

**Lock Haven Local Assembly
AGENDA**

DRAFT FOR APPROVAL

Assembly Meeting: October 23, 2024

Time: 4 pm

Location: 105 Greenburg Auditorium, Willis Health Science Building; <https://commonwealthu-edu.zoom.us/j/94479877827?pwd=nx2MBvx87OZgnu5AdhldfJqd1y4s.1&from=addon#success>

Attendance: Richard Goulet, Robert Sandow, Heidi Warner, Doug Spatafore, Bernadette Heiney, Ashley Koser, Norm Gordon, Kim Harris, Rebecca Baker, Taylor Tyeska, Greg Walker, Eric Lippincott, Amy Way, Rick Lilla, Bashar Hanna, Stephen Lee, Hunter Hartford, Robin Rockey, Dan Knorr, Mark T Decker, Jeanine Page, Christopher Lapos, John Gradel, Matt McKeague, Charles Morgan, Stacy Wagner, Cortney Force, Brooke Harlowe, Blair Brown, John Abplanalp, Emma Stellfox, Raymond Heffner, Valerie Dixon, Elizabeth Dickinson, Krisy Meeker, Brad Lint, Carina Howell, Bryson Purcell, Bob Thorn, Dawn Wooster, Erin Kennedy, Latha Ramakrishnan, Stanley Berard, Michelle Kiec

I. Call to order: By Rick Goulet, (Lock Haven Local Assembly President, Commonwealth University Senate Vice President, Associate Professor of History, CU) at 4:04pm.

II. Announcements

A. See CU Senate website for the latest information and membership lists:
<https://www.commonwealthu.edu/commonwealth-university-senate>

III. Approval of minutes of Local Assembly of September 4, 2024: Amy Way, (Professor Health Science, Biology, CU) made a motion to approve. Rick Lilla, (Professor, Librarian, CU) 2nd it. All Approved. <https://www.commonwealthu.edu/documents/draft-lock-haven-local-assembly-mins-090424>

IV. Committee Reports

A. Executive Committee

- i. Elections Subcommittee: No Report
- ii. Space and Facilities Subcommittee: Stacy Wagner, ((Chief Facilities & Safety Officer, CU) reported that their next meeting is November 6th, hoping to finalize the inclement weather standard. Brooke Harlowe, (Professor Political Science, CU) expressed concern that the inclement weather standard did not go through the senate process or get distributed for review because this standard directly impacts her. Brooke also appreciates the notice about the brick work being done to Raub Hall, however the work started prior to the 3pm start time that was

communicated and interrupted her class. Stacy replied that she would follow up with facilities. John Gradel, (Asst Dir/Center for Global Engagement, CU) would like to see a SCUPA representative on Space & Facilities committee. Erica Pooler is SCUPA but represents athletics. Stacey confirmed that this is being discussed at the November 6th meeting. John also would like to see the inclement weather standard more widely distributed for review.

- B. Academic Policy Committee: Brooke Harlowe stated that there is no specific report. Working to submit more key policies for next round.
 - i. Enrollment Management Subcommittee: Bryson Purcell, (Director of Admissions Lock Haven, CU) reported that they are moving along with the undergraduate degree and non-degree admissions policy and are reviewing feedback.
 - ii. IT Subcommittee: Matthew McKeague, (Associate Professor Media & Journalism, CU) said that they will be meeting on October 24th.
- C. Advancement Committee: Ashley Koser, (Executive Director, Alumni Association, CU) stated they will be meeting on October 24th. They continue to meet with donors and new prospects.
- D. DEI Committee: No report.
- E. Finance Committee: No report.
- F. Student Success and Campus Life (Student Affairs): Emily Powell-Hodges, (Instructor, CU) reported that 3 policies are going up for 1st reading and are working on 4 more policies for spring.
 - i. First Year Experience Subcommittee: Jeanine Page, (Associate Professor Health Science, CU) said that their meeting was cancelled this week. They are working to find coverage for Bloomsburg for spring. Taking proposals for fall 2025.

V. Constituency Reports

- A. Student Government: Hunter Hartford, (SGB President, Lock Haven, CU) reported that all committees should now have student representation except for First Year Experience committee. Event: Comment for Cookies will be happening November 7th. Trying to get student input on PASSHE's common calendar. Planning an event for the end of the semester but will not be volleyball.
- B. Alumni Association: Norm Gordon, (Lock Haven Alumni Association) stated that Lock Haven had a successful homecoming weekend with many activities on and off campus.

Main purpose is to grow friends and funds and they've been successful at both so far this year.

- C. Lock Haven Athletics: Stephen Lee, (VP Enrollment Management/Campus Admin LO, CU) New branded bus for athletics. Lock Haven has 4 PSAC athletes of the week. Men's soccer is currently sitting in 1st place. Lock Haven beat Bloomsburg over the weekend in football. Former football standout Chris Collier made NFL debut. Winter sports are about to kick off. Women's basketball was recently featured on NCAA.com as team to watch after last seasons historic run.
- D. Campus Administrator: Stephen Lee continued with campus administrator report stating that October 22nd was a great Government Outreach Day on campus with Congressmen GT Thompson, with 6 schools and about 55 students from local communities. Family weekend was another great success with 75 students in attendance. Lock Haven Hall of Fame ceremony was on October 21st which inducted 4 new members.
- E. Provost: No report.
- F. President / Budget Report: Bob Thorn, (Interim VP of Fiscal Affairs and CFO, CU) reported CU budget update. See Appendix A.

VI. Policy Review

- A. Withdrawn Policies: No comment.

[PRP 3540](#), [PRP 2425](#), [PRP 3224](#), [PRP 3230](#), [PRP 3233](#), [PRP 3234](#)

- B. Consent Agenda

[Informational Security Policy](#), [Identification Card Policy](#), [Wireless Communications Policy](#), [Storage of Confidential Data Policy](#), [Student Use of Assigned Email Accounts Policy](#), [Printer Paper Policy](#)

Brooke Harlowe commented on the Identification Card Policy and asked if there is any update on if a common ID card (CU card) will be implemented? She is not able to print on other campuses with just having a Lock Haven ID Card. Matthew McKeague replied that there are no concrete details, last heard that IT is working on it, but could be a few years. Bashar Hanna, (CU President) said that he will take the issue back to IT for acceptable work arounds.

- C. First Reading Notices/Feedback: No Comments.

1. [Undergraduate Degree and Non-Degree Admissions Policy](#)
2. [Interim Policy on Emeritus Status Policy](#) and [Procedure](#)

3. [Non-Academic Grievance Policy](#)
4. [Financial Obligation Policy](#)
5. [Damages in Residence Halls Policy](#)
6. [Hazing Policy](#)

VII. Updates

- A. [Policy Feedback Form](#)
- B. Middle States Update: Cori Myers, (Associate VP of Institutional Effectiveness, CU)
Revising the self-study, collecting the remaining documentation and connecting with the Middle States liaison and working on logistics for the team business so we have written the report.
- C. PASSHE Faculty Council Update: No Report.

VIII. Open Forum and Remarks for the Good of the Order: No Comment.

IX. Adjournment: Meeting adjourned at 5:08pm.

Upcoming Fall 2024 Meetings

- CU Senate Meeting @4 pm via Zoom: Thursday, 11/14/24

Commonwealth University Financial Update

October 24, 2024

Education and General (E&G) Summary

(includes Facility Transition Funds - \$37,908,077)

FY 2024-25 Comprehensive Planning Process (CPP) Projections Fall 2024 Update				
Commonwealth University of Pennsylvania				
EDUCATIONAL AND GENERAL BUDGET				
	Actual	Projected	Projected	Projected
Revenues	(FY 2023-24)	(FY 2024-25)	(FY 2025-26)	(FY 2026-27)
Tuition	\$95,988,518	\$94,590,379	\$94,809,882	\$95,032,678
Fees	26,372,158	26,948,211	29,854,942	32,634,180
State Appropriation	88,426,567	90,935,307	92,771,688	94,644,898
All Other Revenue	22,160,972	54,260,006	11,271,986	9,395,697
Total Revenues	\$232,948,215	\$266,733,903	\$228,708,498	\$231,707,453
Expenditures				
Compensation	\$182,396,460	\$170,059,585	\$165,354,959	\$163,766,568
Student Financial Aid	25,224,626	24,830,145	24,000,851	22,647,397
Other Services and Supplies	48,793,174	42,983,697	42,953,924	43,003,403
Capital Expenditures	\$5,601,001	\$4,700,000	\$4,700,000	\$4,700,000
Debt Principal Payments	3,303,332	582,763	610,324	368,166
Total Expenditures	\$265,318,593	\$243,156,190	\$237,620,058	\$234,485,534
Revenues Less Expenditures	(\$32,370,378)	\$23,577,713	(\$8,911,559)	(\$2,778,081)
Transfers Out To/(In From) Plant and Other Funds	283,115	37,908,077	0	0
Revenues Less Expenditures and Transfers	(\$32,653,493)	(\$14,330,364)	(\$8,911,559)	(\$2,778,081)

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Auxiliary Summary

(includes Facility Transition Funds - \$37,908,077)

FY 2024-25 Comprehensive Planning Process (CPP) Projections Fall 2024 Update				
Commonwealth University of Pennsylvania				
Auxiliary Summary				
	Actual (FY 2023-24)	Projected (FY 2024-25)	Projected (FY 2025-26)	Projected (FY 2026-27)
Revenues				
Fees	\$4,614,678	\$5,046,179	\$5,441,785	\$5,605,039
Housing Fees (include Privatized Housing)	33,883,622	34,610,230	35,648,537	36,667,993
Food Service Sales	17,427,124	18,396,059	18,947,941	19,326,900
All Other Revenue	2,085,458	1,650,000	1,610,000	1,570,000
Total Revenues	\$58,010,882	\$59,702,468	\$61,648,263	\$63,169,932
Expenditures				
Compensation	\$15,440,520	\$16,396,555	\$16,928,056	\$17,276,780
Student Financial Aid	3,087,676	3,650,000	3,650,000	3,800,000
Other Services and Supplies	30,018,653	30,300,632	31,046,302	31,465,878
Capital Expenditures	\$200,096	\$357,500	\$300,000	\$300,000
Debt Principal Payments	9,779,541	46,151,454	8,541,702	8,479,598
Total Expenditures	\$58,526,486	\$96,856,141	\$60,466,060	\$61,322,256
Revenues Less Expenditures	(\$515,604)	(\$37,153,673)	\$1,182,203	\$1,847,676
Transfers Out To/(In From) Plant and Other Funds	4,394,041	(37,516,077)	408,000	415,000
Revenues Less Expenditures and Transfers	(\$4,909,645)	\$362,404	\$774,203	\$1,432,676

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