

**FORUM**  
**Minutes of the 2017 Year**  
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## Minutes of the Forum Meeting of Wednesday, February 22, 2017

Mark Decker called the meeting to order on February 22, 2017 at 3:00 PM in KUB Multipurpose 345B.

**Present:** Jim Krause, John Riley, Mark Decker, Jeanne Dayhoff, Alan Baker, Robert Moschgat, Bill Hudon, Brenda Cromley, Mindi Miller, Joyce Bielen, Deb Walberg, Tung Cu, Sarah Bartra, Doreen Jowi, Devon Manney, Garratt Grant, Terina Oman, Jennifer Raup, Aimee Wenta, Meaghan Fuhrman, Sheila Jones, Beth Mauch, Erin McCabe, Charlotte Droll, Wayne Mohr, Cassandra Sachar, Shawn Makar, Jessica Bentley-Sassaman, Jerry Reed, Cheryl Howlett, Michael Coffta, Dennis Frohlich, John Riley, Dione Somerville, Ira Blake, Amanda Biddings

**1. Approval of the Agenda of February 22, 2017**

A motion to approve the Agenda was made by John Riley; seconded by Sarah Bartra. The agenda were approved by voice vote.

**2. Approval of the Minutes of September 28, 2016**

A motion to approve the Minutes was made by John Riley; seconded by Terina Oman. The minutes were approved by voice vote.

**3. Reports by standing committees:**

- a. **BUCC:** John Riley reported BUCC met on February 1 and February 15, 2017. The committee continues the work on updating PRP's. BUCC approved one PRP and has two other PRP's from the Graduate School that are being worked on.
- b. **General Administration Committee:** Jerry Reed reported the committee has met twice. The committee is still looking at their portion of the Governance Document.
- c. **Planning and Budget:** Jim Krause reported on the committee. Karen Slusser reviewed a presentation on Performance Funding. Claudia Thrush presented a Winter Session overview. The impact of the new CBA on the budget was discussed. Tom Fletcher went over Strategic Enrollment Management. Sandy from Space and Facilities went over the changes in Centennial Hall with the addition of a Food Pod. Dione Somerville gave an overview of the Student Initiative plan for a new Student Union Building.
- d. **Student Life:** Jen Raup stated the committee met on February 15, 2017. The committee is reviewing PRP 4802 and PRP 4790. March 8, 2017 will be the next meeting date.

- 4. PRP 3522:** John Riley stated on February 1 BUCC approved the second reading of PRP 3522. John discussed changes that were made and that it does not have descriptions now. It was noticed that the PRP shown was not the most current. The correct approved PRP was pulled after the meeting, which had all the corrections noticed already completed.

- 5. Revitalizing the Forum Update:** Mark Decker reviewed the Governance Document revision to date. He noted that if approved it would take effect for Fall 2017. While attending a Middle States Conference he discussed adding the GEC portion to the document. This was something

Middle States agreed should be in the Governance Document. The GEC Bylaws have been added as well as being added to the organizational chart. Mindi Miller noted that changes are still being made to this document. Mark replied that it is placeholder text and can be updated every year by the committees.

**Governance Document Recommendations/Suggestions:**

- Possibly adding Graduate Council
- Possibly adding CGA- however, it was noted that is it separate entity from the university so it should not be added
- Bill Hudon suggested that the language on page 4 under Collective Bargaining Unit needs to be stronger. He suggested adding all the bargaining units' abbreviations as well. He will email his suggestion to Mark of how he thinks this section should be worded. Bill suggested that bringing PRP's to the Forum first would perhaps give the Forum the strength it needs.
- Dr. Blake would like changes cataloged from this point forward
- Key Governance Committees in the Forum and Secretariat section- add a footnote as to "How the Forum advises about PRP's"
- Add page numbers to the entire document
- Mark updated the departments and requested that each area double check their area for accuracy
- Under Polices Rules and Procedures section- Sheila asked for an explanation in this section to provide clarity as to what type of policy would come here. Bill Hudon suggested some language to which Mark said it would then make Forum the only committee and that the Forum was made to facilitate. Mark asked Bill to share the language he suggested with everyone and he will see what the feedback is on adding it. Joyce Bielen thought that the language was warranted. And would give the Forum some teeth (strength). The language is as follows:

"In order to build staff, faculty, student, and admin consciences around plans for the future of Bloomsburg University, no new university policy shall be drafted or existing policy edited for revision and no new expenditures in excess of \$250000 shall be considered by the administration without preliminary discussion at the University Forum".

6. **Open Forum:** Dione Somerville went over a presentation for the proposed new student union. Voting for students will occur online from 2/28 to 3/2/17. The Student Life website has all the information regarding the initiative. She noted that the fee previously paid by students was \$20 more than this fee would be.

Mindi Miller from OPA discussed the Middle States Self Study Design Plan being vetted. You can find a link on the website to see what is being done at the University in regards to getting re-accredited. Mindi also had the information in copy form for anyone that wanted the information.

7. **Adjournment:** The meeting was adjourned at 4:06 PM by Mark Decker.

## Minutes of the Forum Meeting of Wednesday, March 29, 2017

Mark Decker called the meeting to order on March 29, 2017 at 3:00 PM in KUB Multipurpose 345B.

**Present:** Jim Krause, John Riley, Mark Decker, Jeanne Dayhoff, Robert Moschgat, Bill Hudon, Brenda Cromley, Joyce Bielen, Deb Walberg, Tung Cu, Cassandra Sachar, Michael McFarland, Garratt Grant, Terina Oman, Jennifer Raup, Aimee Wenta, Meaghan Fuhrman, Beth Mauch, Jessica Bentley-Sassaman, Jerry Reed, Dennis Frohlich, John Riley, Dione Somerville, Ira Blake, Cheryl Howlett, Alan Baker, Chris Lapos, George Agbango, John Loonan, Tom Fletcher, Mary Vezendy, Roselee Rush, Kate Bauman, Bob Wislock, Erik Evans

**1. Approval of the Agenda of March 29 2017**

A motion to approve the Agenda was made by John Riley; seconded by Deb Walberg. The agenda were approved by voice vote.

**2. Approval of the Minutes of February 22, 2017**

A motion to approve the Minutes was made by John Riley; seconded by Joyce Bielen. The minutes were approved by voice vote.

**3. Reports by standing committees:**

- a. **BUCC:** John Riley reported BUCC met two times since the last Forum. BUCC had an open meeting last week. During the open meeting, the Curriculum Management System was discussed. John stated that BUCC would be accepting proposals up until April 12.
- b. **General Administration Committee:** Jerry Reed reported the committee met last week but did not have enough members for a quorum to vote on the Bylaws so another meeting will be held on April 4.
- c. **Planning and Budget:** Jim Krause reported on the committee. Two presentations were given by Tom Fletcher and Claudia Thrush on enrollment. During the meeting, recruitment issues were discussed as well.
- d. **Student Life:** Jen Raup stated the committee has two items on the agenda that will be discussed at Forum.

**4. PRP 2060:** Bob Wislock discussed PRP 2060. He commented that the prior PRP was only one paragraph. The new document aligns with the Federal ADA Act as well as the Rehabilitation Act. The new PRP covers students, employees, and visitors. The document also allows for complaints and both informal and formal resolutions. Bob is hoping that most of the issues will be solved upfront without the use of the other steps. He noted that there was a change from using the term director and changing the wording to professional staff members.

**5. PRP 4802 AND 4790:** Jenn Raup and Dione Somerville presented the new PRP's for 4802 and 4790. Mark noted that he sent the members both the old versions and the new versions to the

members so the differences could be seen. Dione reminded that they are a balance between standards and case law. Any questions on the documents can be directed to Jen Raup or Donald Young.

6. **PRP 3880:** John Riley presented and discussed PRP 3880 Graduate Course Repeat Policy.
  
7. **Revitalizing the Forum Update:** Mark Decker reviewed the Governance Document revisions to date. Since the last meeting, a Strategic Plan section has been added as well as a few minor corrections. Mark reminded the members to let him know if there are any changes needed to the department names.

**Governance Document Recommendations/Suggestions:**

- Add an “s” to role under the Preface.
- Bill Hudon suggested defining what a PRP is on page 6. He suggested they are rules not guidance.
- Bill Hudon also suggested that the Forum be the first step in the process instead of the last. To this John Loonan stated that this document has went through the Revitalization Committee and all of the representatives decided and discussed these changes with the Forum still being the final stop. To this, John Riley said that this was a step forward for the Forum and Mark Decker said that the changes to the Forum are meant to create and encourage more dialog.
- Dr. Blake stated there are errors in the BUCC Bylaws section and it does not comply with Article 31. To this, John Riley reminded that this is just placeholder text until the new Bylaws are voted on. Mark also stated that the Updates/Review section allows for this and the GAC and Student Life are working on revisions to their Bylaws.
- Dr. Blake stated that in the Strategic Plan process the Forum Chair was on the committee. Mark said President Soltz agreed it is a transparent process and the plan adds a point where the entire university can vote on the plan. The plan is there to guide the university so everyone has a voice in expressing concerns to the president Dr. Blake suggested putting the plan through OPA if we want university wide endorsement. Tom Kresch reminded that many staff and faculty representatives from all over the college helped to recraft the Strategic Plan.

John Riley made a motion to approve the changes to the Governance Document. Seconded the Motion.

**Motion to approve the Governance Document with the changes discussed passed by hand vote with 21 for, 5 against, and 1 abstention.**

8. **Open Forum:** Michael McFarland asked for clarity on the next meeting. Mark stated the next meeting was May 3, 2017.
  
9. **Adjournment:** The meeting was adjourned at 4:06 PM by Mark Decker.

## Minutes of the Forum Meeting of Wednesday, May 3, 2017

Mark Decker called the meeting to order on May 3, 2017 at 3:00 PM in KUB Multipurpose 345B.

**Present:** Ira Blake, John Riley, Mark Decker, Jeanne Dayhoff, Bill Hudon, Deb Walberg, Tung Cu, Cassandra Sachar, Garratt Grant, Terina Oman, Jennifer Raup, Beth Mauch, Jessica Bentley-Sassaman, Jerry Reed, Dennis Frohlich, Dione Somerville, John Loonan, Tom Fletcher, Mary Vezendy, Kate Bauman, Bob Wislock, Doreen Jowi, John Hintz, Devon Manney, Alan Baker, David Soltz, Mindi Miller, Scott Richardson

### 1. Approval of the Agenda of March 29 2017

A motion to approve the Agenda was made by Jessica Bentley-Sassaman; seconded by John Loonan.

**The agenda were approved by voice vote.**

### 2. Approval of the Minutes of February 22, 2017

A motion to approve the Minutes was made by Jessica Bentley-Sassaman; seconded by Devon Manney.

**The minutes were approved by voice vote.**

### 3. Reports by standing committees:

- a. **BUCC:** Jessica Bentley-Sassaman stated the committee had met on April 15, 19, and 26<sup>th</sup>. The committee was accepting proposals up to April 12. BUCC approved of the Curriculum Management System being purchased. She stated the Registrar could answer any questions regarding this system. BUCC did not endorse the 3 year Academic Calendar that was presented. With that being said, President Soltz commented that we have to have an academic calendar. BUCC had 4 PRP's to present for informational purposes at Forum.
- b. **General Administration Committee:** Jerry Reed reported the committee met and voted on the changes to the Bylaws.
- c. **Planning and Budget:** Ira Blake reported on the committee. The committee met on April 27<sup>th</sup> and had a discussion on Risk Assessment and that the university seems to be in good shape. She also stated that a new Pepsi contract has been completed.

1. **Budget Presentation-**John Loonan presented a slide presentation on the budget.



2016-17 and  
2017-18 EG Budget I

- d. **Student Life:** Dione Somerville commented the committee had revised PRP 4802 and PRP 4790.

John Riley made a motion to endorse PRP 4802; seconded by Deb Walberg.  
**The motion passed by hand vote.**

John Riley made a motion to endorse PRP 4790; seconded by Jessica Bentley-Sassaman.  
**The motion passed by hand vote.**

- 4. Strategic Enrollment Planning Update:** Tom Fletcher presented the Strategic Enrollment Plan, which he said has been a fifteen-month process. A third party was hired to help with the process (Ruffalo, Noel, Levitz). The plan will reset each fall once the team sees where the university lands. A post-implementation team will constantly be looking and collecting data. The first two years will be in the red due to the initial changes and taking a more conservative approach to summer admits. By year 5 there is a projection of 3.8 million. Tom thanked President Soltz for his efforts with the plan.



Forum  
Presentation\_5.3.17\_

- 5. PRP 2060:** Bob Wislock discussed the second reading of PRP 2060. He commented that the PRP had been well vetted. He thanked Kate Bauman and UDAC for all the hard work on the PRP. Bill Hudon thanked Bob for all of his work on the PRP as well. John Riley made a motion to endorse PRP 2060; seconded by Terina Oman.

**The motion passed by hand vote.**

- 6. Informational Reading: PRP 3360, 3434, 3612, and 3462:** John Riley stated the PRP's had been circulated via email and any questions can be forwarded to Mark. He stated the PRP's are presented for informational purposes only and thanked everyone involved in the revisions. On PRP 3612, the revisions to date will help the university be more military friendly. Next fall work will be continued on this PRP in regards to transfer students, as there are many factors involved.
- 7. Open Forum:** Mark Decker noted that this was President Soltz final meeting before retiring and he thanked him for his work on the Forum.
- 8. Adjournment:** The meeting was adjourned at 4:18 PM by Mark Decker.

## Minutes of the Forum Meeting of Wednesday, September 27, 2017

Mark Decker called the meeting to order on September 27, 2017 at 3:00 PM in KUB Multipurpose 345B.

**Present:** Wayne Mohr, Jim Krause, Cassandra Sachar, Shawn Makar, Mike McFarland, Faith Warner, Sue O'Donnell, John Riley, Amit Arora, Greg Zimmerman, Elizabeth Petre, Mark Bauman, Adrian Van Rythoven, Jerry Reed, Kuo Hao Lee, Bill Hudon, Helmut Doll, Dennis Frohlich, John Riley, Alan Baker, Mindi Miller, Fan Jiang, George Agbango, President Hanna, Dan Knorr, Angela Crossley, Gretchen Osterman, Robert Moschgat, Megan Wamck, John Loonan, Tom Fletcher, Dione Somerville, Julie Kontos, Meaghan Fuhrman, Lauren Fuhrman, Aimee Wenta, Jessica Heid, Joe Kissell, Jim Brown, Rona, Anderson, Monica Favia, Kim Cardimona, Qing Yue, Virginia Bonomo, Asa Kelley, Adam Hower, Jerrold Harris, Jing Luo, Bill Calhoun, Loreen Powell, Ken Hall, Johan van der Jagt, Amanda Biddings, Amy Osborne, A. Blair Staley

### **1. Approval of the Agenda of September 27 2017**

A motion to approve the Agenda was made by John Riley; seconded by Wayne Mohr.

**The agenda were approved by acclimation.**

### **2. Approval of the Minutes of May 3 2017**

A motion to approve the Minutes was made by John Riley; seconded by John Loonan.

**The minutes were approved by acclimation.**

### **3. Reports by standing committees:**

- a. **BUCC:** John Riley reported BUCC met on September 6 and September 20 and have forwarded several approved Omnibus forms. The changes to the Omnibus forms have been completed which expires in 2020. The next meeting is October 4 and the following meeting after is an open meeting. There are a couple of topics already for the open meeting (priority scheduling, library, function of Graduate Council, courses with retroactive GEP's). BUCC is also working on getting a committee together for interdisciplinary proposals.
- b. **General Administration Committee:** Jerry Reed reported the committee has not held a meeting yet. The Committee may be working on personnel policies this semester and next.
- c. **Planning and Budget:** Mark Bauman reported the committee met last week. There was a presentation from Eric Ness about the new Waller building. Tom Fletcher gave a summary of the Summer College.
- d. **Student Life:** Nothing new to report.

### **4. Forum Election**



Mark Decker stated he would like to continue being the Forum Chair so that he may finish the work on the Non-binding Resolution.

**Gretchen Osterman nominated Mark Decker for Forum Chair. Seconded by George Agbango.**

**John Riley motioned to close the nominations. Gretchen Osterman seconded the motion.**

**The motion to nominate Mark Decker as the chair of Forum passed by hand vote.**

## **5. State of the Campus**

President Hanna presented a Power Point on the State of the Campus. He noted that there would be an opportunity to ask question and the audience would be given updates by each of the Vice Presidents about their areas.

### **A. Enrollment Update Tom Fletcher gave the update.**

- Opening enrollment count 9350
- There has been an increase in graduate enrollment
- 458 new incoming transfers
- First time freshman count 1517(2016 year) and 1644 in (2017 year)
- Summer start freshman 258 (2.0 gpa or higher)
- Tom gave appreciation to Dr. Krause for his work on the Summer Prep Academy
- New scholarship called the Academic Success Scholarship
  - (SAT 1117 GPA 3.8 or above) with \$180,000 investment
  - Offers a \$3000 renewable scholarship
  - There have been 60 awarded so far
- Currently analyzing out of state enrollment

### **B. Budget Update John Loonan gave the update.**

- The information about the budget is on the Administration and Finance website
- BU ended the year up 3.3 million
- This year the reserve was used about 2.2 million to balance the budget
- Salaries and benefits are what have changed/increased
- 3.4% tuition increase and 2% appropriation would balance the budget
- About 15 million in savings account which is about 10% of overall budget

### **C. Co-Curricular Learning Experiences Dione Somerville gave the update.**

- There are currently 9 co-curricular courses offered
- First year that there are no triples on campus
- Soltz Hall opened on time and was a great team effort
- Dione went over the many accomplishments of BU's Athletics Department Students

**D. It's Personal** Erik Evans gave the update.

- Every gift is meaningful
- Roughly 60 million raised
- 137 new named scholarships
- 9 new Professorships/Fellowships
- 11 Professional Experience Grants
- H/R and Accounting Departments had 100% participation
- Currently collecting feedback for the next campaign

**E. Academic Excellence** Jim Krause gave the update.

- There is a summary on the PASSHE website
- There are 4 items that are very important:
  - Strengthening Existing Academic Programs
  - Broadening Student Experiences
  - Target Proficiencies for Growth
  - Connecting with Students
- Collaboration, Partnership, and Communication are the key

Jim remarked that he has been impressed by every department's ownership and willingness for all to help move the university forward.

President Hanna thanked everyone for their forward thinking. And he believes that Bloomsburg University is poised for greatness. He promised to listen, learn and engage with the faculty and staff.

The state wide review by NCHEMS was cited and that all though there were no mergers or closures of the universities, the finding seemed to be that some have lost their focus and that the universities should seek to collaborate instead of compete.

This academic year will have several items focused on:

- Student retention
- Assessing graduate enrollment
- Continued preparation for MSCHE
- Strategic Planning

**6. Question for President Hanna**

Before questions Mark Decker stated the Forum endorses the Strategic Plan.

**A. Can you reflect on the international student market? (Luke Springman)**

Paraphrasing President Hanna:

This area is very robust. Notwithstanding the immigration issues that are happening in D.C. There are ways for us to do it strategically. And ways for us to do it in a focused way without making them learn to swim on their own. If they come we have to be prepared to serve them. They come with tuition rates that are significantly higher than state systems and most of them come with cash in hand. We must be careful how we do this and also be entrepreneurial about it.

**B. What is your vision about diversity? (George Agbango)**

Paraphrasing President Hanna:

As Tom Fletcher and I talked about rightsizing the Summer Prep Academy we knew we would lose some of the diversity enrollment. How are we sure these diversity/minority students are given every resource they need? We discussed with the Community College of Philadelphia about students coming here after they receive their AA degree.

I have talked with the Provost about doing a Diversity Faculty Initiative through our Frederick Douglas Institute. Diversity is something I am committed too. There is nothing better than a robust diverse campus. However, we have to make sure the needs of those students can be met as well. Instead of taking their tuition dollars and having them drop out a year later with lots of loans and no degree. Together we have to look at the what are the most impactful, emerging, or best practices that we can deploy together to make sure every student, including the precious minority students come here and feel like they belong. That is something we have to do together.

**C. What is the retention of the ACT 101 students up to a Bachelor degree? ( A. Van Rythoven)**

Jim Krause said 33% 6-year graduation rate for Act 101 and approximately 50% 6-year graduation rate for other summer admits.

**D. What is your view on how we are making a transition to new clientele and online courses? (Amit Arora)**

Paraphrasing President Hanna:

With the adult market convenience is the number one priority for that market in order to enroll at the university. If we say this is critical we have to take the right steps and be prepared to serve them just as if they are on campus.

**E. Are we looking at ways for students to learn new technology?(Amit Arora)**

Paraphrasing President Hanna:

We should be looking at every way that our students get an exemplar education from us whether its onsite, online or blended.

- F. Do you have a timeline/plan for the search for a Provost? (Bill Hudon)

Paraphrasing President Hanna:

The search will commence either this fall or fall of 2018. There are conversations going on about what we can do together as a university by keeping Dr. Krause on one year beyond so we have some stability. I want to spend this spring putting together the conversation about Strategic Planning that will guide this institution. If we are in the middle of a search we will be incredibly busy with the candidate.

7. **Adjournment:** The meeting was adjourned at 4:38 PM by Mark Decker.

## Minutes of the Forum Meeting of Wednesday, October 25, 2017

Mark Decker called the meeting to order on October 25, 2017 at 3:00 PM in KUB Multipurpose 345B.

**Present:** John Riley, Mark Decker, Jeanne Dayhoff, Bill Hudon, Mark Bauman, Cassandra Sachar, A. Blair Staley, Joyce Bielen, Michael McFarland, Greg Zimmerman, Elizabeth Petre, Adrian Van Rythoven, Luke Haile, Lijuan Sun, Amit Arora, Michael Coffta, Dennis Frohlich, Mindi Miller, Jessica Heid, George Agbango, Angela Crossley, Dan Knorr, Fan Jiang, Robert Moschgat, Jennifer Raup, Tom Fletcher, Julie Butwin, Tina Entzminger, Angela La Valley, Mark Tapsak, Aimee Wenta, Lynn Hummel

**1. Approval of the Agenda of October 25, 2017**

A motion to approve the Agenda was made by George Agbango; John Riley seconded.

**The agenda were approved by acclimation.**

**2. Approval of the Minutes of September 27, 2017**

A motion to approve the Minutes was made by Mike Coffta; seconded by John Riley.

**The minutes were approved by acclimation.**

**3. Reports by standing committees:**

**a. BUCC:**

John Riley reported that BUCC met on October 4 and October 18. The last meeting was an open session. At the October 4 meeting items included revised Bylaws, first reading of the Transfer Credit Policy. At the October 18 meeting no business was conducted as it was an open meeting. Items discussed included looking at data for priority scheduling, an Information Literacy presentation from the Library, retroactive GEP's discussion, a DAWN briefing on alcohol and Interdisciplinary Courses.

**b. General Administration Committee:**

Jerry Reed reported the committee had not met. There are 3 planned meetings where they are planning on doing a Governance review and checking on old policies that need to be updated.

**c. Planning and Budget:**

Mark Bauman reported that the committee met on October 12. Claudia Thrush gave a report which is out on the S: drive. Tom Fletcher discussed fall 2017 enrollment update and strategies for increasing out of state enrollment.

**d. Student Life:**

Jen Raup reported the committee has not met and they are waiting on a Preferred Name policy to be finalized for the committee to look at. The committee is hoping to have a reading of this policy at the November Forum meeting.

**e. Secretariat:**

Mark Decker reported that there will be a section for Secretariat added to the Forum agenda. A possible Non-Binding Resolution was sent to Secretariat referencing an update to a religious holiday policy. The members discussed and determined that the item would be handled by BUCC and therefore the item was forwarded to John Riley for BUCC.

**4. GEC Annual Report:**

Mindi Miller and Angela La Valley discussed the Annual GEC Report for 2016/2017. Some of the items discussed were approved courses, website upgrading, Repository, GESAR's, and the feedback received on Goals 1, 2, and 3. Angela La Valley introduced herself as the new GEC Chair. A suggestion was made for MyCore to have the header on every page online.



GEC-AnnualReport10  
-25-17.pptx

**5. State Authorization Update:**

Jessica Heid gave an update on the status of State Authorization.



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**6. Open Forum: Nothing to report**

**7. Adjournment: The meeting was adjourned at 4:13 PM by Mark Decker.**