

Lock Haven Local Assembly Agenda

February 5, 2025

4:00 pm

DRAFT FOR APPROVAL

Location: 105 Greenburg Auditorium, Willis Health Science Center
or Zoom:

[https://commonwealthu-
edu.zoom.us/j/96392106421?pwd=4XaR9ue5Lfql0BaOb1UyMQAxcEZlkE.1&from=addon](https://commonwealthu.edu.zoom.us/j/96392106421?pwd=4XaR9ue5Lfql0BaOb1UyMQAxcEZlkE.1&from=addon)

Meeting ID: 963 9210 6421

Passcode: 299063

Attendance: Richard Goulet, Heidi Warner, Doug Spatafore, Sarah Smeltz, Ashley Koser, Norm Gordon, Lisette Schillig, Eric Lippincott, Bryson Purcell, Darwin Kysor, Stephen Lee, Michelle Kiec, Charles Morgan, Kim Johnson, Hunter Hartford, Raymond Heffner, Kim Johnson, Amy Smeal, Bob Thorn, Jeanine Page, Matt McKeague, Calli Ackels, Kenneth Hall, Sherry Moore, Carina Howell, Stacy Wagner, Dawn Wooster, Ann Larson, Amy Way, Eric Foster, Brad Lint, Rebecca Baker, Amanda Jackson, Cortney Force, Dan Knorr, Curtis Grenoble, Ashley Pechek, Peter Campbell, Elizabeth Dickinson, Suzanne Williamson, Christine Bomboy, Kim Johnson, Bernadette Heiney, Brooke Harlowe, Valerie Dixon, Erin Kennedy, Skylar Lininger, Jackie Borst, Trinity Werstler, Kellie Pytel, Krisy Meeker, Holly Beaver, Dain TePoel, Stanley Berard, Melissa Buck.

- I. Call to Order: Meeting called to order at 4:04pm by Rick Goulet, (Lock Haven Local Assembly President, Associate Professor of History, CU)
- II. Approval of Minutes for October 23, 2024
<https://www.commonwealthu.edu/documents/102324-lo-local-assembly-minutes>: Motion for approval, Brooke Harlowe, (Professor Political Science, CU) Rick Lilla, (Professor Librarian) 2nd the motion. All approved.
- III. Announcements
 - A. [CU Senate website](#) includes constitution, membership, policies, and schedule
 - B. Social media update: Dan Knorr, (Executive Director Economic Development and External Affairs, CU) stated that all social media accounts are now updated with consistent naming of handles.
 - C. Newsletter: Dan Knorr explained that a new CU monthly email newsletter for each campus will be starting in March. These newsletters will have an opt-in feature to select what you want to receive.
 - D. Campus-wide Printing via PaperCut: Rick Goulet talked about new printing system on all campuses for faculty, staff and students. Brooke Harlow reported that she has tried it because of being on both Bloomsburg and Lock Haven Campus and would prefer the old Lock Haven guidelines on this rather than Bloomsburg's because she had to go get a new ID card. This is an improvement over last year, however, when she was not permitted to have a Bloomsburg ID card or print on Bloomsburg campus and must ask an administrative assistant to print for her. Suzanne Williamson, (Chief of Administration, CU) explained that the goal is to eventually have a single card for all three campuses to make it easier for everyone. Working with the technology that we have and figuring out how to do that in an economic space.

- E. Other Announcements from the floor: Brooke Harlowe informed the local assembly that a senior colleague in her department at Bloomsburg was recently locked out of his office due to doors being locked at 5 or 6pm and this person has a class that goes until 6:15pm. Suzanne Williamson asked that any issues like this be reported to facilities to be rectified.

IV. Committee Reports

A. Executive Committee

- i. Elections Subcommittee: Rick Goulet on behalf of Elections committee reported that elections will be coming up in April and you can visit the website to see the positions that will be coming up for election.
- ii. Space and Facilities Subcommittee: Stacy Wagner, (Chief Facilities & Safety Officer, CU) met and are reviewing policies, one of them being the inclement weather policy. Also reviewing the facilities master plan document in preparation of middle states and requests for people moving around spaces, offices, etc. Mark Decker, (CU Senate President and Department Chair) asked Stacy if they would want to move the inclement weather policy forward as an interim policy to get it into force sooner? Stacy agreed to bring that to the committee for review. Kevin Range, (Professor of Chemistry, CU) asked for clarification because he thought there was already an inclement weather policy in place? Stacy confirmed that there is one in place, the new one is being put forth with needed updates to the policy.

B. Academic Policy Committee: Brooke Harlowe stated that they are working on 3 policies; Priority Registration Policy, Academic Dismissal Policy, and Academic Grievance Policy.

- i. Enrollment Management Subcommittee: Bryson Purcell, (Director of Admissions, CU Lock Haven) reported that they are working on Transfer Admissions Policy and Traditional First Year Undergraduate Policy.
- ii. IT Subcommittee: Matthew McKeague, (Associate Professor of Media and Journalism, CU) addressed a question that was brought up at last local assembly about PRP 3408 student email policy, and provided clarification that students can use the forward button for emails, just not from one email address of your own to another. The committee is adding some language to the policy to clarify that. Kevin Range asked where that policy can be reviewed. Heidi Warner, (Executive Associate, Office of the President, CU Lock Haven) explained that the policies that were tabled at last Senate were taken down from the website. Once they are resubmitted and reviewed by the Executive Committee they will be put back on the website for review. Erin Kennedy, (Professor of Psychology, CU) asked how and why emails that appear in her inbox, can mysteriously disappear and how the administration can go into the accounts and remove messages? Suzy Williamson explained that when an incorrect message goes out, there are administrative privileges that allow our IT department to recall a message after being sent out to a distribution list. This does not mean that they can go into your inbox and look at your messages.

C. Advancement Committee: Ashley Koser, (Executive Director of the Lock Haven Foundation, CU) provided detail on upcoming 10th anniversary of All In Day of Giving April 10th and 11th. Over the last 9 years, \$1.4 million dollars have been raised for students. Looking for all faculty, alums, staff and students to participate in the challenges throughout the days.

- D. DEI Committee: Kenny Hall, (Interim Chief DEIB Officer, CU Lock Haven) stated that they are currently working on the Time, Place and Manner Policy. Rick Goulet asked if there was any insight to the national news surrounding Diversity, Equity and Inclusion. Suzanne Williamson provided that they are working closely with the PASSHE legal counsel to monitor that situation but the work that Kenny and his team does with DEIB will continue for the students.
- E. Finance Committee: No report.
- F. Student Affairs Committee: Erin Kennedy stated that the committee would be meeting 2/6/25 at 2pm.
 - i. First Year Experience Subcommittee: Janine Page, (Associate Professor of Health & Science, CU) reported that the FYE committee is getting prepped for fall and being able to deliver a good experience to the students.

V. Constituency Reports

- A. Student Government: Hunter Hartford, (Student Government Association President, CU Lock Haven) Meeting on Tuesday, Feb 11th at 3pm. Will also be holding open office hours for students in the PUB this semester on Friday's at 2pm. Working on upcoming events as well as working with administration on feedback from students on a few topics.
- B. Alumni and Professional Engagement: Darwin Kysor, (Director of Employment Engagement Career Professional Development, CU) reported on upcoming events including 3 expos on all three campuses. Lock Haven expo is scheduled for February 20th focusing on government nonprofit human service organizations. March 5th is the second event that will be on the Lock Haven campus. It's marketing management, entertainment, and Communication Expo. The third will be on March 25th focusing on designing Inclusive Careers Expo. Two more expos on Bloomsburg campus on March 15th (Education expo) and April 24th (Health Professions Expo). Lock Haven will also be hosting its first Career Intensive Boot Camp on March 7th and 8th. Also, the Alumni and Professional offices are now located in the Durwachter Center.
- C. Alumni Association: Norm Gordon, (LH Alumni Board) stated that the purpose of the alumni board falls within three categories; special events which are mostly focused on social gatherings around athletic events, Student engagement events and alumni engagement. Some student engagement encourages students to work with admissions office and attend the CATCH conference.
- D. Athletics: Stephen Lee on behalf of Albert Jones, (Interim Athletic Director, CU Lock Haven)
- E. Center for Teaching and Learning: Rick Goulet on behalf of Jennifer Demchak, (Professor Environmental Sciences, CU) Please check the CTL Brightspace for weekly events. You can earn faculty development points throughout the semester by attending CTL or CATS events, completing LinkedIn Learning modules, and more. 10 points = \$500. If you are interested in hosting a book club or presenting a CTL session, please reach out.
- F. Interim CFO (Bob Thorn): Provided overview of the current budget for this current fiscal year. See *Appendix A*. Stanley Berard, (Professor of Political Science, CU) asked about the fluctuations on compensation and supplies and services. Bob Thorn explained that those target numbers are part of the CPP submission and converts to a budget assumption but there

are several moving parts like vacancies, retirements, etc. that can move. In terms of the services and supplies, we've went through our budgets. These are mostly non-personnel expenditures and we've done a very thorough review to determine where we have some opportunity to reduce our projections in those areas. Kevin Range asked about the transfers expenditure line between 2023 and 2024? Bob Thorn explained that there was authorization to pay off phase two of the housing at Mansfield. Money that was moved from E&G funds and is essentially "in and out" funds. It doesn't really improve or negatively impact either revenue or expenditures.

- G. Campus Administrator: Stephen Lee, (Campus Administrator, VP of Enrollment Management, CU) Huge thank you to all the help and support at Fairview Suites after the water leak. Over 95 people who help be the firewatchers. *CA report see Appendix B.* Erin Kennedy asked a question regarding more accepted student days over traditional open houses and why that is. Bryson Purcell answered that it was changed two years ago because the registration wasn't as high when we had open houses and only one accepted student day, so we flip flopped the format.
- H. Provost: Michelle Kiec, (CU Provost) wanted to compliment Lock Haven for having a great energy on campus. This semester CU is piloting multi-classroom synchronous course format, which means we have a classroom at one location and the professors that are teaching from that location and then we have one or sometimes two other classrooms at other locations where students are learning via zoom in a classroom setting. Trying to meet the requests of students that want to learn together, even if it must be over zoom. Developing the fall course schedule. Update on Clearfield Campus; Decision was made to conclude operations at the Clearfield branch campus at the end of the 26-27 academic year. Students in the physician assistant program and the associate's program in nursing can still come in to start in summer of 25. If anyone needs more time, we can work with them individually. These programs will still be offered on the Lock Haven campus. Kevin Range wanted to confirm that the nursing program will be coming back to Lock Haven. Michelle Kiec confirmed both programs already exist on the Lock Haven campus. Stanley Berard wanted to register his objections as to what the analysis is about the future of that campus (Clearfield) annual deficit and expenses that are overhead. That the decision-making process and manner of announcement shows contempt for the people affected and the people who might be involved in the decision process. Erin Kennedy added that besides the PA and ASN students there are 80 other students on the Clearfield campus who chose to go there. Years ago, when a data study was done on the cost savings for cutting men's track and field and women's swimming it demonstrated that a loss of like four students, I think would equal the deficit that they were looking at. The point, If the 80 Clearfield students don't come to main campus, how much does this damage us? Michelle Kiec responded that the remaining students are primarily enrolled in online courses. Amy Way, (Professor of Health Science, CU) commented that the PA program will be losing the seats from the Clearfield program and those will not be coming to Lock Haven campus, as per the requirements of the accrediting body. In addition to concerns about meeting the needs of our place bound students in the Clearfield area there are also concerns about what it's going to do to our undergraduate enrollment, particularly in health science. It could have a negative impact on students who want to come to Lock Haven or the other campuses because of our PA program, if they are going to be scrambling and fighting for even fewer seats. Michelle Kiec replied that administration will be working collaboratively over the coming months with ARCPA, who is the accrediting body over the PA program to determine what options we may have for moving seats from one location to another and no decisions on that have been made yet. Another topic presented by Michelle

Kiec is on executive orders coming from the White House and administration will share out information that could clarify some of these executive orders and what they mean and helping our campus to understand some of those. Currently there are no executive orders that CU has acted on.

- I. President: Dan Knorr on behalf of Dr. Bashar Hanna, (CU President) Thanks to all who joined the Town Hall. If you couldn't join the town hall, a message was sent out with links to the presentation and a few other links that were shared during the Q&A. If there are any questions or concerns feel free to reach out to the relevant VP or you can email president's office at commonwealthview.edu and we'll get it to the right place. PASSHE has requested a 6.5% increase that Governor Shapiro included in his proposed budget. If this increase goes through CU will see an eighth consecutive tuition freeze. The CFO and VP of Fiscal Affairs search is continuing, and the committee is planning on bringing in a few more candidates to campuses this semester. Student government bodies will all now have a cabinet level liaison at the monthly meetings. Doug Spatafore, (Senior Director of Athletic Comms & Marketing/Campus Lead) is the designated liaison for Lock Haven. Will continue to have monthly president student advisory council, which is all three student government leaderships with President Hanna. President Hanna is set to be on Lock Haven campus on Thursday's this semester.

VI. Updates

- A. Policy Review: Mark Decker asked that everyone please review all policies that get posted to the website after the executive meeting in preparation for the Senate meeting. Brooke Harlowe stated her frustrations with having numerous amounts of policies coming through at one time and would like to see a constitutional change that allows for 1st readings at the second senate meetings. This could be done effectively by way of an interim policy. Mark Decker responded that due to what was submitted to middle states, changes to the constitution are paused for this semester. The plan is to address constitutional changes starting this summer once Mark cycles off. We can look at what we did and start to fix errors. This proposal is a change that could be made.
- B. Middle States: Cori Myers, (Associate VP of Institutional Effectiveness, CU) provided a Middle States update. *Appendix C*. Middle States team chair will be visiting Lock Haven Campus on March 11th.
- C. Others from the floor: N/A

VII. Open Forum and Remarks for the Good of the Order: N/A

VIII. Adjournment: Motion to adjourn by Stanley Berard, 2nd by Mark Decker. Meeting adjourned at 5:51pm.

Upcoming Local Assembly Meetings

- Bloomsburg Local Assembly Wednesday, March 5 at 3:00 pm
- Lock Haven Local Assembly Thursday, March 13 at 4:00 pm
- Mansfield Local Assembly Thursday, March 27 at 4:00 pm

Upcoming CU Senate Meetings

- CU Senate Executive Thursday, February 13 at 4:00 pm via Zoom
- CU Senate (first reading of policy) Thursday, February 20 at 4:00 pm via Zoom
- CU Senate Executive Thursday, April 3 at 4:00 pm via Zoom
- CU Senate (second reading of policy) Thursday, April 10 at 4:00 pm via Zoom

Lock Haven Local Assembly

Wednesday February 5, 2025



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

FY25 Financial Summary

- E&G
 - Revenue is trending slightly ahead of projections
 - Expenses are also trending slightly higher than projections
 - We are projecting to end the year as projected (+/- 1-2%)
- AUX
 - Revenue is trending slightly ahead of projections
 - Expenses are also trending as projected
 - We are projecting to end the year slightly better than projected

FY 2024-25 E&G Budget Update

EDUCATIONAL AND GENERAL BUDGET

	Year End Actuals FY 2023-24	Current Fall CPP FY 2024-25	Revised FY 2024-25	Jan Update
Revenues				
Tuition	\$95,988,518	94,590,379		\$95,170,611
Fees	\$26,372,158	26,948,211		27,073,211
State Appropriation	\$88,426,567	90,935,307		90,935,307
All Other Revenue	22,160,972	16,351,929		16,351,929
Total Revenues	\$232,948,215	\$228,825,826		\$229,531,058
Expenditures				
Compensation	182,396,460	170,059,585		174,151,077
Student Financial Aid	25,224,626	24,830,145		24,500,000
Other Services and Supplies	48,310,854	42,791,452		40,000,000
Interest and Debt Principal Payments	3,785,652	775,008		775,008
Capital	5,601,001	4,700,000		4,700,000
Transfers	283,115	-		-
Total Expenditures	\$265,601,708	\$243,156,190		\$244,126,085
Revenues Less Expenditures	(\$32,653,493)	(\$14,330,364)		(\$14,595,027)

FY 2024-25 Auxiliary Budget Update

AUXILIARY BUDGET

	Year End Actuals FY 2023-24	Current Fall CPP FY 2024-25	Revised FY 2024-25	Jan Update
Revenues				
Fees	\$4,614,678	\$5,046,179		\$4,742,627
Housing Fees (including Privatized Housing)	\$33,883,622	34,610,230		35,701,765
Food Service Sales	\$17,427,124	18,396,059		18,821,196
All Other Revenue	2,085,458	1,650,000		1,449,233
Total Revenues	\$58,010,882	\$59,702,468		\$60,714,821
Expenditures				
Compensation	15,440,520	\$16,396,555		\$16,396,555
Student Financial Aid	3,087,676	3,650,000		3,650,000
Other Services and Supplies	22,925,107	25,091,219		25,150,000
Interest and Debt Principal Payments	16,873,087	51,360,867		51,360,867
Capital Expenditures	200,096	357,500		\$357,500
Transfers	4,394,041	(37,516,077)		(\$37,516,077)
Total Expenditures	\$62,920,527	\$59,340,064		\$59,398,845
Revenues Less Expenditures	(\$4,909,645)	\$362,404		\$1,315,976

Includes Facility Transition Funds (\$37.9M)

FY 2024-25 Unrestricted Budget Update

UNRESTRICTED BUDGET

	Year End Actuals FY 2023-24	Current Fall CPP FY 2024-25	Revised Jan Update FY 2024-25
Revenues			
Tuition	\$95,988,518	\$94,590,379	\$95,170,611
Fees	\$30,986,836	\$31,994,390	\$31,815,838
Appropriation	\$88,426,567	\$90,935,307	\$90,935,307
Housing Fees and Food Service Sales	51,310,746	53,006,289	\$54,522,961
All Other Revenue	24,246,430	18,001,929	\$17,801,162
Total Revenues	\$290,959,097	\$288,528,294	\$290,245,879
Expenditures			
Compensation	197,836,980	186,456,140	190,547,632
Student Financial Aid	28,312,302	28,480,145	28,150,000
Other Services and Supplies	71,235,961	67,882,671	65,150,000
Interest and Debt Principal Payments	20,658,739	52,135,875	52,135,875
Capital Expenditures	5,801,097	5,057,500	5,057,500
Transfers	4,677,156	(37,516,077)	(37,516,077)
Total Expenditures	\$328,522,235	\$302,496,254	\$303,524,930
Revenues Less Expenditures	(\$37,563,138)	(\$13,967,960)	(\$13,279,051)

APPENDIX B

Campus Administrator – Stephen Lee

Local Assembly Updates – February 2025

Fairview Suites update:

45 blue rooms, 10 yellow rooms, 11 red rooms (4 still in temporary housing)

64 students in total who were displaced and only 4 remain in temporary housing

Fire watchers: 6 days – 95 people

Athletics:

Lock Haven Athletic Highlights:

- Lock Haven hosted its annual National Girls and Women in Sport Day Celebration on Sunday, Feb. 2.
- The lacrosse and softball teams will host their annual Bingo Fundraiser this weekend – on Saturday, Feb. 8 at Thomas Fieldhouse. The basketball teams will hold their annual Night at the Races Fundraiser on Feb. 15. Details on both events can be found on the athletic website – at GoLHU.com.
- Athletic Director Search is underfoot and it is being chaired by Dr. Danielle Barney
- Joe Battaglia was recently named interim head football coach. *We thank Coach Mulrooney for his efforts and wish him well at Brown.*

Additional Winter and Spring Sport Updates:

- Winter sports are in full motion – please come out and support the Bald Eagles
- The men’s wrestling team will host Rider tomorrow (Thursday, Feb. 6) at 7 p.m. The Bald Eagles have seven nationally-ranked wrestlers.
- The women’s wrestling team hosted a tri-meet on Sunday and honored their two seniors. The team is ranked 12th in the nation.
- The women’s basketball team remains in first place in the P-S-A-C East and Alana Robinson was recently named the league’s Defensive Player of the Week.
- The men’s basketball team is the PSAC playoff race. Both the men and women play at home again on Feb. 12. The swimming team has concluded the regular season and will return to action on Feb. 17 when the P-S-A-C Championships begin.
- The men’s and women’s indoor track and field teams are off to a strong start. On the men’s side, Matthew Muthler broke the school record in the heptathlon last weekend with an N-C-A-A qualifying mark. The women’s team has already seen a number of PSAC qualifiers.
- The 2025 baseball season will begin Friday and the rest of the spring sports will be starting competition in the coming weeks.

Haven Cupboard

Please encourage your students to use the Hangout hours for group meetings/study etc. We can also host programs there. We do have coffee/tea/hot chocolate and some snacks available.



Orientation at Lock Haven:

- Registration opened on January 17th, the earliest it has ever opened! As you work with students please let them know as soon as they deposit, their NSO registration will appear in their admissions portal and they can register.

Dates:

- June 18, 2025- College of Health, Science, and Technology
 - June 20, 2025- College of Arts, Humanities, Education, and Social Sciences (EXCEPT Education Majors)
 - June 23, 2025- College of Arts, Humanities, Education, and Social Sciences (ONLY Education Majors)
 - June 24, 2025- Zeigler College of Business and Exploratory Studies and Interdisciplinary Studies Students
- If students can't attend their college's day, they will be invited to attend another day, they just won't meet with their specific department chair. We will also have a make-up Orientation during Move-in for those who could not make any dates or deposit after Orientation.
 - If there are questions, please contact Brenden Graulau, Director of Orientation at LH, or Emmy Borst.

Financial Aid

Freshmen scholarships are still being offered. Apply now. Packaging coming out soon.

Admissions

Lock Haven Spring 2025: Accepted Students Day- April 5th & April 26th, Open House- March 8th

Accreditation Updates



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Specialized Program Accreditation

- Placeholder for the Provost

Where are we in the self-study process?

- Submitted the MSCHE self-study report and evidence
- Posted the documents on the [MSCHE Reaccreditation 2025](#) web page
- Included edits received from the CU community
- Provided a thoughtful analysis to:
 - demonstrate compliance with the standards and ROA
 - close gaps and continuously improve during the self-study process
 - highlight work completed and accomplishments
 - identify suggestions for improvement for now and moving forward

What's next?

Mark your calendar for the four visits at:

Mansfield, March 10 *(visit dates for these three additional locations are still tentative)*

Lock Haven, March 11

SCI Muncy, March 11

Bloomsburg, March 23-26

Prepare for visits

Provide any suggestions of areas to highlight on each campus and in your area

Nominate students who may be good representatives

Participate in prep sessions as scheduled for various groups

Communicate with CU campus

Participate in the visits

Attend scheduled meetings

Interact with reviewers as they visit the campuses

Serve as CU's advocate

Bloomsburg | Lock Haven | Mansfield

Questions?

Bloomsburg | Lock Haven | Mansfield