

CHEYNEY UNIVERSITY OF PENNSYLVANIA
Council of Trustees
Minutes of the Quarterly Public Meeting Held
December 7, 2010, 1:15 P.M.
Marcus Foster Student Union Center Auditorium

In Attendance:

Council of Trustees

Mr. Robert W. Bogle, *Chairman*
Dr. Audrey Bronson
Mr. Gary Horton, *Chair*
Student Affairs Committee
Ms. Lynette Brown-Sow, *Chair*
Academic Affairs Committee
Mr. Robert Traynham, *Chair*
University Relations Committee
Dr. Edward Tomezsko
Mr. Samuel L. Patterson, *Chair*
of Finance and Administrative Services
Mr. Eric Parker, *Student Trustee*

Administration

Dr. Michelle R. Howard-Vital, *President*
Dr. Ivan Banks, *Provost/ Vice President*
for Academic Affairs
Mr. Gerald Coleman, *Vice President for*
Finance and Administration
Dr. Suzanne D. Phillips, *Vice President*
for Student Affairs/ Student Life
Mr. Lawrence Green, *Interim Vice*
President for Institutional Advancement

The Quarterly Meeting of the Cheyney University of Pennsylvania Council of Trustees was held on Tuesday, December 7, 2010 in the Marcus Foster Student Union Building Auditorium. With a quorum present and notice of meeting duly exercised in accordance with Trustee By-Laws, Chairman Robert W. Bogle opened the meeting at 1:15 P.M.

APPROVAL OF THE MINUTES OF THE QUARTERLY COUNCIL MEETING OF October 21, 2010 – A motion was made by Mr. Samuel Patterson to approve the October 21, 2010 minutes as written. This motion was seconded by Mr. Eric Parker.

PUBLIC COMMENT PERIOD –

Mr. Christopher Carter, President of SGCA, is working with the administration to increase the computer lab hours from 6pm – 11pm. SGCA and the President's Cabinet are meeting tomorrow to discuss work study programs and student fees.

Ms. Joanne (Cheyney Student) has issues with the Financial Aid and Bursars Office not answering the phones. Recommend that staff get proper training so that students don't get the round around from office to office.

Ms. Deanne (Cheyney Student) National President of Negro Women commented on the lack of guidance counselors on campus. Dr. Ivan Banks announced that they are in the process of filling the Psychologist position.

Clara Myers (Cheyney Student) submitted two work orders in September 2010 for King Hall because of mold and a leak in her room. Mr. Coleman will follow up.

There are also concerns regarding the harassment by campus officers. Chairman Bogle requested to review the safety procedures.

Mr. Hanlon discussed the concerns about the disbursement of PHEAA State Grants. The contract that provides Cheyney the ability to certify enrollment is currently working its way through legal channels at the State level. Until this document is signed, the aid office has no access to the electronic records necessary to complete its work. If there is currently a stop on the students account, the stop is not associated with the PHEAA State Grant. If a PHEAA State Grant is due to you, The Office of the Bursar considered the incoming PHEAA State Grant before placing stops on student accounts.

REPORTS OF THE STANDING COMMITTEES -

Finance and Administrative Services

Mr. Coleman reported that the audit went well the issues were small in number. Mr. Coleman will make sure the Counsel of Trustees will get a copy of Required Communications SAS 114. Mr. Coleman introduced ParenteBeard, Consultant firm.

David Jackson introduced the audit team: Samuel J. Stephenson – Audit Partner, David Jacobson – Senior Manager , and Richard Finley – Manager and discussed the packet presented to the Council of Trustees.

Mr. Bogle applauded the financial team for being thorough. Mr. Martin, “We have less FTE’s but have more financial aid?” “We have more undergraduates than graduates”. Mr. Bogle requested to see age analysis at next meeting.

Layna Holmes, The student financial aid audit is still in process for January and February 2011. A single audit is occurring now. Chairman requested to speak with Bob Ciaruffoli and would like Bill McQuire present at the next meeting.

Mr. Coleman reported on Action Item No. 1 – The Vanguard Group Financial Statement. Mr. Patterson made a motion to approve the . *This motion was seconded by Mr. Edward Tomezsko.*

Mr. Coleman reported on Action Item Number Two.

Action Item No. 2 – Increase Undergraduate Application Fee. Approval needed by Council of Trustees to approve undergraduate application fee from \$20 to \$25. The attached information proved to the council indicates that the going rate is \$25 to \$35. Mr. Patterson made a motion to approve the fee increase. *This motion was seconded by Mr. Thane Martin and passed with one vote for no by Mr. Eric Parker.*

Action Item No. 3 Repurpose Carver Science Center Facilities. Chairman Bogle would like to see a business plan by the next meeting.

Mr. Coleman reported that additional police have been placed in the dorms at night from 5pm – 5am. The police are present in the computer lab from 5pm-11pm and 6pm-11pm at the library during the weekends.

University Relations–

Mr. Green discussed Information Item No. 1 – Year-to-Date Fund raising and Goal Comparison Report.

Information Item No. 2 – Report of the Vice President for Institutional Advancement,

Information Item No. 3 – Report of the Director of Sponsored Programs as presented in the Council's meeting materials.

Mr. Green reported on Information Item No. 4 – Director of Alumni Relations Report. The alumni have raised \$360,000 for sponsored programs.

Information Item No. 5 – Director of Public Relations and Constituent Development. Mrs. Jacqueline Bingham has met with several editorial staff. Chairman Bogle was offended the Tribune was not mentioned in the Council's package.

Mr. Green discussed Action Item No. 1 Cheyney University Naming Policy and Action Item No. 2 – Cheyney University Naming Policy for Residence Hall Complex. Each section is a \$1 million minimum looking for approval of these policies

Student Affairs –

Dr. Suzanne Phillips reported that the number of applications for admissions received has increased, and further reported a plan is being developed for graduate recruitment.

Dr. Phillips reported on Information Item No. 1 – Spring Enrollment Outlook, Information Item No. 2 – University College Initiative Update, and Information Item No. 3 – 2011 PASSHE Student Affairs Conference as presented in the Council's meeting materials.

Academic Affairs -

Dr. Ivan Banks introduced Professor Steven Hughes to give a presentation regarding Information Item No. 1 – Urban Ecobiology Program Cooperative Agreement between Cheyney University & The Partnership for Delaware Estuary. Commitment to ensure internships for all students.

Benefits – continued research, expanded opportunities for internship and mentorship with our students and advertising for Cheyney University.

The MOU is in effect and was signed off yesterday (December 6, 2011).

Dr. Ivan Banks discussed Information Item No. 3 – Coast Guard Affiliation Agreement. 16 out of 26 have internship opportunities. Cheyney has a one year contract with four renewals. We have two students applying for internships Ted Wilder and Shawn Ford. This is not a paid internship but housing and meals will be taken care of.

Middle States Update:

Dr. Vital thanked everyone for the part they played in preparing for the small team visit. The MSCHE team has given preliminary (verbal) recommendations. The Commission makes the final decision-- either we are on probation or off probation. Once the report is finalized, we will be able to respond to the recommendations; this will happen sometime in mid to late December. We will work collaboratively (with various stakeholders) on our response to the final team's report, as we did on the Monitoring Report. The report is due to MSCHE on January 4. There will be no final decision made until March 2011 by the Commission.

With no further business to discuss, a motion was made by Mr. Eric Parker to adjourn. *Motion was seconded by Mrs. Brown Sow.*

The meeting adjourned at 3:47pm.

Respectfully submitted,

Ramona Dixon
Recorder