REVISED
September 29, 2008

Mr. Robert W. Bogle
The Philadelphia Tribune
520-26 South 16th Street
Philadelphia, PA 19146

Dear Chairman Bogle:

We have made arrangements for the meeting of the Cheyney University of Pennsylvania Council of Trustees to be held Tuesday, September 30, 2008. The Council will convene as follows:

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<tr>
<th>Time</th>
<th>Event Description</th>
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<tr>
<td>9:00 AM</td>
<td>Council Convenes in Public Session</td>
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<tr>
<td>9:15 AM – 10:30 AM</td>
<td>Review and Discuss Committee Reports</td>
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<tr>
<td></td>
<td>Marcus Foster Student Union, Auditorium (public)</td>
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<tr>
<td>10:30 AM – 11:30 AM</td>
<td>Lunch</td>
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<tr>
<td></td>
<td>Biddle Hall, Council of Trustees Conference Room</td>
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<tr>
<td>11:30 AM – 1:00 PM</td>
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If you or any members of the Council have any questions or concerns prior to the meeting, please contact Ms. Joyce Lawson, Assistant to the Council of Trustees at (610) 399-2410 (jlawson@chehney.edu) or myself at (610) 399-2220 (mvitalic@chehney.edu).

Sincerely,

[Signature]

MICHÈLE M. HOWARD-VITAL, Ph.D.
President

cc: Dr. John Cavanaugh, Chancellor
    Council of Trustees
    Presidents Cabinet
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CHEYNEY UNIVERSITY OF PENNSYLVANIA
Council of Trustees
Minutes of the Special Call Meeting Held
May 6, 2008
10:30 A.M.
The Philadelphia Tribune, Philadelphia, Pennsylvania

Council of Trustees Attending
Attending
Mr. Robert W. Bogle, Chairman
Mr. Dongkyu Bak
Ms. Lorna Horsey, Chair of the Student Affairs Committee
Senator Vincent Hughes
Rev. Dr. Joseph Patterson
Mr. Samuel Patterson, Chair of Finance and Administrative Services Committee
Mr. Robert Traynham, Chair of the University Relations Committee
Ms. Chioma Ugwuegbulem, Student Trustee

Council of Trustees
Absent
Ms. Lynette Brown-Sow, Chair of the Academic Affairs Committee
Mr. Gary N. Horton
Senator Robert Wonderling

Administration
Dr. Michelle R. Howard-Vital, President
Mr. Jim Dillon, Pennsylvania State System for Higher Education, Vice Chancellor for Finance and Administration
Mr. Eric R. Almonte, Executive Associate to the President
Ms. Barbara A. Simmons, J.D., Assistant to the President for Internal Relations/Social Equity

With a quorum present and notice of the meeting duly exercised and mailed per the Bylaws, Mr. Robert W. Bogle, Chairman opened the meeting at 10:34 a.m.

ROLL CALL
Chairman Bogle opened the meeting up for roll call. Trustees participating by telephone were Ms. Chioma Ugwuegbulem, Senator Vincent Hughes, Ms. Lorna Horsey, Mr. Robert Traynham. Trustees in physical attendance were Chairman Robert W. Bogle, Rev. Dr. Joseph Patterson and Mr. Samuel Patterson.

APPROVAL OF PROPOSED NEW DEGREE: BACHELOR OF SCIENCE IN GRAPHIC DESIGN
President Howard-Vital expressed gratitude for those participating and reported two items for action. The first item was with respect to the graphic design proposal, which was developed two years ago. Dr. Howard-Vital reported the proposal had gone the curriculum committee and was taken before the Council of Trustees (COT) in 2006 and further requested Council approve the program in order for the program to be presented to the Board of Governors (BOG). Mr. Traynham asked how the program is different from what was initially approved and Dr. Howard-Vital reported the program had not gone before curriculum committee and had not included the course descriptions, which is required by the BOG. Mr. Traynham questioned if there are any students interested in this degree program and Dr. Howard-Vital reported a history in arts and further reported the programs are already in place at the community colleges, which create pools of recruits for the University. Mr. Traynham reported previous concerns with recruitment and marketing for the program. President Howard-Vital reported being confident in recruiting and marketing – as the University will begin to aggressively market its successes, students, and programs. Dr. Howard-Vital affirmed a need print the
Cheyney Magazine on campus. Chairman Bogle reported a leading course several years ago in industrial arts and reported the graphic design degree program is the new trend for the market in this region. Chairman Bogle affirmed a definite need to be trained in this area. Senator Hughes questioned if a cost analysis was performed for the program. Dr. Howard-Vital reported a cost analysis was done in terms of all of the programs taken before the BOG and reported having an already-staffed faculty member for the program. Dr. Howard-Vital discussed a need for new computers and software to make the program work. Chairman Bogle indicated a need to perform a complete cost analysis for the cost that will be incurred. Chairman Bogle requested a full budget be sent to the COT. Dr. Howard-Vital reported a full budget must be submitted to BOG. Sen. Hughes expressed concern with the financial status of the University and insurance of not making a financial drain on the University. Chairman Bogle discussed viewing the program as an investment with a reasonable return and discussed the importance of making such an investment. Mr. Dillon discussed the challenges of the program being (1) will it cannibalize students and other programs – what will happen to other programs on campus; and, (2) keeping your faculty ahead of the students with technology – students come in imagination. Mr. Patterson discussed concerns with printing and supplies. Dr. Howard-Vital reported 30% of graphic designers are entrepreneurs, which could work together in building our center of excellence in entrepreneurship.

Chairman Bogle acknowledged that Mr. Bak was in attendance.

Mr. Samuel Patterson made a motion to approve the Proposed New Degree Bachelor of Science in Graphic Design. Rev. Dr. Joseph Patterson seconded the motion, which was approved unanimously.

APPROVAL OF RESOLUTION OF SYSTEM-FINANCED CAPITAL FACILITIES PROJECT

President Howard-Vital reported the second item was the approval for a resolution for minor changes to the residence halls and asked Council to view the resolution as a precursor to having new residence halls. Dr. Howard-Vital affirmed with the resolution, the COT will be empowering the administration to make changes and to minimize some of the complaints and discomfort that the students have pertaining to the current conditions of the residence halls. Mr. Dillon reported the current residence halls are not what the University needs to maximize recruitment efforts and further emphasized the University is not abandoning the commitment to build residence halls; however, Mr. Dillon expressed a need to show the students we are committed to them and to make some improvements in the immediate future. Mr. Dillon affirmed the immediate action to be taken, such as, 1) make the elevators work (the maintenance contract is in place with an ongoing preventive maintenance and warranty), 2) will carpet all rooms and hallways, 3) painting to feel less industrialized, 4) super cleaning with steam under pressure for the bathrooms and work to have the super cleaning done two times per year. Mr. Patterson discussed concerns with carpeting in the high traffic areas. Mr. Dillon discussed having carpet will make students feel less institutional and emphasized an absolute need to maintain. Mr. Dillon further explained this is an integrated approach and will require a great deal of contract administration. Mr. Patterson reported signing a new contract with a new vendor and Mr. Dillon reported needing to change the specifications. Mr. Dillon also reported an effort will be placed to work with students to have the rooms cleaned (vacuumed) regularly since the contractor cannot clean their rooms. Rev. Patterson discussed concerns with monitoring the students once the residence halls are cleaned and renovated. Dr. Howard-Vital reported moving towards a much more comprehensive student life program – discipline has slipped on our campus. Dr. Howard-Vital affirmed a need for student life seminars and for the administration and faculty to demonstrate there are certain parameters that the students need to operate. Mr. Dillon indicated a need for students to live up to expectations. Chairman Bogle reported that many of the students that come to us do not have good social skills and affirmed the University has failed in the level of discipline. Dr. Howard-Vital reported Barbara Simmons will work with the judicial code and Eric Almonte will work
with student activities. Ms. Ugwuegbulem discussed concerns with the carpeting and the maintenance of the carpets. Mr. Dillon agreed the resident halls and carpet need to be cleaned daily. Ms. Ugwuegbulem indicated a need to review the roofing systems and leaky bathrooms. Mr. Dillon agreed the resident halls need millions of dollars of upgrades (electrical upgrades, etc.) and reported the plan is to put them through a cycle to get them up until they are demolished. Mr. Dillon further reported the bathrooms are being renovated as part of the renovation plan (shower heads, faucet handles, toilets, etc.). Mr. Traynham questioned if the students were included in the process for the upgrades to make them feel included to get student buy-in. Dr. Howard-Vital reported performing a systematic survey for a new resident hall and reviewed the complaints and the feedback. Dr. Howard-Vital further reported meeting with the students throughout the year. Chairman Bogle discussed the rationale being the systems upgrade for the residence halls: 1) make them comfortable, 2) focus on getting new facilities, and 3) secure proper maintenance contracts in order for students to live in clean wholesome environment. Chairman Bogle affirmed a short-term plan and a long-term plan, which calls for a $300 increase per year ($150 per semester). Mr. Dillon reported a business plan will be developed and reported the fee increase will give the University money to use for next year to invest in the dormitories. Mr. Dillon reported the increase would be for only the students that live in the dorms. Mr. Patterson questioned the total cost and Mr. Dillon reported up to $3Million, but indicated negotiating on prices. Chairman Bogle questioned when the work would be performed and Mr. Dillon reported the work would be completed over the summer months. Mr. Patterson questioned if African-American contractors would be given the opportunity to bid, which could not be confirm. Chairman Bogle insisted that African-American be included in the bidding process and the comments were noted by Mr. Dillon. Senator Hughes questioned how many students are legally able to live on campus and Mr. Dillon reported there are 900 paying students, with a capacity of 1,100. Mr. Dillon expressed a belief that there are 1,100 living in the dorms. Chairman expressed concerns with insuring developing a plan to monitor the housing situation and expressed concerns with holding Dr. Epps accountable. Mr. Dillon expressed concerns with fee collection. Senator Hughes discussed concerns with having an accurate count of our student as it has a direct relationship to our financial feasibility. Dr. Howard-Vital affirmed a need to monitor and enforce the policies and affirmed a need to obtain competent staff.

Senator Hughes made a motion to approve the resolution of System-Financed Capital Facilities Project. Mr. Samuel Patterson seconded the motion, which was unanimously approved.

OTHER BUSINESS
Dr. Howard-Vital thanked the Council of Trustees for approving the actions and reported confidence in working with Mr. Dillon.

Senator Hughes congratulated and thanked Dr. Howard-Vital for working on the grant with the Pennsylvania Department of Education for the information technology mall and further firmed feeling confident the University will be obtain the grant of which a portion to IA and a portion to technology.

Chairman Bogle thanked Council for participation and noted for the record that Mr. Dillon is here and is officially on loan to the University to help us with our financial processes. Meeting adjourned at 11:33

ADJOURNMENT
The meeting adjourned at 11:33AM

Respectfully submitted,
T. Bernette Wright
Recorder

Minutes Approved
Robert L. Traynham, II
Secretary to the Council
President’s Report – Revised

September 12, 2008

Greetings Members of the Council of Trustees,

It is my pleasure to welcome the newest trustee- Mr. Thane C. Martin. Mr. Thane a certified public accountant who founded Thane Martin and Associates. Founded in 1994, the financial consulting firm continues to be a rapidly growing accounting and consulting firm in the Philadelphia area. Mr. Martin joins Dr. Edward Tomezsko, former president of Penn State Brandywine Campus who was also recently appointed to our COT this past spring. Both bring great experience in fiscal management and educational administration. Please join me in welcoming them to our Council.

We start the 2008-2009 academic year with new members of the University community, a pilot retention center designed to help us increase student success, and a better view of our strengths and challenges.

Unfortunately, we also start the 2008-2009 academic year with fewer members of our University community. One of our students, Anthony Richardson recently passed after a courageous battle with cancer. Anthony will be remembered by all who met him at Cheyney University. Additionally, one of our professors, Dr. O. Denis Ekwerike, is still wheelchair bound after an unfortunate accident at his home. We ask that you remember these members of our campus community.

Nurture Human Capital

In the area of Human Capital, I would like to take this time to announce some key administrative appointments for the University. These appointments bring an enormous amount of experience in fund raising, academic affairs, enrollment management and retention management.

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Dr. Sulayman Clark - As you may already know, Dr. Clark began in July 2008. He brings with him over twenty years of experience in advancement with an emphasis on major gifts. Dr. Sulayman Clark has been appointed as Vice President for Institutional Advancement at Cheyney University of Pennsylvania, following a national search. Clark is a native of Philadelphia and a 1977 graduate of Cheyney University.

This appointment will help the university work toward meeting university goal number five, which is to cultivate public engagement and leadership, and system targets by:

- Increasing the amount of financial aid available to students from public and private sources.
Measuring student and alumni satisfaction and integrate recommended changes.

Increasing the level of alternative funding to support new and existing programs and services.

Exercising leadership in communities, regions, and the Commonwealth to marshal resources knowledge, and political leadership to meet challenges and seize opportunities.

Dr. Clark's appointment will support the strategic goal of enhancing institutional effectiveness and will help the university build capacity and cultivate friends.

Most recently, he was Vice President for Institutional Advancement at Fisk University in Nashville, Tennessee. His previous appointments include Vice President for Development and Director of the $250 Million Campaign for Hampton University as well as Vice President for Development at Tuskegee University, Lincoln University (PA) and Morehouse College. Welcome Dr. Clark.

EXECUTIVE DIRECTOR OF ENROLLMENT MANAGEMENT

In order to strengthen the relationship between admissions, financial aid, and the bursar, Title III dollars will be used to fund an enrollment manager position. Strategically, the enrollment manager will help advance student achievement and success by helping to attract students to the University.

This position will also help the University in reaching its strategic goal number two, Advance Student Achievement and Success by focusing on managing enrollment growth to reach our enrollment target.

Michael Taylor - Mr. Michael Taylor, the former director of admissions at Lincoln University, is currently the interim executive director of enrollment management. Mr. Taylor will continue with the admission strategy introduced by the Noel-Levitz consultant that worked with the University last semester. This position will also manage Financial Aid and co-chair the Enrollment Management Committee. Welcome Mr. Taylor.

EXECUTIVE DIRECTOR OF RETENTION SERVICES

Also worth noting is the development of a retention center designed to help students persist from freshmen year through graduation.

This position will also help the University in reaching its strategic goal number two, Advance Student Achievement and Success by focusing on retention strategies to support enrollment growth and university targets.
**E. Dwayne Robinson** - Mr. Robinson will serve as the interim executive director of retention services. Mr. Robinson has been with the University since March 2008, formally as the assistant athletic director and compliance specialist for the University. Mr. Robinson brings several years experience in student development and academic enhancement at both the secondary and collegiate level. Mr. Robinson will serve as the interim executive director of retention services which also includes the first year experience program, academic success center and tutoring services, student activities, and student judicials. The overall goal of the retention center is to help students develop social connections to the University community, to help students expand their life skills, to help students develop leadership skill and adhere to the Student Code of Conduct. This position will affirm our commitment to advance student achievement and success.

Again, this initiative is being piloted through Title III dollars, and through the Office of the President, through Mr. Eric Almont, Executive Associate to the President.

**PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS**

Lastly, we have new leadership in Academic Affairs. **Dr. Ivan Banks** - Dr. Banks will serve as our next vice president and provost for academic affairs. His appointment will help meet the strategic goal of strengthen academic quality and excellence. Currently, Dr. Banks serves as dean of the school of education at New Jersey City University where he has been since 2001, prior to that he was at Jackson State where he held numerous leadership positions.

This appointment will assist the University in reaching university and system targets by:

- Focusing the efforts of University on high quality academic programs that meet the needs of the region.
- Developing an array of programs designed to meet best the higher education needs of the region.
- Retaining the University’s status as the premier provider of teachers in the Commonwealth.
- Supporting graduate programs designed to meet the needs of the region.
- Increasing the level of alternative funding to support new and existing programs and services.

Dr. Banks brings with him knowledge of instructional media, teaching and learning, collective bargaining, and professional development programs. He will work with faculty to further the development of the center of excellence in media and fine arts and other centers of excellence that come from the faculty. Dr. Banks will join the University community officially on October 1. Welcome Dr. Banks.
Please join me in welcoming these staff members to the University. Also, I want to thank everyone who served on the selection committees.

Enhancing Institutional Effectiveness

One of our strategic imperatives is Enhancing Institutional Effectiveness, we are proud to state that we are beginning the 2008-2009 academic year with some definite progress on the student email project. The final implementation for the Windows Live @EDU project will increase student and alumni mailboxes to 20 gigabytes. New accounts for students will be created as students complete the registration process. Alumni will be included by the end of September.

Furthermore, the campus wireless project is also making good strides. Marcus Foster and the Library are now wireless. DSS will be the next building. The timeline for completion for remaining buildings is mid-September.

Improvement to our IT infrastructure is important in attracting not only the millennial generation of students who are considered digital natives, but also faculty who will be using technology to offer online and distance learning courses in the future.

- These improvements also move us toward meeting our system target of infusing technology in academic programs to increase the technological sophistication of graduates.

This summer we also signed the memorandum of agreement with the Department of Education for the campus technology mall which will help us consolidate our campus computer labs allow the University IT department to be more efficient. The overall grant was 200K, which Cheyney University also received $50,000 to defray the cost for the Cheyney University Magazine.

- These improvements also move us toward meeting our system target of infusing technology in academic programs to increase the technological sophistication of graduates.

Thanks to Mr. Howard Hudson and the IT division for their leadership to this initiative.

Advance Student Achievement and Success

In an effort to advance student achievement and success, and we have been working with colleagues in the state system office and retired former employees of PASSHE to identify best practices, so that the University will be more effective in enrollment management and more competitive as an institution. More specifically, the following offices are undergoing review to retool and reuse operations: the bursar, admissions, financial aid, and the registrar. The goal of this realignment is to improve the delivery of services to students and provide a seamless process between these offices.

In addition, Retention Services which I mentioned earlier will also support the strategic plan by helping to coordinate student success activities. Our special
emphasis on retention management comes as result of our need to address concerns with persistence at the University which have been concerns for the past few years. Currently, the University has averaged 57% retention from first year to second year for the past few years. Thus, to improve in this area, we will provide greater linkages between the First-Year Experience, Academic Services Center and Student Activities and look forward to reporting our successes at subsequent COT meetings.

The inauguration activities scheduled for October 10-11 are an opportunity for the campus community to reaffirm its commitment to excellence and to producing a diverse group of students for the future.

In addition, this helps the university meet strategic goal number five by enhancing University relationship with the Cheyney family and external public.