

**Lock Haven University Council of Trustees Updates
Provost & Vice President of Academic Affairs
November 2020**

Executive Summary:

As we enter the last few weeks of face-to-face classes, I provide an update on Academic Affairs against the backdrop of a pandemic, retrenchment, program moratoria, integration and other challenges. The report highlights programmatic and scholarly accomplishments, ongoing and emerging initiatives, as well as broader external issues such as Integration and accreditation.

A. Program Accomplishments & Updates

1. Special Education Department

- The Special Education Department is collaborating with Mansfield and Bloomsburg Universities' Special Education Departments to enhance course offerings and develop new programs such as a 4+1 degree.
- It is providing options for Mansfield and Bloomsburg Special Education students to enroll in LHU classes where seats are available. In Fall 2020, Mansfield students enrolled in LHU's SPEC300. The collaboration was successful, and Mansfield plans to continue this collaboration for both SPEC300 and SPEC345 offered at LHU.
- The department met all requirements from PDE to offer the stand alone BSED in Special Education (PreK-12) and started enrolling students into the program this fall.
- It is also in its first full year of offering graduate courses for the Autism Endorsement Certificate. With the integration, we are encouraged that enrollment for this new certificate will increase.
- Faculty members of the Special Education Department and the Health and Physical Education Department (Drs. Erica Moore, Kayla Mohney, and Brett Everhart) are collaborating to develop an enrichment program for post-secondary students with intellectual disabilities.

2. Health and Physical Education Department's Collaboration outside PASSHE

- The Health and Physical Education Department is collaborating with Butler County Community College on the development of a 2+2 online BSED in Health and Physical Education for K-12 teacher certification.
- The above 2+2 online BSED in Health and Physical Education (K-12 Certification) can be a viable degree program collaboration with Bloomsburg University and Mansfield University.

3. English and Philosophy

- The English & Philosophy Department's has a new *Post-Baccalaureate program in Secondary Education in English*. This will allow bachelor's degree holders to pursue Grades 7 to 12 English teaching license without pursuing a second bachelor's degree.

4. Counselling:

- Since 8/24, Counseling Services has met with 105 new or returning student clients, and completed 305 personal counseling sessions, 8 outreach sessions (to First Year Experience Classes and other places), conducted 4 group sessions, and conducted 30 consultation sessions (22 within the LHU community, with Residence Life, the Office of Disabled Student Services, and others; and 8 outside the community, with parents, medical doctors, and psychiatrists).
- Complaints of higher levels of anxiety led to increased outreach to students, with e-mails, a new D2L site with multiple resources, an increased social media presence, and more presentations in 119 (First Year Experience) classes. They emphasized anxiety management resources, including test anxiety management, increased support from faculty, coaches, athletics staff, student support services staff, and residence life, care-and-connection-oriented services (like a Creative Arts Therapy drop-in Zoom group for overwhelmed students, and that has already been getting a lot of participation).
- They are ready to roll out a self-help mental health screening tool on their website, that will not only give students their scores on the screening tools, but also direct them to Counseling Services. They are also supporting the formation of a student-led Active Minds chapter on campus, which will be a group advocating for reduction of mental health stigma, encouraging overall mental health wellness behaviors in students, and providing suicide prevention resources

5. Clinical Mental Health Counselling

- Current enrollment is 142 vs. 92 last year. We are having conversations about a fall, spring and summer cohorts to support growth and flexibility.

6. Social Media/Marketing

- Our social media marketing students are collaborating with FC Nordsjaelland (Danish Super League Soccer Club) on a social media marketing project to increase the club's brand awareness in the USA with a campaign around former Penn State and current FCN player Jessica Davis.

7. Sport Management

- We have completed [2+2] transfer pathway agreement in Sport Management with Lehigh Carbon Community College.

8. STEM Lab Courses

New, online lab courses have been developed and are in the process of being delivered this year. These are designed to address the needs of both traditional and non-traditional students and the growth of online programming. The courses include BIOL159 Backyard Biology: Citizen Science and PHYS133 Physics of Sports Analysis

9. Clearfield

- Discussions are occurring with Clearfield school district about building stronger dual/concurrent enrollment ties and creating a funnel of students from the high school to LHU.
- Discussions are occurring with Penn Highlands Healthcare system regarding workforce needs and building stronger ties to assist clinical programs with educational experiences.

- Several working groups are in the process of being formed to assist with strengthening the enrollments and the financial position of the Clearfield campus. The working groups on (i) academic programming to meet workforce needs and build enrollments, (ii) marketing and recruiting strategies to improve enrollments in existing and new programs, and (iii) development/fundraising efforts. All working groups will include University, community, and employer/community constituents.

B. Notifications of new certificates:

- Military Trauma Mental Health Certificate (9 credits)
- Telemental Health Certificate (3 credits)

C. Academic Accomplishments & Honors:

1. Dean John Nauright

- a. Appointed Visiting Professor at Henan University in China
- b. Is one of 22 global authors/experts telling stories of inspirational sports figures who changed the world in the Gariwo Foundation's (Italy)'s new book *I Guisti Dello Sport: Published a new book: Factors Influencing the Development of Ice Hockey in the Globalized World*. Moscow: Unity-Dana
- c. *Published a new book: Factors Influencing the Development of Ice Hockey in the Globalized World*. Moscow: Unity-Dana

2. Dr. Elizabeth Gruber

- a. Named Honors Professional of the Year (Administrator Category) by the Northeast Regional Honors Council for AY 2019-20.
- b. Gruber, Elizabeth. "Eroticism and Negation in *The Duchess of Malfi*." South Atlantic Modern Language Association Conference, Atlanta, Georgia. November 14-16, 2019.
- c. Gruber, Elizabeth. "Wrestling with the Eco-Self in John Webster's *Duchess of Malfi*." *LIT: Literature, Interpretation, Theory*.
- d. Gluber, Elizabeth. "The Ecopolitics of Regeneration in Shakespeare's Sonnets." *Shakespeare and Botany*, edited by Susan Staub, Amsterdam University Press.

3. Dr. Erica Moore

- a. Collaborated with Millersville University and received the TPSID grant for a total of \$205,000 over the next 5 years to begin an inclusive Post-Secondary program for students with intellectual disabilities. This will be a great opportunity for the university to also partner and collaborate with local school districts as we recruit for enrollment. The goal is to enroll students into the program in Fall 2021.
- b. Completed the Youth Mental Health First Aid Instructor Training based on the grant initiative received from the McDowell Institute at Bloomsburg University. The Special Education Department will be offering these sessions to pre-service candidates this spring, which complies with Act 71 on Youth Suicide Prevention from PDE.
- c. Received proposal acceptance for the National Council for Exceptional Children (CEC) Conference in March 2021.

4. Dr. Todd Nesbitt is working with Dean Nauright and his colleagues to create the academic arm of the PA Wilds here at the university. He is a member of "*ReImagine Appalachia Institute*" and is authoring a paper on the role that worker coops play in rebuilding the rural PA economy. Dr.

Nesbitt participated a Zoom roundtable with Senator Bob Casey on implementing a modern Civilian Conservation Corps. For more information about ReImagine Appalachia, see: <https://reimagineappalachia.org/>

5. Dr. Mohney received proposal acceptance for the National Council for Exceptional Children (CEC) Conference in March 2021.
6. Dr. Daniel Spooner is in conversations to bring in an additional \$230,000.00 in grant money to support research on Polyflouroalkyl substances (PFAS). Dept. of Defense, SDRP program.
7. Dr. Kyle Root is Co-Investigator on NIH R15 AREA Grant Submission (1 R15 GM141606-01) to enhance research at PUI. Collaboration with Lehigh University. Reward Amount: \$300,000.
8. Dr. Barrie Overton received a subaward from Temple University to support research on the Environmental treatment of fungus causing white-nose syndrome in bats. Approximately \$39,000.00 from the National Fish and Wildlife Foundation.
9. Dr. Jennifer Rudella In-Person Tobacco Cessation Grant, \$3,000.00. American Lung Association.
10. Myers, Robert. "Ambrose Bierce's Ecophobic War Against Nature." *Interdisciplinary Studies in Literature and the Environment*, vol. 27, no. 3, Summer 2020), pp. 1-18.
11. Dr. Betsy Manlove: Early Childhood Education/PDO Grant Update

Context: The CDA (Child Development Associate) Credential is a nationally recognized, entry level professional credential for those working in care and education settings with young children. Last year LHU developed three new ECED courses specifically designed for people working in child care settings to prepare students to apply for the CDA Credential. The courses all have assignments that require students to immediately apply what they are learning. The courses also fully articulate into our existing PreK-4/ECED bachelor's degree program.

First Cohort of CDA Students Completing Their Third Course

- This semester our first group of 17 students supported by the ECE PDO@ PASSHE will be completing their third of the three CDA class.
- LHU has collaborated with Shippensburg on offering these CDA classes. They are identical across the two campuses providing flexibility for students and for the universities.
- Several of these students will be continuing their studies at LHU for the bachelor's degree in PreK-4/ECED.

New CDA Prep Course

- A number of these students are currently enrolled in our CDA Prep Course. The course helps them with the steps to actually apply to the Council for Professional Recognition for

their CDA Credential (Child Development Associate). This includes preparation of a professional portfolio, practicing for the CDA Exam, and preparing for the CDA Verification Visit when a CDA Assessor will visit their programs and observe them at work.

- The CDA Prep Course was developed with funds from the ECE PDO@PASSHE grant and enrollment fees for eligible students are covered by the ECE PDO@PASSHE grant.

12. Dr. Brett Everhart: PASSHE Annual Grant Update

Dr. B. Everhart is continuing work on the 2019 PASSHE Annual Grant (funded for \$7,016) “*Organizing, Supporting, and Teaching in a New Sport Camp in Beirut for Refugee Children with and Without Disabilities who are from Iraq and Syria*”. The follow-up work was temporarily suspended and extended due to COVID and US Department of State Travel warnings. Out of 129 proposals, Dr. Everhart’s project was one of 48 funded proposals by PASSHE in April 2019. The next phase, originally scheduled for July 2020, involves Dr. Everhart traveling with 3-4 LHU students to work in a short INCLUSIVE mini-camp strictly for refugee children with and without disabilities. Half of the participating children will have disabilities and half will not. An alternative domestic site may be used in spring/ summer 2021 if travel restrictions to Lebanon are not lifted.

Honors Students’ Publications:

Two honors students had work accepted in *Illuminate*, the journal published by the Northeast Regional Honors Council. This is a peer-reviewed journal with a rigorous selection process.

13. Fenner, Lauren. “Social and Physical Imprisonment in *Jane Eyre* and *Wide Saragasso Sea*.” *Illuminate*, vol. 2, 2020.
14. Hall, Amanda. “Branches and Limbs.” *Illuminate*, vol. 2, 2020.

D. Primary Academic Goals for the Year:

1. Establish the Institute for Rural and Regional Development and Partnership with PA Wilds Center for Entrepreneurship.
2. Complete launch of the International Center for Sport Management and Collaboration with the Centre for Sport Management at the Higher Economics School in Moscow.
3. Establish Clearfield programs for Logistics and Supply Chain Management and the Outdoor Education Center in Lock Haven and Clearfield.
4. Complete the launch and solidification of the Cultural Heritage Management Program (unique in PASSHE and PA).]
5. Work collaboratively within CLAE and LHU to develop new programs to prepare students for 21st century workforce needs
6. Faculty Career and Professional Development for those who seek administrative roles.
7. Develop a welcoming, inclusive environment on campus for post-secondary students with intellectual disabilities to audit classes and participate in internship experiences to earn a non-degree certificate at LHU.
8. Develop courses/programs in Diversity, Equity, Inclusion and Civility
9. Collaborate with Mansfield University and Bloomsburg University towards smooth integration of course, programs, departments, colleges, personnel, and structures.

E. Workforce Development/Adult Education/Distance Education

Adult Learner, Workforce Development, and Continuing Education Working Group

The LHU Associate Provost, Daniel Donaldson, will lead a working group charged with developing a strategic vision for combining resources from Bloomsburg University, Lock Haven University, and Mansfield University to build a unit that will attract and serve adult learners. Included in that effort will be to create cutting-edge programming and delivery tools for strengthening workforce development across the Commonwealth and beyond, as well as to develop continuing education products for internal and external stakeholders. This working group should begin work before the end of the fall semester, and it will be a continuation of many of the efforts listed in previous reporting.

F. Middle States Commission of Higher Education - Accreditation

LHU accepted the MSCHE offer to delay visits by a semester due to COVID-19-related challenges. To this end the Chair of the MSCHE team will visit LHU at the end of March 2021 and the entire team will visit campus at the end of October, 2021.

A majority of the self-study is drafted and will be edited for length and consistency of voice over the winter break. Areas still being fleshed out include evidence documents and COVID sections in each of the seven chapters.

G. Retrenchment and Program Moratorium

This fall, LHU intended to reduce its faculty complement by 19.5 FTE – including seven tenured/tenure-track faculty. Fortunately, we managed to hold on to five of the seven faculty. Regrettably, however, two of our faculty have received letters of retrenchment for involuntary separation on June 4th, 2021. In the end, we will have reduced our faculty FTEs by a total of 15.5 (9 attritions, 4.5 temporary lines, and two retrenchments) - slightly less than one-third of the 47 by which we will reduce prior to fall 2022.

Similarly, we backed away from reducing the undergraduate program array by 10 degrees and backfilling with three new ones. Several academic programs are submitting requests to be placed in moratorium and the Provost's Office will be initiating the curricular process for others. So, in the end, moratorium discussions will proceed for Foreign Languages (Spanish), Geology, International Studies, Music (BA and BFA), Physics, and Political Science. It should be pointed out here that part of the calculus in the retrenchment decisions was to ensure that students are not disrupted and have the proper resources and teaching capacity in the teach out of these programs. Additionally, we will hold on, at least a little longer, to the choir and band. I believe that as integration conversations mature, we have the capacity to influence the preservation of many of these programs as stand-alones in the combined array of the fully integrated single institution

For now, Academic Affairs will delay actions on reducing the numbers of departments and colleges.

Finance & Administration Division
Report for the Council of Trustees Meeting
November 20, 2020

Department Reports

Facilities Department

Director of Facilities, Scott McCall

In-house Projects In-process and Completed:

- Paving Projects - Open contract for miscellaneous paving projects throughout the summer season. Cost \$50,000
- Concrete Projects – Open contract for miscellaneous concrete projects throughout the summer season. Cost \$50,000.
- Fairview Suites Painting – Yearly painting maintenance and repairs have been completed to the third floor of Fairview Suites. (Cost \$130,000 Plant Funds)
- RLC / Space Utilization Study – This was a feasibility study for the RLC (Robinson Learning Center) capital project as well as a mini master plan study of space utilization, adjacencies and future learning environment needs. The design proposal report by the architectural firm completed August 2019 at a cost of \$240,000. This study will be used to plan the renovations for the DGS (Department of General Services) Project to upgrade the RLC building in approximately two years. Office and classroom relocation projects are listed below as RLC Enabling Projects.
- RLC Enabling Projects:
 - Smith Hall Basement Conversion – Converting the existing dorm rooms into offices for the IT Department. Project Cost \$135,000. The work will be completed by November 1 and will be ready for use for spring 2021 and be within the budgeted cost.
 - Stevenson Library IT Help Desk – Creating an IT Help Desk in the library, along with the supporting offices. Project completed.
 - Temporary TV Studio / Radio Station Move to Sloan room 321
 - Temporary move of “Black Box” to Sloan Auditorium
 - Ulmer 3rd and 4th floor “Swing Space “ - Engineering design is being completed based on the Space Utilization Study. The design is complete and the project is out for bid. This project funding is from the plant funds account.
- Electrical Infrastructure Upgrade – Capital project through DGS. Budget \$6,000,000: The project work is on schedule with completion slated for October 2021. Currently the contractors (Westmoreland Electric Services) are working on areas outside buildings such as switchgear footing, conduit ductbanks and transformer bases. The length of the project is 548 days.
- Akeley Hall Repairs - Multiple repairs are being completed on Akeley Hall including parapit wall sealing, exterior door replacement, and stairwell plaster repairs and painting.
- Campus Appearance Improvement Projects – Campus visual improvement projects such as tree and flower planting, brush clearing and general cleanup. This is a continuing project with 2020 focus on the hillside below Fairview Suites.
- Fire Alarm Upgrades - Five Buildings on campus have outdated fire alarm systems that need upgraded. Buildings included: Glennon Public Safety, Price Performance Center, Thomas Field House, Akeley Hall and PUB. Akeley and Glennon are complete, with Price to be completed at Christmas break. Thomas Field House and the PUB will be completed as time allows.
- Soccer Field Proposals – APA Architects has completed two conceptual designs and probable costs for a new soccer complex on the site of McEntire and High Hall and a second complex at Stern Field.

- Smith Field Water line – A 10-inch water line was extended from behind the RLC Building across the Akeley parking lot behind the Smith Field bleachers. This water line was required to allow for the watering of the women’s field hockey field. This project is complete and is ready when competition resumes. (Cost: \$135,000 Plant Funds)
- Smith Field Turf Replacement – Design services will be provided by APA Architects for the bidding documents for the turf replacement at a cost of \$25,000 from the plant funds account. The turf installation project will be submitted after the bidding is completed, but estimated costs will be approximately \$1.2M.
- Campus Safety and Security Project – Upgrade of campus safety equipment (AEDs, campus security phones, video cameras and door locks both internal and external). Approximate cost of \$125k. This project has been approved with some equipment purchases completed.
- Building Demolition – Capital project to demolish High Hall and McEntire Hall 6/1/2020. This project has become a DGS Project and design firm interviews are being conducted at this time.

Potential Upcoming Projects:

- Akeley Business Lab Proposal – A design proposal has been completed and we are awaiting a funding source.
- Clearfield Founders Hall Window Replacement
- Clearfield Founders Hall Roof Replacement
- Jack Stadium ADA Improvements
- East Campus Gym Upgrades
- Campus Village Retaining Wall Replacement

Procurement Department

Director of Procurement, Becky Proctor

- Earlier this year, the Pennsylvania State System of Higher Education (PASSHE) undertook a systemwide strategic sourcing initiative to pursue procurement cost savings in several spend categories including MRO Supplies. They requested custom pricing from multiple public sector Group Purchasing Organizations (GPOs) and their associated suppliers. They have designated Grainger (via the OMNIA Partners GPO) as the new systemwide provider of MRO products. They developed a high-usage item list based on historical purchase data and obtained custom pricing on those items. **Overall, they expect the new contract to save \$321K annually or 9% on an annual baseline spend of \$3.8M.**

In order to realize these significant savings, all MRO products should be ordered through Grainger going forward. This includes items in the following categories: plumbing, cleaning, lighting, electrical, HVAC, safety, tools, hardware, adhesives, paints, abrasives, and welding supplies.

The only exceptions are when Grainger is out of stock or does not carry a specific item.

All universities are now expected to use the new Grainger agreement for all MRO purchases.

The new pricing went into effect on August 1, 2020, and a program kickoff was held on September 21, 2020 from 11 AM – 12 PM followed by individual university sessions with a Grainger Account Manager. All universities must start using Grainger exclusively by September 30, 2020.

- Earlier this year, the Pennsylvania State System of Higher Education (PASSHE) undertook a systemwide strategic sourcing initiative to identify cost savings in several spend categories, including office supplies. they requested pricing from multiple public sector Group Purchasing Organizations (GPOs) and their associated suppliers. They have designated Staples (via the E&I GPO) as the new systemwide provider of office supplies. They developed a high-usage item list based on historical purchase data and obtained custom pricing on those items. **Overall, they expect the new contract to save \$716K annually or 20% on an annual baseline spend of \$3.5M.**

In order to realize these significant savings, office supplies must be ordered through Staples going forward. This includes items in the following categories: general office products, copy paper, ink, and toner.

All PASSHE universities are now expected to use the new Staples agreement for all office supplies purchases.

The new pricing will go into effect upon full contract execution in late September/early October, and a program implementation kickoff call will be held on **October 2nd from 11 AM – 12 PM**. All universities should start using Staples exclusively by October 31, 2020.

- The ELG, the oversight organization for the Shared Services Center, has approved the development of a Regional Procurement Shared Service model as part of Procurement Shared Services. The goal is to create a best-in-class procurement service organization to promote collaboration across the universities, streamline operations to create efficiencies, and reduce costs. This model has been piloted at Bloomsburg University over the past several years, providing procurement services to four other universities and delivering efficiencies and savings. Building on this model, we will use FY 2020-2021 to engage universities in a transition plan that is aligned to the SAP Ariba implementation. The first phase will commence in October with the five universities in the eastern region that are currently sharing services. The remaining university inclusion timeframes will be determined based on individual business requirements.

The significant changes from the current model at Bloomsburg to the new model include:

- All procurement staff will become employees of the Shared Service Center, reporting to the ELG, and will provide services to their current universities as well as other universities in the region.
- All employees will retain their current benefits and expand tuition benefits across the State System.
- Individuals will continue to work at their current university, remotely, or via a hybrid approach.

As they begin the detailed organization design and transition to this new model, they will be meeting individually with each university's procurement leaders in sessions to better understand any unique transition requirements. Additionally, they will be hosting Town Hall meetings in October to answer questions and provide more information about the new organization.

They are working toward a multiple-phased implementation starting in the East and taking lessons learned to the West. The universities in each region are as follows:

East – Bloomsburg, Cheyney, East Stroudsburg, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, and West Chester

Phase 1 – Bloomsburg, Kutztown, Mansfield, Millersville, Shippensburg

Phase 2 – Cheyney, East Stroudsburg, Lock Haven

Phase 3 – West Chester

West – California, Clarion, Edinboro, IUP, and Slippery Rock

Phase 1 – IUP, California, Clarion

Phase 2 – Edinboro, Slippery Rock

- Eastern/Central Region Dining RFP Update

RFP Release	9/14 (Complete)
Pre-Proposal Conference	9/16 (Complete)
Intent to Respond Form Due	9/18 (Complete)

On-Site University Visits	9/23 – 10/1 (Complete)
Written Questions Due	10/5 (Complete)
Written Questions Review	10/15 (In Process)
Q&A Amendment Posted	10/19
RFP Due	11/3

Financial Operations

Controller, Amy Dicello

- The Business Office and Student Accounts Office staff attended the PASSHE Budget and Accounting Director’s meetings on November 5th and 6th. The meetings were held virtually this year. Accounting and Bursar office staff from the fourteen PASSHE universities attended the conference. The agenda topics were related to system financial processes, audit guidance, accounting standards, system redesign, shared services, and integration.
- Throughout the fall, the Business Office has continued to work with our independent audit team, CliftonLarsonAllen, to complete the University’s financial review. The review has gone well, and the university’s financial statements will be issued soon.
- Business Office staff participated in multiple trainings through M&T Bank regarding changes in upcoming bank processes. Our grant accountant is a member of the Safe Zone committee and participated in Safe Zone Training.
- LHU’s FY 2019-20 NCAA (National College Athletic Association) report was selected for auditing this year. The audit is conducted every three years and will be completed by Clifton Larson and Associates. The NCAA audit will continue through December at which time it will be submitted to NCAA. The EADA (Equity in Athletics Disclosure Act) report deadline was extended to December due to COVID-19. Typically, the EADA report is due in October.

Office of Human Resources and Social Equity

Chief Administration and Finance Officer, Deana Hill

- **COVID-19 Response**
The University continues to implement the Fall 2019 COVID-19 Reopening Plan. Random asymptomatic testing continues through November 17, 2020. Symptomatic student testing is completed at the student health center. A total of 1973 tests have been completed to date (August 20, 2020 - November 1, 2020). Current active positivity rate is .2%. The COVID-19 dashboard is updated daily and can be found at: <http://www.lockhaven.edu/Covid19Dashboard/index.html> Education and mitigation efforts continue with the LHU campus community. Spring 2021 planning is underway.
- **Fall 2020 Influenza Vaccination**
Rite Aid held free influenza vaccination clinics on campus September 24th and October 6th. 44 individuals received the influenza vaccination on September 24th. 26 individuals received the influenza vaccination on October 6th.
- **FSA Open Enrollment**
FSA Open Enrollment was held from October 19, 2020 through November 6, 2020. The period of coverage for elections made during this open enrollment will be January 1, 2021 through December 31, 2021. There are two types of FSAs. The Health Care FSA is used to pay for eligible out-of-pocket medical expenses not paid by insurance. For year 2021 the maximum election for the Health Care FSA will be increased from \$2,500 to

\$2,750. The carryover amount for funds contributed to the Health Care FSA in 2020 is \$550 which is an increase from \$500. The Dependent Care FSA is used to pay for eligible child or elder care expenses including daycare, before/after-school care and summer day camp. The 2021 maximum election for Dependent Care remains at \$5,000. Not only are Health Care FSA funds available in one lump sum at the beginning of the plan year, but FSA funds are deducted before federal and state taxes are calculated on the employee paychecks. Dependent Care reimbursement FSA funds are only available as they are deducted from the employee paychecks.

- **PEBTF Open Enrollment**

PEBTF Open Enrollment was held from October 19, 2020 through November 6, 2020. AFSCME and SCUPA employees are covered under the PEBTF. Open enrollment gives employees the option to change health plans or remove dependents without a qualifying event. Any changes made during this open enrollment will be effective January 1, 2021.

- The Associate Director of Human Resources presented Title IX information virtually to ROTC. The members and staff were made aware of resources and accommodations on and off-campus, where and how to report incidents of sexual misconduct, bystander awareness programs and policies and procedures.
- In July, PASSHE partnered with the SUNY Student Conduct Institute (SCI). SCI provides comprehensive training related to the investigation and adjudication of law and policy violations on college campuses.

Our Title IX team and board members have completed 8 hours of individual online training with the Student Conduct Institute which is in accordance with annual compliance of the Federal Regulations that were released by the Department of Education in May of 2020. Courses consisted of Pennsylvania State Law Basics, Virtual and Mock Hearings, Decorum in a Title IX Hearings, Cross-Examination, Conflicts of Interest and Bias, Confidentiality, Privacy and Privilege in Disclosures of Sexual and Interpersonal Violence, and Due Process.

It's On Us-Week of Action from October 26th to October 30th.

- October 26, 2020, Kick Off- A social media blitz on the LHU It's On Us Facebook page. PSA's, awareness video's, and announcements were released all week long on our social media pages.
- October 28, 2020, Virtual It's On Us pledge signing. Students that participated in the pledge signing. Students that participated were able to share the National It's On Us insignia on their Facebook page.
- October 29, 2020, It's On Us hosted a virtual Step Up, a bystander awareness training. The Zoom training focused on how to notice an issue, interpret it as a problem, assume personal responsibility, and implement the help.
- October 30, 2020, "Cup of Consent, It's On Us" Lock Haven University partnered with Avenue 209 and gave away coffee virtually. Students that presented the It's On Us flier to Avenue 209 received a free cup of coffee. The coffee cups had labels that addressed the definition of consent.
- November 11th, 2020, Lock Haven welcomed Don McPherson to campus for virtual presentations to coaches, athletics and faculty, staff and students. Don is an Author, Speaker, Feminist and College Football Hall of Famer. Don McPherson was an All-America quarterback at Syracuse University and is a veteran of the NFL and Canadian Football League. He is the author of You Throw Like a Girl: The Blind Spot of Masculinity, which chronicles 36 years of harnessing the power and appeal of sport to address complex social issues and focuses on a quarter-century of work on gender-based violence prevention. As a feminist and social activist he has founded several outreach and mentoring programs, and regularly speaks at college campuses as a critic of gender roles, stating that the standard constructions of masculinity and femininity both limit men's emotions and overall well-being as well as contribute to "gendered violence" such as domestic violence, stalking, and rape. This program was paid for by the It's On Us grant.

- The Payroll Shared Services team is working on the integration with Bloomsburg and Mansfield. We are working as a team to implement best practices across the three universities. Streamlining processes will be implemented for all campuses.

Information Technology

Director of Information Technology, Boise Miller

- DUO Security: Implementation of multifactor authentication for enhanced information security is complete. It will be rolled out to the campus community over the winter break.
- DocuSign: DocuSign was purchased as part of a collaborative effort throughout PASSHE for electronic document signature and delivery. It is being used by several offices at the present time and is available for any user or group who requires electronic signature capability.
- NextGen Scholarship Manager: The IT department completed the technical implementation of this package to assist with the application for and distribution of scholarships.
- Wireless Network Upgrade: An RFP is under development for the replacement of the campus WiFi system, which has reached its effective end of life. The RFP should be released to vendors in November.
- ResNet Services: Lock Haven is planning to utilize a PASSHE-wide sole source contract with Apogee to provide residential wireless networking services in the residence halls. This will provide increased capacity, coverage and 24-hour customer service to our residential students.
- OneSIS: Lock Haven IT has continued to be heavily involved in the PASSHE-wide OneSIS initiative. The RFP for this project should be released shortly.
- COVID: IT department staff have continued to provide support for our hybrid and remote learning equipment and environments and will continue to do so throughout the crisis.

Special Events and Projects

Manager, Tara Remick

CAMPS/CLINICS/TOURNAMENTS

- Requests for Spring semester 2021 clinics and Summer 2021 camps are being accepted. Tentative schedules are being put together as we wait for decisions on spring and summer activities.

CONFERENCES

- All 2020 conferences were postponed and rescheduled for 2021.

DACC EVENTS

- We opened the DACC for internal meetings in August
- Admissions visits and rentals to external customers began in September
- Due to PA Dept. of Health restrictions and CDC guidelines that limit operations at the DACC, demand for the use of the DACC bar has been low, but inquiries regarding potential use have continued to come in. The most recent State guidelines updated in October open the possibility for increased event rental activity, provided University resources allow for safe execution of the events requested.

Public Safety

Director, Tim Stringer

- The Public Safety Department has added two new officers to replace officers who left the department during the last quarter. Officer Victor Foley started in late September. Victor has been in law enforcement for over twenty years, serving most of those years with the Clinton County Sheriff's Office and most recently, working as an officer with the Borough of Renovo. Chayten Gunn is fresh out of the

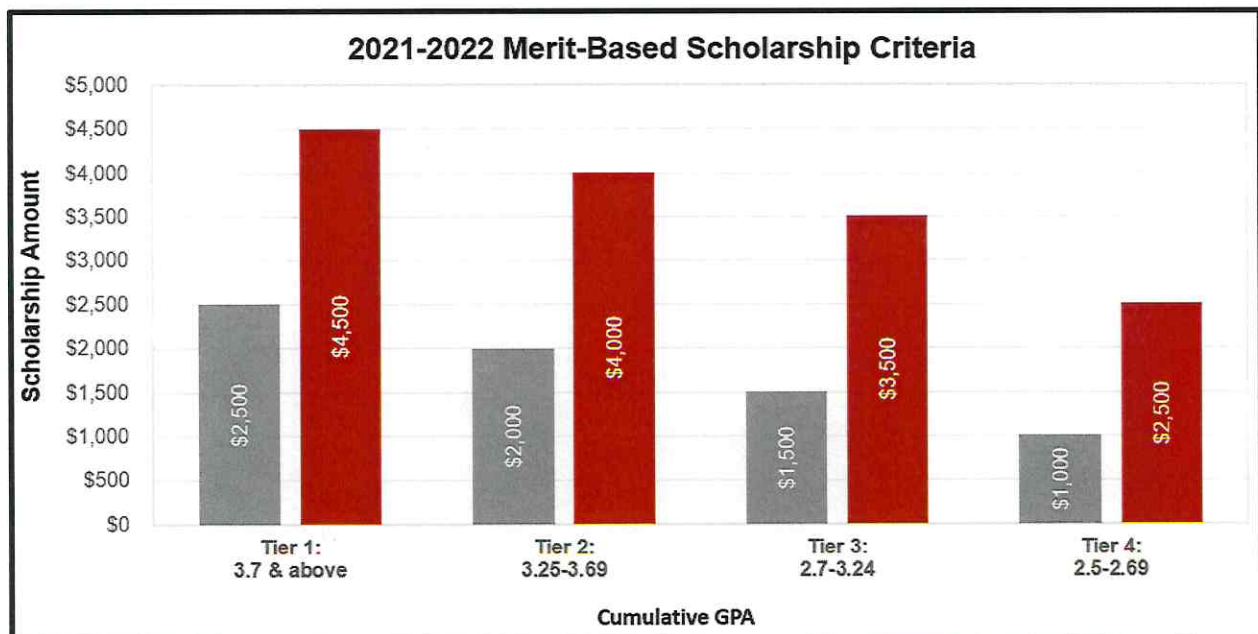
Police Academy at the Indiana University of Pennsylvania. Chayten and Victor both have demonstrated great dedication to the Lock Haven University community and are both expected to be long term members of the department.

- The Public Safety Department has the potential to lose two more officers due to other employment options and family obligations. One officer is currently looking at employment as a law enforcement officer with another state agency while another officer is preparing to leave to move with her husband who took a law enforcement job with a federal agency. We are currently recruiting candidates who will be valuable members of the department and the Lock Haven University community.
- Officer Scott Bissman, Specialist Robert Hall and Sergeant Matt Coxford completed a Field Training Officer class that was conducted via Zoom and in person through the Penn State University's Justice and Safety Institute. This training was free for the University because we hosted the training. These officers will add to our new Field Training program to ensure that our newest officers are ready to perform all the tasks that will be necessary to successfully be part of the Lock Haven University community.
- The Public Safety Department is hosting an advanced supervisor training in January for our supervisors.
- Dispatcher Gail Kreger has completed National Incident Management System training. Dispatchers Dave Emel and Angie Howard have completed training to be able to conduct fingerprinting for background checks with Identogo.
- The Public Safety Department has completed issuing parking permits for the 2020/2021 academic year. This was done successfully online to due COVID-19. We were able to work with Faculty, staff, and students to ensure those who would be parking on campus were able to receive their parking passes effectively.
- COVID-19 has modified the mission of the Public Safety Department. We have been able to adapt to these changes to continue to make the Lock Haven University Campus Community a safe place. We have been able to spend more time interacting with faculty, staff and students ensuring that COVID requirements are being followed as well as working with other local law enforcement agencies to identify locations of large gatherings, in violation of Campus COVID-19 policies.
- Over the last several weeks, the Public Safety Department has been providing additional security with the new Eagle statue. We were able to work with the Facilities Department and the IT department to ensure additional digital security by ensuring that our existing camera were able to view and record activity in the area. We also working to place additional signs that the area around the statue is being monitored.
- The Public Safety Department is working with the Clearfield Campus to identify courses and programs that will be non-credit continuing education course. This will be an additional way to help increase opportunities for workforce development in the Clearfield area but also a way for the Public Safety Department to work with other parts of the Lock Haven University community.

Report of the Vice President for Enrollment Management and Students Affairs to the Council of Trustees for the November 20, 2020 Meeting.

Admissions

- The Admissions team is fully engaged in a new recruitment cycle! They have been busy with virtual high school visits and Instant Decision Days. They are hosting campus visitors and tours on a daily basis. They held successful Virtual Open House events on October 24, November 5, November 7, and another one is scheduled for December 5. During these events, prospective families learned about the application process, admissions requirements, financial aid, scholarships, student life, and much more. Faculty from a variety of majors have been available throughout the week to meet with families and answer questions from families.
- Admissions is excited to announce that LHU is partnering with ZeeMee, a social platform that will allow admitted students to connect with each other quickly. Additionally, the platform will allow student ambassadors and admissions counselors to host virtual activities, such as speed friending and trivia.
- Since COVID-19 has affected testing across the country, our Health Science and Natural Science majors (except for Nursing and accelerated Health Science options) will not require SAT or ACT scores for direct admission for the 2021-2022 admissions cycle. Instead, Admissions will evaluate each application on a variety of criteria in place of the SAT - including cumulative GPA, curriculum rigor, and extracurricular activities. The decision to switch to optional testing was made collaboratively between the academic departments and Admissions Office.
- Because SAT/ACT scores are not required for the 2021-2022 admissions cycle, the criteria for receiving merit-based scholarships has been adapted to exclusively using high school grade point average. The criteria and scholarship values are below.



Student Activities

- Student Activities has been diligently working to provide opportunities for students to engage with each other in small groups. The Student Activities and Residence Life staff have implemented a variety of new activities.
- Student Activities is bringing back HAC Hump Days on campus. This initiative began at the end of October. The office also implemented small group trivia events offered in-person and virtually, which can be played in a small group or as an individual. Additionally, there have been Paint and Sip programs and movie watch parties, which are being cosponsored by Student Activities and Residence Life. These events will take place in the residence halls and Student Activities will sponsor food and drinks.
- E-sports Tournaments will be hosted in the PUB. These will be large screen tournaments and watch parties. Student Activities will focus on Super Smash Brothers/Mario Kart. Students can play from home against students on campus.
- Student Activities is also emphasizing town and gown partnerships and community small group activities by listing local opportunities for small groups. For example, the Haunted Walking Tours with Lock Haven Paranormal Seekers at the Ross Library and Spook Haven Haunted House; both of which students can attend for free.

Student Recreation Center

- At the SRC, some adjustments have been made to the virtual fitness classes. Student Activities has begun hosting in-person fitness classes in the SRC for those who want to attend. They will be every Tuesday and Thursday from 7:00pm to 8:00pm until the end of the semester. All COVID-19 safety guidelines will be enforced.
- Student Activities has increased the number of small group activity intramural programs offered. We added a 4-4 co-ed volleyball league, 2 vs 2 badminton league, basketball skills competition, and a cornhole tournament for this semester.
- Finally, Student Activities has sponsored another Paddle Board Yoga class this semester. This was popular among students last time it was held.

Community Service and Greek Life

- The Community Service office has kicked off the toy drive for the Adopt-A-Family program. The registration for this event was successful and all of the children have been “adopted” by the campus community.
- The Community Service office is busy coordinating small group service projects, such as the Food Drive that took place during October for Hunger Awareness Month. LHU students also participated in a clean-up program at Bald Eagle State Park.

Student Affairs

- Dr. Amy Downes, Interim Associate Director of Student Affairs, launched “Ask an Upperclassman”, a series aimed at student support. Students Anthony Tavella and Sara Ibach host this series every Tuesday and Thursday. This program is virtual way for students to connect, ask questions about classes and extracurricular activities, and just hang out.
- Student Affairs organized a series called “Haven Help”, which is hosted by a different student service office director each week. So far, Financial Aid, the Registrar Office, and the Student Life staff have held presentations – covering topics from the FAFSA and course registration to information about helping students adjust to college life. These are virtual events, held on Zoom, and open to any parent with an interest in the topic.
- October was Hunger Awareness Month and the one year anniversary of The Haven Cupboard. To celebrate, the Haven Cupboard launched a fundraiser with hopes of raising \$3100, or \$100 per day for the entire month. They met and exceeded that goal – raising \$6142 total with a match from the LHU Foundation Board. Since opening, the Haven Cupboard has served over 425 different students. They recently acquired a refrigerator to help offer more fresh food options to students, and they plan to invest in mobile shelving next to aid in serving students.

Student and Residence Life

- Student Housing: There are 282 total students living in university residence halls: Fairview Suites is currently housing 208 students and Campus Village is currently housing 73 students. The Student and Residence Life Office has sent an email to all on-campus residents to learn about their plans for housing after the university transitions to fully remote from November 21 to December 12. At this point, 358 students have meal plan contracts for Fall Semester 2020; with 78 of those being Voluntary Dining Plans.
- The Student and Residence Life Office scheduled students in Campus Village for “Chat with the Residence Director” check in meetings during October. These meetings were well-received and well-attended. Over 57% of Campus Village undergraduates participated in these meetings.
- Dr. Dwayne Allison, the Dean of Student and Residence Life, is participating in the review of proposals for the shared dining services contract for the Eastern PASSHE Universities, which will be implemented for fall 2021. Two vendors have submitted proposals and the final selection will occur in January.
- Student Affairs coordinated student outreach by having current students call first-time freshmen. During this initiative, 415 students were called and 178 calls resulted in conversations with students. In general, the calls were very positive, most students had access to reliable technology, and the largest complaint was D2L. *Please see the next page for a chart of student responses to the question: “What’s going well?”*

Student outreach results

What's Going Well		
D2L	57	32.02%
Classes	95	53.37%
Meeting New People/Connecting	17	9.55%
Everything	6	3.37%
Nothing	8	4.49%
Keeping Up With Coursework	37	20.79%
Professors	6	3.37%
Technology	16	8.99%

Center for Career and Professional Development

The Center for Career and Professional Development hosted a fall virtual internship and career fair this fall. The office partnered with Handshake to host this fair at the beginning of October. The fair was completely virtual to accommodate all students and to encourage safe attendance. The Center for Career and Professional Development hosted two planning sessions beforehand and encouraged students to attend via email and social media.

Financial Aid and Scholarships

The Financial Aid office is spearheading the implementation of Scholarship Manager, a NextGen platform designed to organize and manage the scholarship awarding process. The Director of Financial Aid is the point person for the implementation team and will be pivotal in developing scholarship applications, building out criteria, and setting up scholarship committees of faculty, staff, and coaches.

Registrar Office

The Registrar's office has been hard at work developing the Spring 2021 Semester schedule using a range of course modalities; such as hybrid, asynchronous, synchronous, and in-person. They are now preparing for students to begin registering for Spring Semester courses. Registration began on Friday, November 6 for graduate students and Monday, November 9 for undergraduates. Senior undergraduates will register first and all students are being encouraged to connect with their academic advisor before registering. Registration information has been sent to all faculty and students; the course catalogue is available on the university website.

Lock Haven University Council of Trustees Report

University Advancement
November 20, 2020

Advancement Office

University Advancement serves Lock Haven University by building and strengthening relationships with the internal and external communities we serve to encourage advocacy, investment and support of the University, its mission, goals and programs in support of student and alumni success.

Volunteer Leadership Meetings

- The Alumni Board held their fall meeting virtually on October 15th. The next full meeting of the board will be June 17, 2021. Board committees meets monthly.
 - The Foundation Board held their fall meeting virtually on October 22nd. The next full meeting of the board will be February 25, 2021. Board committees meets monthly.
-

Alumni and Community Engagement

Recent Activities

- While the team has primarily engaged with constituents virtually, during October we were able to hold our first socially-distanced, in-person events in more than 7 months.
 - The annual LHU Alumni Golf Tournament was held October 2. Twenty-one (21) foursomes competed and nearly \$17,000 (gross) was raised.
 - The newest symbol of our pride, the Bald Eagle Statue – a gift from the Class of '66 – was unveiled during a ceremony on campus on October 3. This new landmark has fast become a popular photo spot and a regular stop during admission tours.
 - An in-person information session on financial sustainability and system integration was held for local community leaders on October 20.
 - A virtual alumni teacher panel (Teaching through the Pandemic) was held October 22.
 - A series of virtual town halls were held for students, faculty, and staff on October 26.

Upcoming Initiatives

- The advancement team continues to find opportunities to celebrate our community and pride.
 - A virtual alumni town hall with President Pignatello will be held November 12.
 - Several virtual holiday-themed trivia nights are planned for November 19 (Thanksgiving) and December 17 (Christmas/Holiday).
 - A virtual craft workshop (wreath making) will be held December 3.
 - The team is planning for spring semester events and activities.
-

Fundraising

Recent Activities

- Each year our goal is to improve performance in key areas: overall contributions, scholarship and endowment production, unrestricted revenue, and donor counts. Our July through October results are +19% in donor counts and +12% in revenue compared to last fiscal year.
 - An athletic focused All In Day of Giving took place September 24-25. More than \$113,000 was raised. A university-wide Day of Giving is planned for April 2021.
 - The annual James Reeser Scholarship Brunch took place on October 8th as a virtual event. The scholarship celebration was well attended.
 - During the month of October, The Haven Cupboard launched a hunger awareness campaign with a goal to raise \$100 a day (\$3,100 total) for the month. In total, the campaign nearly doubled the goal, bringing in \$6,142.

Upcoming Initiatives

- The team is contacting donors with outstanding pledge payments before calendar year-end to ensure that scholarships are funded for the upcoming academic year.
- The team is working on several year-end fundraising campaigns.

Communications

Recent Activities

- The social media team has launched several new initiatives this semester aimed at supporting and connecting students with their Haven Family.
 - #MotivationMonday shares an uplifting motivational video message from LHU administrators, deans, and employees to help students start the week strong.
 - #HavenFamily is a weekly video message from an LHU employee in a student-centered role that helps students learn about our Haven community and those that make LHU run.
 - #SelfCareSunday, in partnership with graduate students in the Clinical Mental Health Counseling program, is a series that shares tips about mental health and self-care.
- The communications team continues to create PR and media advisories that promote newsworthy current events about the University, faculty, events, and programs.
 - The team assists the COVID institutional response team with communications including the COVID-19 Dashboard (located on the LHU website) and campus emails that contain dashboard information along with updates, helpful links, and articles.
- In October, the communications office released LHU's recently updated Brand and Identity guidelines which contains updated colors, assets, and a revised guide to the LHU Brand.
 - The new guidelines are available on the LHU website and available for the LHU community to download with instructions on appropriate use.

Upcoming Initiatives

- Work has begun on the next edition of the Haven Magazine, scheduled for release in February 2021. The issue will close out LHU's 150th anniversary year and will celebrate the institution by marking this important milestone.

Marketing

Recent Activities

- The marketing team refocused efforts on digital platforms designed to reach students and promote the University.
 - To help prospective students and parents experience the campus, without visiting campus, marketing developed a virtual map and virtual tour video of LHU. Links can be found on LHU's homepage.
- The team continues to produce marketing materials for prospective students to support the brand and value proposition of Lock Haven University.
 - Advertising campaigns (print and online) for admissions were developed for focused recruitment markets.

Upcoming Initiatives

- The team is finalizing a comprehensive marketing & communication plan for 20/21 and will continue to support activities to increase enrollment including online marketing campaigns, video campaigns, and traditional and digital broadcast media. Additional efforts include:
 - Search engine optimization (SEO) project to improve website search capabilities.
 - The development and enhancement of our digital marketing capabilities.
 - Content improvement for the LHU website.
 - Increase presence in key audience segments (e.g. parents).
 - Augment personalization for student recruitment.

Athletic Communications and Marketing

Recent Activities

- With no live sporting events scheduled, athletic communications expanded its digital feature content and social media platforms with specific initiatives.
 - Developed communication systems and a platform to disseminate COVID-19 messaging on GoLHU.com, the official website of LHU athletics.
 - Finalized LHU Athletics brand guide and released updated logo(s).
 - Launched and promoted LHU athletics Social Justice Task Force including media and social media support (in conjunction with NCAA Inclusion Week) and website creation.

Upcoming Initiatives

- The team is moving forward with plans to communicate and support athletic achievements and initiatives and prepping for the return of athletics (decision pending).
 - Planning for a potential "super" spring 2021.
 - Redesign GoLHU.com, the official website of LHU athletics (January 2021).
 - Develop a comprehensive plan for Athletic Communications & Marketing.
 - Support alumni outreach and fundraising efforts, including promoting sport-specific appeals, online stores, and auction sites.
 - Augment record books and historic content including the Haven Magazine 150th anniversary project.