

FORUM
Minutes of the 2012 Year
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Minutes of the Forum Meeting of Wednesday, February 1, 2012

Carl Chimi called the meeting to order on February 1, 2012, at 3 PM in the Multipurpose-A Room, Kehr Union.

Chairperson Mark Tapsak was absent.

Present: Wayne Mohr, William Harrar, Carl Chimi, Wendy Hoyt, Jennifer Whisner, Jennifer Raup, Dionne Somerville, Jason Oodeke, Steven Rier, Mike Pugh, Mark Decker, Walter Zilz, Noah Wasielewski, Timothy Phillips, Michael Coffta, John Riley, Tracey Schmidt-Jaynes, Lori Metzger, Naz Fallahian, Prateek Goorha, Brenda Cromly, Kevin Ball, Gretchen Osterman, Jimmy Gilliland, Shane Jaynes, Jim Hollister

Guests who signed in: Jerry Reed (Human Resources)

1. Approval of the Agenda for February 1, 2012

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

2. Approval of the Minutes of November 9, 2011

A motion to approve the Minutes was made by John Riley; seconded by Mark Decker. The agenda was approved by voice vote.

Correction from prior minutes for BUCC (A): Expect to get some proposals **from GEC. Proposal to create a new bachelor's degree thru the IIT Department.*

3. Announcements: Carl Chimi read the following announcement from Mark Tapsak – The forum will meet on March 28. Although we have a room reserved for February 29 & April 25 (we will meet on these dates only if necessary). **The next meeting will be March 28.**

4. Reports by standing committees:

A. **BUCC:** Carl Chimi reported they approved 2 courses that offer general education & chemistry points. The BUCC will be holding 2 extra meetings this semester 2/15 & 3/7; purpose of meetings is to discuss and come to resolution as to what is meant by 2nd language goal. At the first meeting languages & cultures will be there to present and other people are welcome to come and offer their viewpoints. The 2nd meeting will be largely BUCC deliberating about it and trying to come to some resolution.

At the last BUCC meeting there was a course change name: **Computer Forensics is now called Digital Forensics.**

B. General Administration Committee: Jerry Reed reported that the GAC will be having the 1st meeting on the 17th of February and the division of administration of finances are in the process of approving several administrative policies for updates and will be presenting them to the Forum soon.

C. Planning & Budget: Jonathan Lincoln reported next meeting is Feb 16. Feb 2nd meeting is cancelled. There has been a request by the governor that the state system give back 5% of the state appropriation. No decision has yet been made by the board of governors on how to respond to that request. The Council of Presidents is meeting this month w/Chancellor to discuss the issue for more clarity. State system has not made a decision yet on how to deal with this request.

D. Student Life: Jennifer Raup reported the next meeting is scheduled for February 10. Prior to break they submitted a recommendation to Dr. Somerville for the continued use of the University Pilot. Student consensus is that it is not really utilized. The committee recommends to move the pilot to the “virtual world” i.e. electronic version on line but also give each department a few hard copies.

Student Life is also in the process of reviewing all of the student life PRPs. At the end of the semester they were also discussing the PRP 4250 Aids Policy. Jennifer requested that the health center review that policy, the health center sent initial recommendations at the beginning of the semester but will continue to review the policy for the next meeting.

Student Life also reviewed the Student Harassment Policy PRP 4020. They are waiting for a faculty member on the committee to review the faculty/staff policy and then see if they can apply same information to the student policy. Dr. Somerville asked them to look at all of the PRPs.

5. APSUF Elections: No one to present.

6. Open Forum:

Carl Chimi reported that Dr. Blake ensured that the new general education program will start in the fall.

Regarding academic integrity, Jennifer Raup stated that it is a violation of the internet policy to solicit or advertise on BOLT. She looked into student standards and students can sell their own notes but not instructor’s notes. There is a network misuse policy, however,

students are oblivious to it. Faculty should put something in their syllabus about what students should or should not be doing.

Adjournment

Minutes of the Forum Meeting of Wednesday, April 25, 2012

Mark Tapsak called the meeting to order on April 25, 2012, at 3PM in the Multipurpose-A Room, Kehr Union.

Present: Ira Blake, John Polhill, Jerry Reed, Carl Chimi, Bob Wislock, Jen Raup, Wayne Mohr, William Harrar, Joyce Bielen, Conrad B. Orowitz, Michael Pugh, Mark Decker, Jonathan Ohn, Jennifer Whisner, Timothy Phillips, Mike Cofta, John Riley, Tracey Schmidt-Jaynes, Lori Metzger, Naz Fallahian, David Soltz, Gretchen Osterman, Jean Downing, Leglency Anderson, Jim Hollister, Noah Wasielewski, Safa Saracoglu, Shane Jaynes, Jennifer Raup, Richard Rugen

Guests who signed in: Belinda DeLeon, Sybil Holloway, Mike McFarland

1. Approval of the Agenda for April 25, 2012

- A. A motion to approve the Agenda was made by Gretchen Osterman; seconded by John Polhill. The agenda was approved by voice vote.

2. Approval of the Minutes of February 1, 2012

- A. A motion to approve the minutes was made by John Riley; seconded by Mark Decker. The minutes were approved by voice vote.

3. Announcements: None

4. Reports by standing committees:

- A. **BUCC:** Carl Chimi reported that BUCC had approved approximately 50 courses for the new GEC program focusing mostly on courses likely taken by first year students. BUCC also passed an Academic Calendar and they are working on revisions to the Omnibus Form. Lastly, BUCC will be holding one extra meeting on May 16.
- B. **General Administration Committee:** Jerry Reed reported on the following Policies:
 - PRP 5200 – Emergency Response Policy:** This policy has been shortened to reflect our adoption of an emergency response plan (not a policy) that is in accordance with the National Incident Management System.
 - PRP 5221 – Safety Policy Statement:** This policy has been changed to better reflect our current practices at BU with regard to the safety community.
 - PRP 5230 – Policy for Releasing Information from Bloomsburg University Police to Marketing and Communication:** This is designed to control the flow of communication from the BU Law Enforcement to the media.In addition, Mr. Reed reported that PRP 5242 & PRP 5274 should not have been on the Forum Agenda. These policies are being eliminated.

Jerry also reported that the GAC recommends to abolish the following outdated policies:
PRP 6605 – Blood donations
PRP 6527 – Work related injury Reports
PRP 6211 – Complement Control From

Rich Rugen reported on instituting an emergency policy for background and child abuse checks for volunteers who will be helping at the BU summer camps involving minors.

These background checks will also pertain to any outside organization(s) that we may contract with involving minors. The policy was developed in conjunction with PASSHE legal.

- C. **Planning and Budget:** Ira Blake reported that the subcommittees have no reports at this time. Our applications for enrollment in the fall were down 4%. However, our sister institutions enrollment rates were down at a greater rate, suggesting that BU continues to be an “institution of choice”. The projected enrollment is 1,450. In addition, College Deans delivered college strategic plans to the committee. Lastly, the College of Education is anticipating its NCATE visit between November 4 – 6 of this year.

 - D. **Student Life:** Jennifer Raup reported that they held their last meeting on March 29. They are working on combining a number of the PRPs into the student code of conduct policy so as to make it more efficient for the students.
5. **PRP 6814 – Harassment and Discrimination Policy (first reading):** Bob Wislock discussed the details of PRP 6814 page by page (using the overhead projector) highlighting the proposed revisions. Major changes were made to pages 1 & 2 to include *Quid pro quo*. As suggested by PASSHE legal counsel, so as to be consistent with law in a court finding, the language will now reflect the ruling of the Third Circuit Court of Appeal in Dejohn vs. Temple. The changes on pages 5, 6 & 7 were grammatical changes. On Page 8 the Appendices are changed to provide more clarification and definitions.

 6. **Budget Summary:** Rich Rugen delivered a power-point presentation on the Distribution of E & G Revenue which focuses on Tuition & Fees, State Appropriation and all other revenue.

 7. **Branding summary:** Rosalee Rush presented a power-point on the Perception of BU. She reported that 7,750 surveys were sent out to faculty, staff, students & alumni asking for opinions on the perception of BU. Overall, there has been a good response and positive perception from the BU community. BU’s marketing slogan will remain “A Great Place to BU”. Eric Foster passed out Husky Booklets to everyone in attendance.

8. **Open Forum:** Mark Tapsak read a letter that he received from other PASSHE Senate and Forum leaders regarding budget cuts. Other schools have signed this letter and want to forward it on to Governor Corbett. Mark Tapsak will send this letter out electronically for everyone to review.

John Polhill suggested that a letter should be written representing BU to send along with the letter written by the Chancellor.

9. Adjournment

Minutes of the Forum Meeting of Wednesday, October 24, 2012

Mark Tapsak called the meeting to order on October 24, 2012, at 3PM in the Multipurpose-A Room, Kehr Union.

Present: Steven Rier, Carl Chimi, John Riley, Ray Pastore, Deborah Stryker, Barbara Wert, Johan van der Jagt, Stephanie Shepherd, Jeff Long, Seung Hoon Jang, Matthew Slotkin, Kevin Ball, Jean Downing, Noah Mantino, Bridget Lynn, Jennifer Raup, Jim Hollister, Dione Somerville, Dong Zhang, Alison Stone-Briggs, John Holtzman, Lam Nguyen, Wayne Mohr, Joyce Beilen, Kristen Pelczarski, Mike Pugh, Mary Nagy, Marika Handakas, Mark Decker, Jerry Reed, Christine Haririan, Timothy Phillips, Lori Metzger, Naz Fallahian, Gretchen Osterman, Jimmy Gilliland, Christopher Armstrong, Bryan Masilotti, Matthew Witchey, Richard Rugan, Mike McFarland, Jonathan Lincoln, Jeff Mandel.

1. Approval of the Agenda for October 24, 2012

- A. A motion to approve the Agenda was made by John Riley; seconded by Gretchen Osterman. The agenda was approved by voice vote.

2. Approval of the Minutes of April 25, 2012

- A. A motion to approve the Minutes was made by Mike Pugh; seconded by Wayne Mohr. The Minutes were approved by voice vote.

3. Announcements: Dr. Tapsak announced the position of Forum Chair is open for nominations. If nominations are not received, he will accept the nomination.

4. Election of Forum Chair: A motion to nominate Mark Tapsak was made by Gretchen Osterman; seconded by Mark Decker. A motion to close the nominations was made by John Riley; seconded by Jimmy Gilliland. The election of Mark Tapsak to the chair position was approved by voice vote.

5. Reports by standing committees:

- A. **BUCC:** John Riley reported that BUCC has had numerous meetings since the last report to the Forum, most of which were devoted to General Education proposals. In addition, a topic that received floor time during the most recent open meeting was the new legislation which permits us to offer applied doctorates without the approval of Indiana University of Pennsylvania.

- B. **General Administration Committee:** Jerry Reed brought forward three policies for a second reading and endorsement by the Forum:

PRP 5200 – Emergency Response Policy: A motion was made to endorse PRP 5200 by John Riley; seconded by Mark Decker. PRP 5200 was endorsed by voice vote.

PRP 5221 – Safety Policy Statement: A motion was made to endorse

PRP 5221 by John Riley; seconded by Mark Decker. PRP 5221 was endorsed by voice vote.

PRP 5230 – Policy for Releasing Information from Bloomsburg University Police to Marketing and Communication: A motion was made to endorse PRP 5230 was made by John Riley; seconded by Mark Decker. PRP 5230 was endorsed by voice vote.

In addition, Jerry brought forward two more policies for a first reading:

PRP 5450 – Green Procedure Policy: Administration-Procurement issued as interim policy, effective immediately on October 10, 2012. Jeff Mandel reported that the intent of the policy is to make environmental consideration part of the buying decision process. The policy focuses on the 3 R's of waste management, namely Reduce, Reuse, and Recycle. Administration-Procurement will oversee this policy.

PRP 5451 – Energy Conservation Policy: John Holtzman reported that one of the goals of PRP 5451 is to reduce our energy usage by 20 % over the next five years. Campus wide support will be needed to implement this policy.

- C. **Planning and Budget:** Ira Blake reported that subcommittees have no reports at this time. During the next scheduled meeting a presentation will be heard on the Gateway Programs and progress on our new the General Education program. Dr. Blake also reported that a presentation was given on the changing demographics. During the Meet and Discuss meeting it was decided that there will not be a 2012-2013 Winter Session. Conversations will continue for a possible 2013-2014 Winter Session.
 - D. **Student Life:** Jennifer Raup reported that their first meeting will be held on Friday, October 26, 2012. They will first elect a chair, and then review all of the changes and work that was accomplished during the last academic year.
6. **Managed print services:** The presentation was introduced by Wayne Mohr, then delivered by Jeff Mandel. Ricoh performed a campus wide assessment of our print services in order to identify ways to reduce costs and establish control over efficiency. The most striking discovery was the disproportionate ratio of print devices (1,152) to employees (929). Overall cost per employee is \$48 per month for a total of \$44,616 per month across the campus. It is estimated that by consolidating, and upgrading a number of campus devices to 757 there could be realized a cost savings of \$8346 per month, or \$100,152 per year! The College of Business and the English Department have agreed to evaluate the new systems in order to provide data on how best implement the saving to the remainder of the campus.
7. **Open Forum:** No announcements.

8. Adjournment: The meeting was adjourned at approximately 3:50 by Mark Tapsak.

Minutes of the Forum Meeting of Wednesday, November 14, 2012

Mark Tapsak called the meeting to order on November 14, 2012, at 3PM in the Schweiker Room, Andrus Library.

Present: Steven Rier, Carl Chimi, John Riley, Ray Pastore, Deborah Stryker, Stephanie Shepherd, Jeff Long, Seung Hoon Jang, Matthew Slotkin, Kevin Ball, Jean Downing, Dong Zhang, Lam Nguyen, Wayne Mohr, Joyce Beilen, Marika Handakas, Mark Decker, Lori Metzger, Naz Fallahian, Gretchen Osterman, Jimmy Gilliland, Mike McFarland, Jonathan Lincoln, William Harrar, Noah Wasielewski, Kristina Wood, Darla Bressler, Leglency Anderson, Angela LeValley, Jennifer Whisner, Brenda Cromley, Sybil Holloway.

1. Approval of the Agenda for November 14, 2012

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

2. Approval of the Minutes of October 24, 2012

- A. A motion to approve the Minutes was made by John Riley; seconded by Wayne Mohr. Carl Chimi abstained. The Minutes were approved by voice vote.

3. Announcements: No announcements.

4. Reports by standing committees:

- A. **BUCC:** Carl Chimi reported that BUCC approved a number of proposals for General Education. He estimates there are approximately 130-140 classes close to being approved. They must then be approved by the Provost.
- B. **GEC:** John Riley reported that they are reviewing numerous proposals.
- C. **General Administration Committee:** Jerry Reed was absent. Mark Tapsak brought forward two policies for a second reading and endorsement by the Forum:

PRP 5450 – Green Procurement Policy: A motion was made to endorse PRP 5450 by John Riley; seconded by Carl Chimi. PRP 5450 was endorsed by voice vote.

PRP 5451 – Energy Conservation Policy: A motion was made to endorse PRP 5451 by John Riley; seconded by Carl Chimi. PRP 5451 was endorsed by voice vote.

- D. **Planning and Budget:** No report
- E. **Student Life:** No report
- 5. **PRP 6814 – Harassment and Discrimination Policy:** Bob Wislock reviewed the corrections that were made to PRP 6814. These changes included:
 - A. A court case against Temple University on the use of particular language in harassment and discrimination policies has been the catalyst for the revision of our policy. PASSHE legal counsel has suggested specific language for our revision.
 - B. The APSCUF Gender Issues and Social Justice Committee, under Dr. Wilson, had been consulted and made specific recommendations for this revision. The main recommendation was a change to the language pertaining to informal and formal complaints.
 - C. Revisions also reflect the change to outdated position titles and the move of Social Equity from Waller to Student Services.
 - D. Further review of the policy was completed by APSCUF Meet and Discuss. The policy was then provided to the President and PASSHE legal counsel for another review, after which they agreed that the policy was ready to be implemented.
 - E. Wording revisions to page three in the second and third paragraphs were made by adding the sentence “The advisor can be an advocate of her/his choice...”
 - F. Appendix Summary #5 was revised to match the other summaries by adding the statement pertaining to “10 working days to identify the individual...”

Carl Chimi questioned why there is nothing in PRP 6814 regarding sexual orientation. Bob Wislock addressed it by adding that sexual orientation currently falls under sexual harassment and legal counsel is insistent about not adding the wording “sexual orientation” to this policy.

A motion was made to endorse PRP 6814 by Gretchen Osterman; seconded by Mark Decker. PRP 6814 was endorsed by majority voice vote. Those not in favor of endorsing PRP 6814 included Carl Chimi, Stephanie Sheperd, Angela LeValley, Ray Pastore, and Marika Handakas.

- 6. **Open Forum:** No questions or comments
- 7. **Adjournment:** The meeting was adjourned at approximately 3:20 by Mark Tapsak.