

**FORUM**  
**Minutes of the 2009 Year**  
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# Minutes of the Forum Meeting of Wednesday, September 16, 2009

Chairperson Michael Coffta called the meeting to order on September 16, 2009, at 3:05 PM in the Multipurpose-A Room, Kehr Union.

**Present:** Gia Adornetto, George Agbango, Richard Baker, Ira Blake, Jeffrey Brunskill, Drue Coles, Ilenia Colon-Mendoza, Mark Decker, Jean Downing, Naz Fallahian, Ralph Feather, Jr., Richard Ganahl, Jimmy Gilliland, W. R. Harrar, Marilou Hinchcliff, Shane Jaynes, Jonathan Lincoln, Jeff Long, Joneen Lowman, Wayne Mohr, Srinivas Nowduri, Jennifer Oast, Margaret O'Connor, Gretchen Osterman, Conrad Quintyn, Jennifer Raup, Alicia King Redfern, Steven Rier, Richard Rugen, Deb Sanders, Tracey Schmidt, Brenda Cromley (in for David Soltz) Luke Springman, Mark Tapsak, Toni Trumbo-Bell, Noah Wasielewski, and Yang Xia.

**Guests who signed in:** Bill Barnes, M. Theresa Bloskey, Dennis Gehris, Sybil Holloway, Julie Kontos, Michael Krolikowski, Robert Marande, Jamie North, W. Emeka Obiozor, Alison Stone-Briggs, and Virginia Rinkus.

## 1. Approval of September 16, 2009 Agenda

Michael Coffta welcomed everyone back to the Forum. Richard Baker moved that the Agenda be approved; seconded by Gretchen Osterman. Michael Coffta noted the following changes to today's Agenda: the site is Multipurpose A, not Multipurpose B; State of the University Addresses will be presented by Interim Provost Ira Blake for President David Soltz, and Michael Krolikowski for Shawn Makar. The motion to approve the Agenda was approved by voice vote.

## 2. Approval of April 22, 2009 Minutes

George Agbango moved that the Minutes be approved; seconded by Jimmy Gilliland. The motion was approved by voice vote.

## 3. Announcements

Michael Coffta reminded members of the Secretariat meeting and asked delegates to sign today's attendance sheets.

## 4. Reports by Standing Committees:

### a. BUCC

Toni Bell reported that she had been elected interim Chair of the BUCC to serve until the faculty elections are held later this month. This committee met on September 9 and approved an automatic placement option for French and diversity status for Chinese III and IV. They had an update report from the General Education Task Force and endorsed their Purpose Statement. They had a first reading of PRP 3516, Academic Examination Policy, and a discussion of PRP 3506, Class Attendance. They discussed problems with the Common Calendar, and the Provost offered to take these items to her CAO meeting next week.

### b. General Administration Committee

Gini Rinkus reported for Richard Rugen that this committee has not met.

### c. Planning and Budget

Stephen Kokoska reported that their first meeting was dedicated to a discussion of the financial picture, and they had a budget update from Richard Rugen.

d. Student Life

Jen Raup reported that this committee will meet after committee elections are held.

e. Middle States Steering Committee

Richard Baker offered his last report as the Chair of the Middle States Steering Committee. The university was reaccredited on June 25 by the Middle States Commission, with a monitoring report due April 1, 2011. We need to report what we did to revise our mission statement and clarify our goals, have a revised strategic plan that is tied to outcomes, and revise our general education program including documenting how we will assess our general education plan. A task force has been working on the general education revision for the last year. His committee established a website that provides access to all of the data for the accreditation process.

## **5. Nominations for and Election of University Forum chair**

Michael Coffta opened the floor for nominations for University Forum Chair. He stated that he would not seek re-election. Drue Coles nominated Mark Tapsak; seconded by George Agbango. There were no other nominations. Richard Baker moved that the nominations be closed; seconded by Mark Decker. Motion approved by voice vote with one abstention. Mark Tapsak was elected as Forum Chair by majority voice vote. The new chair thanked the membership for his election to the chair. He described himself as enjoying his role as a professor in the Chemistry department after having been in the industry for a number of years.

## **6. State of the University Addresses**

### **a. President's Office, Interim Provost, Ira Blake**

Ira Blake welcomed everyone. She noted that Bloomsburg University is a wonderful university in the state system, and that there is a lot of potential still to be realized. She described the important work that needs to be completed during challenging times. Quality must remain high while working within whatever appropriations are received. The strategic plan is critical to moving BU into an even stronger position and everyone's participation will be needed to succeed. She has asked APSCUF to name a strategic planning steering committee composed of faculty and nonfaculty members. At the same time, our general education program needs to be revised and tied to a quality strategic plan. She stated that we need to work together collaboratively to accomplish this important work.

### **b. Student Representative, Gia Adornetto, CGA President**

Gia Adornetto announced that they were currently having their senate elections. They have had an increase in petitions. Through revenue generated from the Honeysuckle apartment complex, they have given \$250,000 in endowed scholarships to the BU Foundation. They plan to give two \$1500 scholarships a year. They have started "What Do You Want Wednesdays" that highlights services provided by different campus offices and allows the opportunity for student input. They plan on participating in the March 27, 2010, Community Service Day, by performing services to the residents of Bloomsburg.

**c. SCUPA, Gretchen Osterman**

Gretchen Osterman welcomed everyone and explained that SCUPA represents the people on campus that work directly with the students.

**d. AFSCME, Michael Krolkowski**

Michael Krolkowski welcomed everyone and described the Forum as a positive environment to figure out strategies to resolve problems.

**e. APSCUF, Professor Stephen Kokoska**

Stephen Kokoska thanked everyone for their dedication and service to the university, including maintenance workers, coaches, secretaries, and bakers. He described the commitment of faculty members and their desire to be involved in the governance process. He noted that there are three faculty serving as interim deans. It will take a collaborative process for NCATES accreditation, the revision of general education, and the development of a strategic plan.

Every one thanked Michael Coffta for his service and dedication as Chair of the Secretariat and Forum.

**7. State of Women Report**

Alicia King Redfern presented a follow-up report on the Status of Women Working at Bloomsburg University. A report in 2004 revealed that the status of women remained unchanged since 1994. An interim report in 2007 indicates that supervisors are supportive of women employees, but admit that there are limited opportunities for advancement within some departments. Women like BU but tend to not participate in women-oriented activities. There is a perceived 'ole boy network' that is sexist, exclusionary and oppressive, and not all male. Recommendations included promoting greater equity for women on campus, making the campus more user friendly, supporting, recognizing, and appreciating women and their achievements. The hope is that the 2014 report will show a substantial improvement in the status of women at BU. She invited members to a more detailed presentation at the TALE center.

**8. Budget Update**

Richard Rugen stated that there is no budget, but that the budget may be set today or tomorrow. The state appropriation is still a big unknown. This year and next year the stimulus money will be used. We have to show a balanced budget. Carry forward funds will be used to balance this year's budget, but we cannot continue to use this method. The good news is there is an increase in our graduate level enrollment. The 2009-2010 budget assumptions include a 3.7 percent tuition increase, technology fee increase, and no salary increase for managers. Overall wages and benefits have increased as well as utilities. Significant costs include a new student information system, heating systems, and lighting. Tough decisions will need to be made in order to balance the budget for 2010-2011, and this will need to be a part of our strategic planning.

**9. Open Forum**

Mark Tapsak discussed communication and hoped that there would be more face to face discussions on campus and in the Forum. If someone does not feel comfortable raising an issue at Forum, he asked that they contact him, and he would raise the issue.

Ralph Feather asked if there has been any progress on installing a pedestrian bridge over Lightstreet Road as this is a dangerous area for students. Richard Rugen explained that they are working on this issue with Labor and Industry, PennDOT, and property owners. Members recommended

requesting lower speed limits to slow traffic and installing sidewalks during the interim period. Mike Krolikowski offered that BU could help with the traffic report with higher enrollment figures.

George Agbango moved that a resolution be adopted thanking Michael Coffta for his service to the Forum; seconded by Ralph Feather. Motion approved by voice vote, with one abstention.

Gini Rinkus discussed the Secretarial Roundtable. She still has posters in her office made by the secretaries expressing their appreciation for their fellow employees and college students.

#### **10. Adjournment**

Motion to adjourn made by Richard Baker, seconded by Julie Kontos. The meeting adjourned at 4:13 by consensus.

# Minutes of the Forum Meeting of Wednesday, October 7, 2009

Chairperson Mark Tapsak called the meeting to order on October 7, 2009, at 3:03 PM in the Multipurpose-A Room, Kehr Union.

**Present:** David Abrams, Gia Adornetto, Richard Baker, Jeffrey Brunskill, Drue Coles, Ilenia ColonMendoza, Marie Danenhower, Janice Broder (in for Mark Decker), Vincent Diloretto, Jean Downing, Naz Fallahian, Richard Ganahl, Jimmy Gilliland, W. R. Harrar, Nathan Heltebridle, Marilou Hinchcliff, Jonathan Lincoln, Elena Litvinova, Jeff Long, Charlotte Michaels, John Morgan, William Obiozor, Bill Egan (in for Margaret O'Connor), Jonathan Ohn, Konstantinos Patsiopoulos, Jennifer Raup, Richard Rugen, Steven Rier, Deb Sanders, Tracey Schmidt, Brenda Cromley (in for David Soltz), Mark Tapsak, Toni Trumbo-Bell, and Noah Wasielewski.

**Guests who signed in:** Bill Barnes, Sybil Holloway, Jamie North, Barbara Stiner, and Alison StoneBriggs.

## 1. Approval of October 7, 2009 Agenda

Mark Tapsak welcomed everyone to the Forum. Motion to approve the Agenda made by Toni Trumbo-Bell; seconded by Drue Coles. Mark Tapsak noted the following change to today's Agenda: the Middle States Steering Committee will no longer be reporting as their task is completed. The motion to approve the Agenda was approved by voice vote.

## 2. Approval of September 16, 2009 Minutes

Jonathan Ohn moved that the Minutes be approved: seconded by Dick Baker. Mark Tapsak noted a correction to the Minutes. Item 9, third paragraph, last sentence, was corrected to read as follows: *Motion approved by unanimous voice vote.* The motion to approve the Minutes as corrected was approved by voice vote.

## 3. Announcements No announcements.

## 4. Reports by Standing Committees:

### a. BUCC

Toni Trumbo-Bell reported that the BUCC met on September 23, and recommended the following additional members to the General Education Task Force: Molly Maranella, College of Education; Early Childhood and Elementary Education; Christine Sperling, Liberal Arts, Art and Art History; and Dennis Gehris, Interim Dean, College of Business. They approved PRP 3516 Academic Examination Policy with no changes to accommodate current calendars. They had a first reading of PRP 3506, Class Attendance, discussing the meaning of a "university sponsored activity". There will be a second reading of this policy at their next meeting on October 14. At this meeting they will elect a chair, review course proposals, and have a first reading of PRP 3870, Graduate Faculty Appointments and Renewals.

### b. General Administration Committee

Vince Diloretto stated that this committee will review several policies at their next meeting on October 16.

### c. Planning and Budget

Mark Tapsak reported for Stephen Kokoska that Planning and Budget met on September 10. They discussed the BU Financial Report, the 2009-2010 Budget, and the Fall 2009 Enrollment Report.

d. Student Life

Jen Raup reported that committees were just solidified today.

## **5. Budget Update**

Richard Rugen reported that the Fall enrollment was greater than projected with an increase of \$2 million dollars in tuition and fees. However, the state budget still has not been passed, leaving the BU budget still on “hold”.

## **6. General Education Task Force**

John Riley discussed the reaccreditation letter from the Middle States Commission. A report is due by April 1, 2011 of “. . . (3) steps taken to strengthen general education, including the development of observable learning goals appropriate to higher education and institutional mission and stated as outcomes and the implementation of a documents assessment process for general education. . .” A new charge has been given to the Task Force that includes developing a new general education program and engaging the entire university in this process. The Task Force has visited departments, looked at information from focus groups, and the self-study report. This is data that has been provided by members of the university community. He invited members to view the website of the Task Force and others and to discuss it with their peers and provide feedback. He asked for their assistance in determining what it is that we want our students to have when they leave Bloomsburg University in the future. This is the opportunity for BU to grow from a good institution to an even better one.

Jonathan Lincoln stated that they have reviewed a number of models from Penn State, James Madison, and sister institutions, such as Shippensburg. Shippensburg has outcomes that can be measured. Ours is so wide a range of what students can take that it is difficult to assess. The Association of American Colleges and Universities has a model or general framework. We will need to use some type of framework or model in order to meet the timeline.

## **7. Open Forum**

Toni Trumbo-Bell asked about the status of the Smoking Policy. Richard Rugen explained that there are guidelines at the state level. They will be reviewing the policy that was in place previously. Members asked that smoking receptacles be installed.

## **8. Adjournment**

The next meeting of the Forum will be October 28 and will be an open meeting. The meeting adjourned at 3:30 PM by consensus.

# Minutes of the Forum Meeting of Wednesday, October 28, 2009

Chairperson Mark Tapsak called the meeting to order on October 28, 2009, at 3:03 PM in the Multipurpose-A Room, Kehr Union.

**Present:** David Abrams, George Agbango, Richard Baker, Ira Blake, Jeffrey Brunskill, Winona Cochran, Ilenia Colon-Mendoza, Marie Danenhower, Vincent Diloretto, Naz Fallahian, Ralph Feather, Jimmy Gilliland, W. R. Harrar, Nathan Heltebridle, Marilou Hinchcliff, Shane Jaynes, Elena Litvinova, Jeff Long, Charlotte Michaels, Wayne Mohr, William Obiozor, Margaret O'Connor, Konstantinos Patsiopoulos, Jennifer Raup, Richard Rugen, Deb Sanders, Tracey Schmidt, David Soltz, Luke Springman, Mark Tapsak, and Melissa Taylor.

**Guests who signed in:** Bill Barnes, Brenda Cromley, Sheila D. Jones, Julie Kontos, Jonathan Lincoln, Jamie North, John Riley, and Caryn Terwilliger.

## 1. Approval of October 28, 2009 Agenda

Mark Tapsak welcomed everyone to the Forum and asked any visitors to sign in. Motion to approve the Agenda made by Dick Baker; seconded by George Agbango. The motion to approve the Agenda was approved by voice vote.

## 2. Approval of October 7, 2009 Minutes

Wayne Mohr moved that the Minutes be approved: seconded by George Agbango. The motion to approve the Minutes was approved by voice vote.

## 3. Announcements

Mark Tapsak announced that this was an open forum meeting.

## 4. Reports by Standing Committees:

### a. BUCC

John Riley reported that BUCC has met and had a discussion on PRP 3506 – Class Attendance. The discussion included the meaning of a “university-sponsored activity” and conflicts between classes. There was also discussion on the final exam policy.

### b. General Administration Committee

Vince Diloretto stated that this committee met on October 16 and reviewed several policies, including the background check policy, red flag policy, and the financial obligation policy. They will present these policies to the Secretariat, and upon approval, to the Forum.

### c. Planning and Budget- No report.

### d. Student Life

Jen Raup reported that this committee met October 14 and discussed the attendance policy. She was re-elected chair. They will continue working on the judicial policy at their next meeting on November 5.

### e. General Education Task Force

John Riley reported that the Task Force has been meeting weekly, and they are developing student learning outcomes that can be assessed. They want to get the outcomes defined so that these



outcomes can be distributed to the campus community for feedback. They are also sending out a survey to faculty currently teaching general education courses for their input.

f. PeopleSoft Student Information System

Wayne Mohr presented an overview of the proposed integrated Student Information System (ISIS) by PeopleSoft. Our current student information system is out of date, on an end-of-life mainframe, and difficult to maintain. The new system is a more modern system with a web portal and has a built in tutorial. There will be cost savings by starting with a model from West Chester University as a template and sharing development with Clarion and Kutztown Universities. They plan on starting in November.

## **5. Open Forum**

President Soltz and Jeff Long discussed the current status of the 28 students that were victims of a major off-campus fire on Sunday. All of the students lost everything. The Red Cross has provided assistance, textbooks have been provided at no cost through the bookstore, and the Community Government Association has provided additional help and support. Faculty members with students affected by the fire were notified of the students' circumstances. There are numerous fundraisers and clothing drives being held by various groups on campus for the benefit of these students.

## **6. Adjournment**

The meeting adjourned at 3:45 PM by consensus.

# Minutes of the Forum Meeting of Wednesday, November 11, 2009

Chairperson Mark Tapsak called the meeting to order on November 11, 2009, at 3 PM in the Multipurpose-A Room, Kehr Union.

**Present:** Gia Adornetto, Richard Baker, Ira Blake, Jeffrey Brunskill, Drue Coles, Ilenia Colon-Mendoza, Janice Broder (in for Mark Decker), Marie Danenhower, Vincent Diloretto, Jean Downing, Naz Fallahian, Tom Starmack (in for Ralph Feather), Richard Ganahl, Jimmy Gilliland, W. R. Harrar, Nathan Heltebridle, Kathryn Yelinek (in for Marilou Hinchcliff), Jim Hollister, Elena Litvinova, Jeff Long, Charlotte Michaels, Wayne Mohr, John Morgan, Jennifer Oast, William Obiozor, Margaret O'Connor, Jonathan Ohn, Gretchen Osterman, Konstantinos Patsiopoulos, Timothy Phillips, Steven Rier, Richard Rugen, Deb Sanders, Tracey Schmidt, Brenda Cromley (in for David Soltz), Luke Springman, Barbara Stiner, Mark Tapsak, Toni Trumbo-Bell, Melissa Taylor, Noah Wasielewski, Yang Zia.

**Guests who signed in:** Bill Barnes, Nawal Bonomo, Jaime North, Srinivas Nowduri, John Riley, Gini Rinkus, Alison Stone-Briggs Caryn Terwilliger, and Joshua Trusty.

## 1. Approval of November 11, 2009 Agenda

Motion to approve the Agenda made by Dick Baker; seconded by Gretchen Osterman. The motion to approve the Agenda was approved by voice vote.

## 2. Approval of October 28, 2009 Minutes

Toni Trumbo-Bell moved that the Minutes be approved; seconded by Gia Adornetto. The motion to approve the Minutes was approved by voice vote.

## 3. Announcements

There were no announcements.

## 4. Reports by Standing Committees:

### a. BUCC

Toni Trumbo-Bell reported that BUCC met on November 4 and approved a proposal for recommendation to the Provost for the Department of Business Education and Information Technology Management. The minor named "Business Information Systems" was proposed to be changed to "Information and Technology Management". Members discussed sharing multimedia resources. Their next meeting is November 18.

### b. General Administration Committee

Vince Diloretto stated that this committee met on October 16 and discussed several policies that are on today's agenda.

### c. Planning and Budget

Ira Blake stated that this committee will meet tomorrow and discuss performance funding and strategic planning.

### d. Student Life

Jean Downing reported that this committee met November 10 and will meet again next Tuesday. They are reviewing the judicial policy and plan on presenting it to the Forum in the spring.

e. General Education Task Force

John Riley reported that the Task Force has been meeting weekly, and they are developing student learning outcomes that can be assessed. They want to get the outcomes defined so that these outcomes can be distributed to the campus community for feedback right after Thanksgiving.

f. PeopleSoft Student Information System

Wayne Mohr presented information on the progress of the proposed integrated Student Information System (ISIS) by PeopleSoft. They have extracted the data from West Chester University to be used as a template. Key personnel from Bloomsburg will be going to Clarion and Kutztown Universities and working with Oracle personnel. He reviewed schedules and implementation timelines.

**5. PRP 5361 – Financial Obligations Policy**

Vince Diloretto explained that this is currently an interim policy. All financial obligations must be fulfilled in order to receive a transcript or diploma. Financial obligations were previously addressed in academic policy PRP 3604. Members suggested the wording of “official transcript” in place of “transcript”.

**6. PRP 5210 – Red Flag Identity Theft Prevention Program**

This is currently an interim policy that was put in place pursuant to the Federal Trade Commission to mitigate identify theft and was done in consultation with legal counsel, PASSHE, and to comply with federal law. The interim policy was placed by Richard Rugen, Vice President for Administration and Finance.

**7. PRP proposed – Applicant Background Investigation Policy**

Virginia Rinkus, Director of Human Resources, explained the need for this proposed policy. In order to provide a safe work environment, this policy would establish a process for verifying information provided by applicants for employment. Members discussed various reasons for background checks.

**8. CUR Workshops and Undergraduate Research**

John Hranitz provided an overview of the CUR undergraduate research workshops that were held at Bloomsburg University in the spring and fall. He discussed the advantages and disadvantages to the students and to the university in building an undergraduate research community at BU. A mission statement and goals were developed.

**9. Open Forum**

Mark Tapsak described his role in reviewing the policy for evaluating university presidents. Faculty leaders and members of APSCUF are reviewing the current process. They found that different procedures are used across the state system. He polled members using clickers to gain feedback on various questions regarding this process.

**10. Adjournment**

The meeting adjourned at 4:20 PM by consensus.