retirement (SERS & PSERS) Seminar, April 14, 2015: Topics included: Basics of Understanding State Retirement, Discussion of State Retirement Options, Planning for Early Retirement, Discussion of Traditional IRAs, Roth IRAs, and 403(b)s. Twenty-three (23) employees attended this seminar facilitated by Wienken Wealth Management.

Title IX

- The University is evaluating the current on-line training programs provided to students, faculty, and staff. An updated version of Sexual Violence: Title IX and the SaVE Act to include all the legal mandates is available through the same vendor. The package has been enhanced without any additional cost to include eight (8) short clips on various subjects for use with student programs.
- The University continues to implement the training, educational and reporting requirements under Title IX and the SaVE Act. Completion rate for faculty and staff to date is as follows: (1) Preventing Discrimination and Sexual Violence: Title IX and the SaVE Act for Faculty and Staff, (64%) and (2) Unlawful Harassment Prevention for Higher Education faculty/staff, (58%).


- LHU Protection of Minors Policy Handbook: Implementation of the approved Policy Handbook is on-going. A training session was held for the Registry Administrators.
- Mandated Reporter Training: As provided in BOG: 2014-01, all University administrators, faculty, coaches, staff, student workers, contractors, and volunteers have been identified as mandated reporters of suspected child abuse under conditions defined in the Policy. Pursuant to Policy 2014-01, all mandated reporters will receive training. An on-line educational module has been developed by the University of Pittsburgh and the PA Child Welfare Resource Center and provides in-depth information on recognizing child abuse, rights and responsibilities as a mandated reporter, and how to file a report both electronically and over the phone. To date, three hundred and thirty-six (336) employees have completed the training.

BOG Policy 2009-01: Criminal Background Investigations, Act 153 of 2014

- The University continues to implement BOG Policy 2014-01 requiring the following background clearances for all new and existing employees and volunteers. (1) Act 34, Pennsylvania Criminal Record Clearance; (2) Act 151, Child Abuse Clearance; (3) Act 114, Federal Bureau of Investigations (FBI) Criminal Background Checks. A total of 1,102 clearances have been processed to date. The chart below provides completion data this area. We have identified a schedule to ensure all employees will be in compliance by December 31, 2015.

<table>
<thead>
<tr>
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<td></td>
</tr>
<tr>
<td>Act 114, FBI</td>
<td>145</td>
<td>67</td>
<td>27</td>
<td>124</td>
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</table>
Financial Operations Department
Controller, Julie Love

- Spring 2015 rebilling was completed on 3/2/15 and 4/2/15. Summer 1 and Summer Extended will be billed the week of 4/20/15.
- Student accounts were present at the Salute to Grads that took place on 3/17/15. We also attended the March 28th and April 11th Open Houses as well as Accepted Students Day that took place on 4/18/15.
- The Interim Budget Report was submitted to PASSHE on 3/16/15.
- We are in the processing of updating the Action Plan which we originally submitted in February as part of a pilot program. All universities are required to submit an Action Plan by May 15, 2015.

Information Technology Department
Director of Information Technology, Don Patterson

- Business Continuity/Disaster Recovery
  The secondary data center has been completed. The redundant equipment in the Robinson data center was powered down and relocated to the new facility. This completes a multiple phase addressing Business Continuity and Disaster Recovery.

- Raub Wireless Network Upgrade
  The equipment has been ordered to upgrade the wireless network in Raub Hall. This will provide this heavily used academic building with more robust wireless connectivity. (This project was completed since the last report).

- Raub Computer Lab Upgrade
  The computers are being replaced in this lab. This is being done not only to support academic programs but also to enhance this facility as a Testing Center for exams such as Praxis and other certifications. (This project has been completed since the last report)

- Blackboard Transact System
  LHU has procured the Blackboard Transact System in support of the RFP for dining services. This system is a combination of software and hardware (both servers and endpoint cash registers) to support dining transactions. All hardware and software has been ordered. Initial on-site visitation has been completed and work continues for go live in late spring/early summer.

- Equipment has been ordered to upgrade thirty technology classrooms this summer which will complete the final phase of getting all of the classrooms converted to high definition.

Workforce Development Office
Director of Workforce Development, Shannon Tyson

WEDnet Grant

- FY 2015 - Current allocation for awards - $268,283
  - Expect total allocation of $275k - $300k for this fiscal year
  - $7,880 unallocated, 26 grants in place, $32,868 invoiced to date
LHU Testing Center

- The center is currently open Tuesday and Thursday evenings from 5 p.m. – 9 p.m. and Saturdays from 8:00 a.m. – 4:00 p.m.
- PearsonVUE, ETS (Praxis), & other
- Gross revenue to date $39,488
- Exams delivered to date – 2,954

Additional Activities

- Negotiating agreement with Penn College for their continuation of short term natural gas industry training through the ShaleNET grant.
- Completed several training needs assessments for local companies and training was provided.
- Workforce needs assessment was conducted with Baker Tilly utilizing an online platform.
- Attended PASSHE and National Association of Workforce Boards meeting at Bloomsburg University in March.
- Free session on "Driving Results: Measurable Workforce Learning and Development", scheduled for May 21, 2015 at DAAC.
- Working with faculty on developing CEU programs, anticipate Fall 2015 launch.
- Participation continues on the Clinton County Gas Task Force meetings and three committees: Public Education Committee, Workforce Education Committee, and the Economic Development Committee. Member of the Croda Community Advisory Council, and WEDnet ISAAC taskforce.

Small Business Development Center

**Director of the Small Business Development Center, Tim Keohane**

- The Small Business Development Center welcomed a new staff member, Tom Keiffer, to the department on March 23rd to serve in the role of a business consultant for the Center. Tom is an LHU Alum who worked as a student employee for the SBDC from 2005 thru 2008 until his graduation.
- Before returning to LHU and the SBDC, Tom had been working in the private sector in accounting and financial operations positions and will focus primarily on assisting SBDC clients in Clinton County.

- The Lock Haven SBDC is partnering with Google on their newest initiative, Let’s Put Our Cities on the Map, which is a program designed to empower communities to support their local businesses and encourage them to get on the map. Let’s Put Lock Haven on the Map is now part of the ongoing partnership with Google’s Get Your Business Online program and aims to bring community members, business owners, and civic leaders together to help small businesses succeed on the web. The SBDC will utilize these resources locally in conjunction with the Lock Haven River Town initiative to help established and new businesses increase their digital marketing presence, as well as through educational program offerings in both Clinton and Lycoming Counties.

- The Lock Haven University Small Business Development Center is planning a business pitch contest for the Fall 2015 semester for students at Lock Haven University and Penn College. The contest will be coordinated logistically by a third party partner, Palo Alto, who is the maker of Business Plan Pro software and a national partner/sponsor of the SBDCs. We will be using their LivePlan online pitch
building tool via 3-month subscriptions for the college student participants. Palo Alto will be handling the participant registrations, initial submission judging and the event hosting duties virtually. The competition will conclude with live finalist presentation at Penn College during Global Entrepreneurship Week in mid-November, with cash and in-kind prizes awarded to the top three students/teams.

**Institutional Research**

*Institutional Data Manager, Mike Abplanalp*

- Retention and Graduation Rates – Updated retention and graduation rate information that was presented at the Provost retreat.
- Action Plan – Served on the committee that reviewed, provided feedback, and completed the data portion of the PASSHE Action Plan pilot.
- External Surveys – Completed the US News and World Reports, Wintergreen Orchard, College Portrait, Middle States Profile, and Peterson’s surveys.
- AACTE – Provided Teacher Education with enrollment and graduation information for their yearly reporting to state and accrediting body.
- Provost – Compiled data and graphs on enrollment, credit, and program cost for the provost.
- Tutorial Services – Worked with tutorial services to look at demographics and retention rates of students using their services.

**III. Student Fee History and Comparison**

At the February Council of Trustees meeting, Trustee Callahan asked for a history of student fee changes at LHU since 2010 and a comparison of LHU’s fees with those of other PASSHE institutions. This information is provided as exhibits to this report.

The primary driver for historical increases in the meal plan rates has been the CPI adjustment provision that is standard in these contracts. The specific index used is the Food Away From Home, which tends to increase at a higher rate than the broad headline index. The increases also reflect the cost of maintenance, operations and improvements in food service facilities.

The increases shown for residence hall rates reflect a multi-year adjustment from a prior rate structure that was not adequate to generate funds for renovation of traditional halls. At one point, the long-range plan for student housing was to replace all traditional halls with new units using the public/private partnership model, which would have been funded with debt financing that would have necessitated substantially higher rental rates. That plan was later modified to the current approach which maintains a mix of newer suite-style units, apartment units, and traditional double occupancy residence hall units. The current approach utilizes funds generated from student rents on an ongoing basis rather than debt financing to fund facility improvements. This is reflected in the increased rental rates.

The 2013-14 increase in the transportation fee was to cover the costs of expanded trolley coverage triggered by the new East Campus Science Center coming online. A third trolley was added at that time. The 2011-12 increase in the health services fee reflected the increased expense of providing a broad range of student wellness services, including a new infirmary contract and counseling services.
The fee comparison provided is based on information found on university websites and represents current year charges. The specific features of student housing and meal plans vary somewhat across the PASSHE institutions as do the structure of mandatory student fees. As a result, the summary information at bottom of the chart that shows the total of all fees is perhaps the best comparison. There are two summary comparisons: one that includes the cost of a traditional residence hall room with double occupancy and a 14-meal per week meal plan, and a second that includes the cost of a double occupancy room in a semi-suite hall with the same meal plan.
### Room and Board Rates and Mandatory Fees

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<tbody>
<tr>
<td>19 Meal Plan w/ $200 Flex</td>
<td>$1,544</td>
<td>$1,576</td>
<td>$1,608</td>
<td>$1,652</td>
<td>$1,712</td>
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<td>$952</td>
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<td>$960</td>
<td>$992</td>
<td>$1,013</td>
<td>$1,098</td>
<td>3.3%</td>
</tr>
</tbody>
</table>

| Residence Halls (per semester):    |         |         |         |         |         |         |         |
|------------------------------------|---------|---------|---------|---------|---------|---------|---------|--------|
| Traditional - double occupancy     | $1,824  | $1,936  | $2,080  | $2,356  | $2,632  | $2,800  | $2,982  | 8.5%   |
| Traditional - single occupancy     | $2,608  | $2,752  | $2,944  | $3,236  | $3,332  | $3,538  | $3,726  | 6.1%   |
| Traditional - double as single     | $2,624  | $2,768  | $2,960  | $3,252  | $3,544  | $3,753  | $3,903  | 6.8%   |
| Campus Village - double occ.       | $1,984  | $2,112  | $2,280  | $2,572  | $2,864  | $3,069  | $3,268  | 8.7%   |
| Campus Village - efficiency        | $2,608  | $2,752  | $2,944  | $3,236  | $3,448  | $3,634  | $3,827  | 6.6%   |
| Campus Village - single occ.       | $3,296  | $3,472  | $3,712  | $3,964  | $4,092  | $4,215  | $4,341  | 4.7%   |
| Fairview Suites - double occ.      | $3,720  | $3,720  | $3,720  | $3,788  |         |         |         |        |
| Fairview Suites - single occ.      | $4,140  | $4,140  | $4,198  |         |         |         |         |        |

| Transportation Fee (per semester)  | $16     | $17     | $20     | $22     | $40     | $40     | $40     | 16.5%  |
| Health Services Fee (per semester) | $50     | $50     | $90     | $90     | $90     | $90     | $90     | 10.3%  |
| Student Facilities Fee (per semester) | $205   | $211   | $214   | $218   | $225   | $230   | $235   | 2.3%   |

**Education Services Fee (% of tuition):**

- Undergraduate: 10%
- Graduate: 15%
- Graduate - Physician Assistant: 15%

**Notes:**

1. Residence hall rates reflect multi-year pricing plan to fund needed renovations of traditional residence halls.
2. Transportation fee increase in 2013-14 related to expanded service/addition of third trolley.
3. Health service fee increase in 2011-12 based on increased cost of infirmary contract/counseling services.
<table>
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<th>Student Housing</th>
<th>BU</th>
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<th>CL</th>
<th>ED</th>
<th>EA</th>
<th>IN</th>
<th>KU</th>
<th>LO</th>
<th>MA</th>
<th>MI</th>
<th>SH</th>
<th>SL</th>
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<td>$2,658</td>
<td>$2,504</td>
<td>$2,569</td>
<td>$2,835</td>
<td>$2,686</td>
<td>$2,656</td>
<td>$2,776</td>
<td>$2,800</td>
<td>$2,904</td>
<td>$2,220</td>
<td>$1,710</td>
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<td>$2,562</td>
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<tr>
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<td>$3,306</td>
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<td>$2,561</td>
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<td>$3,551</td>
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<tr>
<td>Suite/semi-suite, single - 2 persons</td>
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<td>175 per semester</td>
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Most common Flex amount

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Other Fees

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Total Mandatory Fees

| $980 | $1,368 | $1,187 | $1,484 | $1,218 | $1,128 | $1,140 | $1,228 | $1,478 | $1,245 | $1,162 | $1,258 | $30 |

Summary:

- Mandatory fees, Traditional double, 14 meal plan: $4,954
- Mandatory fees, Semi-double, 14 meal plan: $5,244

Source: University websites
Division of Student Affairs  
Report to the Council of Trustees  
May 8, 2015

Career & Professional Development
- On February 24th the annual Spring Career Fair was held in Rogers Gymnasium from 11am – 2pm. 78 employers and 234 students participated.
- Since February 1st, twenty-one (21) in-class presentations, by faculty invitation, have been conducted, reaching 530 students.
- The Annual Follow-Up Report for the Class of 2014 was completed in early April with a response rate of 70%. The full report and an executive summary will be available shortly online at:  
  http://www.lhup.edu/students/student_resources/career_services/followup_survey.html.

Community Service
- LHU AmeriCorps VISTA Grant for a focus on post-secondary readiness & success in 2015-2016 was approved in partnership with PA Campus Compact, PennSERVE & Corporation for National & Community Service. The grant will fund 1 full-time AmeriCorps member from July 2015-July2016. Currently, LHU Alumni Lucio Perez in serving as the 2015-2016 VISTA and he requested to serve again in 2015-2016
- Alternative Spring Break Service Trip 3/8-3/14 (Student paid $275 all inclusive), Habitat for Humanity Georgetown SC- Collegiate Challenge; 16 students attended, 1 LHU AmeriCorps PACC VISTA, & 1 LHU Staff Chaperone/Club Advisor; Total of 490 hours of direct community service hours and additional hours of pre-service training with local PA HFH, service learning, debrief meeting & reflection activities.
- Downtown Lock Haven Rotary recognized two LHU Seniors for outstanding community service and educational merit, 4/14 LHU Seniors, Amanda Burris & Amanda Cole, received the honors at a ceremony at Ave 209 Coffee House
- LHU/Red Cross April Blood Drive 4/14 & 4/15 had a goal of collecting 162 units of blood for patients in need this spring— Our campus community surpassed the goal & donated a total of 209 units

Dining Services
- Hosted the following special theme meals in our all you care to eat facility in Upper Bentley: February: Mardi Gras dinner featuring classic New Orleans cuisine.
  March: St. Patrick’s Day dinner featuring traditional Irish cuisine including our own in-house made corn beef. April: Students favorites’ dinner, options selected by students.
• **Meal plan participation** remains a very strong 70-73% per week. 55% of meals are redeemed in Upper Bentley. NanoBites continues to be a well-used venue, serving over 1250 meal swipes per week.

• Held a tabling event for Healthy Snacks and eating during March National Nutrition Month, and participated in the annual health fair as well.

**Health Services**

• We have administered 285 Flu vaccines and had 34 diagnosed cases of influenza-like illness for the year.

• April is **STD Awareness month**, and students were encouraged to participate in STD educational activities at a presentation table staffed by Health Center employees held at Bentley. Our bi-monthly STD/HIV clinics are finished for the year. 69 students were tested and 4 were positive for STDs and given treatment.

• Free physicals and Tuberculosis tests are being provided to students to complete educational requirements.

**Housing**

• **Housing selection process for 2015-16** began in February as the process moved on-line. Returning students completed their housing contracts on-line and then selected their rooms during an assigned time during one week in person with staff members. In March any returning that did not select their room could now pick their room themselves on-line. March 15 opened the housing process for new students. New students are completing their housing contract and selecting their room all on-line. In April, students living off-campus could complete a meal plan contract and select their meal plan on-line.

• **Marketing** for on-campus housing continues with staff members providing weekly informational tables through-out campus to assist students with housing and dining plan selection. New students are currently sent information via email regarding housing. In the summer students will receive postcards and phone calls.

• The Student and Residence Life office rewrote their mission, vision, and strategic plan for 2015-2020.

• Housing software system is in the process of moving to hosting location that will help provide more efficient service to the students and lesson support needed from LHU IT. In addition the software program used for housing is being upgraded from 3.62 to 4.0.

**Rec Center**

• **SRC Hourly Count Statistics - Spring Semester 2015**

  58,611 – Semester total (as of April 17th)
  616 – Average per day for semester
  1,260 – Largest one day total (Monday, February 16th)

  (*Numbers are based on the hourly count conducted by SRC employees at the front desk.*)
• **Spring 2015 Monthly Participation Totals**

![Spring 2015 Monthly Participation Totals](image)

- **Spring 2015 Intramural Sports**

- **Spring 2015 Intramural Participation Statistics (as of April 17th)**
  Total Participants: 803  Male – 565 (70%)  Female – 238 (30%)

**Residence Life**

- Over 1000 events and programs will have been conducted by Student and Residence Life by the end of the year. Highlights of a few of the programs follow.

- **REAL Conversations** (organized by Rich Czyzyk)
  2/16/15 – **Personalities** - Title: *It’s not easy getting along with everyone in my community. Why do some people think & act differently than I do?*
  Facilitator: Wendy Walsh, Student Life Coordinator, Student & Residence Life
  4/6/15 - **Healthy Life Style Choices** - Title: *Maintaining my personal well-being and health is exhausting. Keep Calm & Live Healthy.*
  Facilitator: Dr. Rick Schulze, Professor, Health Sciences Department
  4/20/15 - **Financial Responsibility; Money Management** - Title: *Student Loans. Unemployment. Credit Cards. How will I ever figure out what to do or even get ahead?*
  Facilitator: Emmy Borst, Student Life Coordinator, Student & Residence Life

- **Alcohol & Bystander Programs:**
  4/2/15, 4/3/15, 4/4/15 – Alcohol Education and Social Norming Programs (various halls)
  Students played water pong (with and without beer goggles) and were introduced to national and LHU social norming data as a lead up to the **Shots of Reality Program on 3/5.**
  4/16/15 - **Step Up! Bystander Training**
  The goals of Step UP! are to: Raise awareness of helping behaviors, Increase motivation to help, Develop skills and confidence when responding to problems or concerns, Ensure the safety and well-being of yourself and others.
• Other Noteworthy Programs:
  **Fun with Science (Woolridge Hall):**
  2/11/15 – Dr. Reid, a physics professor, and some student volunteers came to Woolridge to do some demonstrations of different physics concepts for the residents.
  3/19/15 - Dr. Pillai from the computer science field came to give a demonstration and presentation on computer science.
  2/28/15 - No Mirror Day (Woolridge Hall) - We covered up all the mirrors on our floor. We did this so people could not look at their reflections, and show awareness towards eating disorders. Lots of people wrote encouraging words to others. We had the mirrors covered for the whole day.
  3/4/15 - **Financial Trivia Questions (Fairview)** - Financial Trivia Questions is a program in the first floor lobby and when residents walk by, we ask them questions about credit cards/ financial questions and if they get the question correct, they get a piece of candy.
  3/25/15 - **Sex and STD Facts (North)** - RA furnished pamphlets about STDs and family planning, which she brought over from Glennon Health building. She then read an article about Sexual Health, and STD facts. Male and Female condoms were provided for residents to take.
  4/7/15 - **Healthy Eating (CV)** - Healthy Eating was a program aimed at teaching residents the importance of living a better life through healthier food options. The scope of the program was laid out to focus the resident’s attention in different areas such as calorie intake, in addition to healthier food options to replace the not so good choices we normally pick on the daily basis.

Student Activities
• There are currently **121 active clubs and organizations** on campus, and 3,280 students participated in clubs and organizations during the 2014-2015 academic semesters.
• The Student Activities Office collaborated with a variety of University departments and committees throughout the year to support campus programs, including the Presidents Commission on Women, President’s Commission on LGBT Affairs, Mountain Serve Community Service Office, and the Center for Excellence and Inclusion.
• The Student Activities Director and members of the Haven Activities Council attend the **National Association of Campus Activities National Conference** in Boston, MA in February. In addition to attending numerous entertainment showcases, they attended education sessions and networked with other University’s to assist with planning popular campus activities.
• Campus clubs and organizations have held over 2,127 meetings and practices, hosted over 730 campus programs, attended 26 conferences, competed in over 35 competitions, organized 43 field trips, and sponsored over 80 fundraisers raising over $47,500 including Colleges Against Cancer’s Relay for Life, which raised over $27,000 to date.
• Clubs and Organizations are working together this spring to sponsor or participate in Accepted Students Day, Admissions Open House Programs, Earth Day, the Children’s Festival, Dance Shows, Gay Pride Week, and Community Service Clean-up projects.
• The **Student Activity Fee Committee** meets weekly to review club and organization contingency funding requests. Student committee members along with the Director of
Student Activities and the LHU SAS, Inc. Budget Manager recently held an all-day budget session to prepare the 2015-2016 club and organization budget proposals to present to the LHU SAS, Inc. for funding consideration.

- The Student Activities Office continues to sponsor monthly Leadership Council Meetings that bring together club and organization leaders to discuss club activities, campus leadership initiatives, community service projects, and student concerns. End of the Year Leadership and Service Awards will be presented to student leaders in the following categories:
  - Student Organization of the Year
  - Outstanding New Student Organization
  - Collaborative Program of the Year
  - On-Campus Program of the Year
  - Outstanding Community Service Project
  - Outstanding Student Leader on Campus
  - Legacy Award for a Graduating Senior
  - Unsung Hero Award – Student
  - Unsung Hero Award – Non Advisor Faculty or Staff
  - Advisor of the Year

- The Haven Activities Council continues to program activities and events on campus – hosting mid-week and weekend activities for students. Student organizers also planned and implemented the Annual Spring Concert sponsored by the Haven Activities Council, who hosted Rap Artist, Mac Miller. The event sold out as 2,200 tickets were distributed to students.

- Special events hosted in the PUB this semester include Admissions Open Houses, Legislators Day, Celebration of Scholarship, Government Outreach program with Glenn Thompson, and Fundraising Events.

**Student Development**

- Judicial Affairs: Currently, judicial affairs is working on the installation of a new code of conduct software system. This will allow more secure and accurate tracking of student records and over-all code of conduct violations.
May 2015 University Relations Trustee Reports

Communications & Marketing

On January 23, 2015, LHU University Relations representatives attended the Mid-Winter Mingle, sponsored by the Lycoming County Arts Alliance, showing support of the arts and offering assistance in promotion of the arts.

We’ve been coordinating filming of a 30 minute television show featuring Lock Haven University with PASSHE. The show is a cooperative agreement with PCN & PASSHE and will contain 4 features: the President and Chancellor interview to open the show and three other features and commercials from the institution. Our show will focus on the sciences; interviews were done with the Dean; a science student who is also a wrestler, featuring the research that he is doing on campus; at a faculty member in the sciences. All LHU commercials will be aired during the segment, which has no official air date as of now (projected to be June, 2015).

The LHU website continues to undergo enhancements. Faculty pictures have been taken during the last quarter and will be posted to the web after Commencement. Responsiveness continues to be an area of improvement so that the site has mobile optimization. The Search Engine Optimization has been updated and analytics are being used more to track user behavior (where they come from, where they go to, how long they are on our site, etc.).

The May issue of The Haven magazine is complete and is unique because the focus is on successful Alumni (“Investing in Passions to Open Possibilities”) and includes a new section, Rising Stars, which focuses on successful young alumni.

The Economic Impact publication was recently used in the PASSHE Economic Impact Study, released April 15th.

The second publication of LHU Subject Matter Experts has been printed. The publication will be used in various ways, including the Capital Campaign and online viewing.

LHU Clearfield recently hung their campus banners in the City of Clearfield before displaying them on campus, using them as a marketing tool.

University Relations is currently working with Enrollment Management to produce six commercials to be aired before the fall semester. One commercial is almost complete, and the second filming will take place May 6, 2015 at the Lock Haven Catholic School. Commercial focuses are: Education, Physician Assistant Program, Biddle Family, Athletic Training graduate, Lee Kuntz, Washington Nationals Baseball Club, Clearfield, and a recent graduate doing something exciting in their field.
LHU Clearfield has utilized Constant Contact email service, trying to capture a wide number of individuals for recruiting purposes. They continue to address their marketing plan as well by expanding their outreach radius. Additionally, team members are organizing data to have a Clearfield App for mobile devices within the Haven Mobile app.

Monthly reviews of the Student Bridge virtual tour analytics have been conducted. University Relations and Enrollment Management are looking at the data for marketing purposes, in terms of geographical location and content (which will tie into the retargeting and outreach campaign). A landing page is currently being constructed for the virtual tour so that prospective students/parents have a choice of which video to view, giving a more realistic view of most watched channels, as well as duration on the page.

University Relations has spearheaded the President’s Vision Task Force. Two whole-group meetings have been held, as well as team meetings, to create a new vision statement for Lock Haven University. It is anticipated that a new vision statement will be presented to the President for approval before the end of the fiscal year. Through discussion, it has been determined that there is a need to revisit the mission statement as well.

Ten LHU representatives attended the State System Advocacy Day held at the Capitol in Harrisburg on Tuesday and Wednesday, April 14 and 15. Students met with legislators, providing them personal stories and insight as to why a State System higher education is invaluable. Faculty representative Beth McMahon manned a table in the University Showcase in the East Wing, and LHU Council of Trustee members, Mary Coploff and Deborah Suder, also attended.

University Relations has been charged with organizing a monthly communication from the President which will be available to all LHU employees through the LHU community site. Updates from various departments will be given, along with a message from the President. Additionally, a “Staff Member of the Month” will be featured throughout in each issue, with a “Staff Member of the Year” and a team award being selected at the President’s annual Christmas party.
Lock Haven University Foundation

Alumni Update
On 21 April, the Lock Haven University Foundation held its first TAG Day (Thank a Giver). The University community came together to write thank you letters to donors and the event was widely viewed on social media. In addition, the Alumni Association has been hosting happy hours (as part of the Young Alumni Engagement Plan) in locations including Philadelphia, Harrisburg, Pittsburgh and Lock Haven and these have all been very well attended.

This summer the Alumni website will be re-launched with significant changes and upgrades, and as part of our strategy to update our alumni database we are partnering with the Harris Directory to create an alumni directory.

The Alumni Association has also been hosting other successful events including Crimson & White Weekend, a Celebration of LHU Soccer, a post-graduation reception (as part of our Student Engagement Plan) and our Athletics Hall of Fame weekend. In addition, we have upcoming reunion class events scheduled along with an overall Day of Giving that in the long-term will replace the solicitation phase of our phonation.

Finally, the Alumni Association is actively recruiting new alumni chapters in Georgia, Philadelphia, Pittsburgh and central PA.

Donor Giving Update
We are currently on track to exceed our giving totals from last fiscal year. As of 20 April, we have raised more than $4.2 million and are only $60,000 behind last year’s giving with two full months remaining in the fiscal year. In addition, we are on track to see increases in alumni participation and donor retention for the first time in ten years. Of special note is that the number of named scholarships has increased from 184 in 2013 to 289 currently, and that our freshmen scholarships have increased from 8 in 2013 to 37 currently.

In February, the Capital Campaign Cabinet met for the first time and held a very productive meeting under the Co-Chairs of Jim Whaley and Ron and Jo Ann Bowes.

PASSHE System Benchmarking
At the request of the Council of Trustees, we administered a benchmarking survey with other Foundations within the system. While not all Foundations reported back, the results were quite favorable. While the Lock Haven University Foundation had the second smallest overall budget, we ranked #1 in dollars raised per budget dollar spent, and we ranked #3 in dollars raised per Foundation staff member. In addition, we had a 100% increase in total giving from FY13 to FY14.
Stewardship Update
On 19 April, the Foundation hosted the inaugural James Reeser Scholarship Brunch and over 200 guests attended. The purpose of the event was to introduce scholarship donors to their recipients and the event was a huge success with Larry Gocella being awarded the initial Alumni Philanthropist Award and a wonderful student recipient speech.

The Stewardship Office is also ready to send out Legacy Society welcome packages to donors that have put LHU in their estate plans, and is working with alumni General Piatt and Col. James Whaley to launch the new Veteran’s Memorial Wall as part of the LHU Commons project.

Finally, all new donors, and donors of $1,000 or more are receiving special communications from either the University or LHUF Board President.

Athletics Fundraising Update
In March, the University unveiled the new James Berkebile and SAS Weight Room within Rogers Gymnasium and recognized the $90,000 gift from Mr. Berkebile. In addition, during the Crimson and White Weekend, nearly $5,000 was raised for athletics scholarships and athletic training as part of the Tomasi Golf Tournament and Raffle.

Property Update
The Foundation Executive Committee has recommended that the Foundation donate the Campus Village property to the University in FY16. In addition to the property, the Foundation will also donate any improvements requested by the most recent inspection and a Phase I Environmental study. In the past, the University paid an annual lease fee of approximately $360,000. In order to help invest in the current capital campaign, the University would increase the current Service Purchase Contract by $200,000 (with a 3% increase annually) to help offset that lost revenue.

The Foundation is currently in the process of refinancing approximately $40 million of debt associated with the Fairview Suites Property. We are looking at a number of options and have hired a Financial Advisor, Sandy Kurtz-Baxter to assist us with this project. As part of our debt relief plan, we just worked with Jersey Shore Bank to lower our interest rate for the debt we hold on the Durwachter Alumni Conference Center. This will result in an approximate $20,000 in savings annually.

Following the University’s Fresh Eyes Commission, the Foundation created a Fresh Eyes Subcommittee to make recommendations for all Foundation properties including Evergreen Commons, Fairview Suites, Beth Yehuda Synagogue, McGhee School, Fredericks Guest House, Campus Village and Foundation Village in Clearfield.
In the next fiscal year, and thanks to a new agreement with Blackbaud, who provides our database, our donor records and financial software will be hosted offsite rather than by LHU IT. This will free up time and resources at LHU while providing the Foundation with the most up-to-date versions of important software.

Finally, the First Quality Loan Program allows LHU students to obtain loan financing through the Foundation with the aid of the Financial Aid Office. Those students who take out these loaned funds are able to have a portion of their debt written off as long as they meet certain residency/employment requirements. Currently, the loan program, which was provided as a gift by First Quality during the last capital campaign, has been administered by ECSI. However, the Foundation is looking to move this process in house during the upcoming fiscal year to give the Foundation better control over the program so as to provide better customer service to our students.

**Athletic Department and Athletic Advisory Board updates**

**Fall Sports**

**MEN'S CROSS COUNTRY**
- Finished 12th at 2014 Division II NCAA Championships in Louisville, Kentucky
- Repeated as PSAC Champions, Repeated as NCAA DII Atlantic Region Champions
- PSAC & NCAA Division II Atlantic Region Coach of the Year: Aaron Russell (2nd consecutive year earning such honors)
- 7 earned All-Region: Zachary Mains, Dylan Mountain, Vince Fadale, Alex Diltz, Matt Guiod, Jacob Fetterman, Ben Robinson
- LHU will host the NCAA Division II Atlantic Region Championships in 2015 and 2017

**WOMEN'S CROSS COUNTRY**
- Finished 4th at PSAC Championships as compared to 14th last year
- Finished 4th at NCAA DII Atlantic Region Championships as compared to 13th last year
- Four Lady Eagles earned U.S. Track & Field and Cross Country Coaches Association Division II Cross Country All-Academic (USTFCCCA) awards. (Corina Robbins, Ashley Daniels, Sarah Wirth, and Courtney Capper).

**FIELD HOCKEY**
- Finished season 12-8 overall, 6-2 Atlantic 10
- Qualified and represented LHU for second consecutive year in A-10 Conference Tournament
- 6 student-athletes earned Atlantic 10 honors: Sr. Nakira Downes (1st A-10), So. Megan Wenrich (2nd A10), Fr. Devyn Barry (all-rookie A10). So. Lydia George, Sr. Elaina White, and Jr. Jenna Felice were named to the All-Academic team.
- Seniors Nakira Downes, and goalkeeper, Elaina White, also earned National Field Hockey Coaches Association (NFHCA) Regional honors.
- Fifteen players from the Lock Haven University women's field hockey team have earned a spot on the 2014 Gladiator by SGI/NFHCA National Academic Squad.
Academics
177 LHU student-athletes, representing 42% of the student-athlete population, will be recognized at halftime of the home men's basketball game vs. Kutztown on Wednesday, February 11, 2015 for having earned a 3.25 GPA or higher during the Fall 2014 semester. 28 earned a 4.0.

Community Services
LHU Athletics sponsored their 29th Annual “National Girls and Women in Sports Day” on Wednesday, February 11, 2015 from 3:30-7pm. The event was for girls in grades 1-8. Participants spent the afternoon with LHU coaches and student-athletes, discovered the benefits of participation in sports and physical activity, learned about a variety of different Women’s sports and received instruction, and attended the home Women’s basketball game against Kutztown (received recognition at the game).

In addition to their duties to serve as a voice for the student-athletes, the LHU Student-Athlete Advisory Committee has been raising funds for NCAA Division II’s main charitable organization, the Make-A-Wish Foundation. Every year the PSAC and NCAA challenge the student-athletes at each institution to support Make-A-Wish. LHU has typically raised around $2,000 each year for the cause, putting them in the top half of the PSAC fundraising. During the fall semester, the current SAAC has raised almost $2,000 with a very successful Student-Athlete Date Auction and a Loose Change coin drive, and has plans for more events next semester to match that total and double its typical annual donation.

Athletic Facilities
The TFH Entry way was renovated and the prep work was completed in preparation of the future All-Sports HOF display that will be installed by end of the spring semester and in place for first induction class and ceremony in early June, 2015.

Athletics is working with both soccer coaches, facilities, and the Soccer Alumni to assess possibly moving both soccer’s across the river for 2015 and beyond and creating a varsity soccer practice/competition area.

Athletic Fundraising
The LHU foundation and athletics have raised nearly $420,000 thus far this fiscal year with a fiscal year goal of $470,000. Eighty-nine percent of the goal has been achieved with 25% of the fiscal year still remaining.

Athletics received a $90,000 gift commitment from local real estate entrepreneur, Jim Berkibile, to advance the renovation of the Roger’s Gym Athletic Weight Room. Jim’s gift, along with previous funds from LHU SAS, Inc., resulted in approval and renovation of the athletic weight room over spring break (i.e., painting, new signage, new floor, and new equipment).

Staffing
We have a new head football coach, David Taynor from Urbana University. The search committee worked hard at screening nearly 100 applicants and narrowing the field.
General News
Athletics hosted a professional development workshop for all of our head coaches on April 17. The workshop was presented by Stephanie Zonars, current community outreach coordinator and sport performance coach for the PSU Lady Lion basketball team and owner of Life Beyond Sport. She is also the author of three books, her most recent, “Wisdom for The Busy Coach.” The workshop she presented to our coaches was entitled, “Coaching Leadership: Keys to Developing Championship Teams.”

Title IX Update: LHU received approval to use the survey developed by Danielle Barney to survey our undergraduate female students. We are currently working on survey distribution plan, marketing, and follow-up reminder protocol for distribution this spring. Incoming paid accept students will also be surveyed using the instrument this summer. We asked for an adjusted schedule from OCR, to date we have not receive feedback. Draft of proposed policy on adding/deleting sports is in the process of being reviewed a second time by Title IX subcommittee. Once finalized, it will be forwarded through the AAB with a request to submit to President for review and consideration.

General News
Earlier this fall, LHU Athletics announced the establishment of the LHU Athletics Hall of Fame (HOF). The HOF was established to celebrate the rich history, pride, passion and tradition that is LHU Athletics by honoring the school’s greatest athletes, coaches and supporters from the school’s founding in 1870. The LHU Athletics Hall of Fame Committee accepted nominations up to January 15, 2015. The charter class has been announced and an induction ceremony will be held on Saturday, June 6, 2015. The induction ceremony will be a brunch at the Durrwachter Alumni Conference Center on the LHU’s campus.

The Athletic Advisory Board is working on clarifying its role, the role of the sub-committee and developing two working committees.

The SAR reported on the newly released NCAA Academic Success Rate (ASR) data for Division II.
- The DII national 4-year (2004-2007 cohorts) ASR average for was 71%
- LHU’s 4-year ASR was 84%, 13% higher than the 4-year average for DII.
- LHU ranked third among the 18 PSAC schools with their 84% mark
- The Federal Graduation Rate 4-year class average for DII students was 48% and for Division II SAs it was 55%.
- LHU SAs had a 4-year class avg. of 63%, 14% above the DII student avg. (48%) and 8% above the DII SA avg. (55%)

Future meetings of the Athletic Advisory Board are:
Wednesday, November 4, 2015
Tuesday, February 2, 2016
Wednesday, April 6, 2016