

Lock Haven University Council of Trustees

Academic Affairs and Athletics Reports

Friday, September 14, 2018

Prepared by

Donna F Wilson, Ph.D., Provost and Executive Vice President

This report continues the focus, taken up in 2017 reports, on achieving the **right size, right programs, and right staffing levels** with a view to advancing the mission and strategic plan at Lock Haven University. It, further, articulates the strategic priorities for 2018-19 emerging from a deep review of student success, enrollment, and budget data and aligned with the University Strategic Plan. The evidence-based actions in response to the assessments are not comprehensive but are representative of initiatives and processes that will be undertaken to drive improvement in Strategic Plan key indicators.

1. Strategic Priorities for Academic Affairs and Athletics (in collaboration with EM/SA and F&A)

CORE THEME 1: ACADEMIC EXCELLENCE		
	Academic Program Array	<ul style="list-style-type: none">• Focus on a total array that will attract enrollments, advance the mission, and be fiscally sustainable• Expand existing associates degrees to Lock Haven and develop market-responsive new associates degree programs, especially those that will stack into a baccalaureate program• Build collaborations in program delivery to manage the cost margin without compromising program integrity• Make certificates and degree programs that are attractive to adults accessible to them• Continue to update and implement Academic Plan 2018-2022• Hire consultant to support development of School of Nursing proposal and plan for developing and staffing geographic and programmatic expansion• Finalize proposal for School of Nursing and submit for Council of Trustee action at November meeting
	Initiate 'Robot-Proof' conversation	<ul style="list-style-type: none">• Ask if our curriculum provides the new literacies and cognitive capacities our students will need• Plan for providing 'upskilling' for alumni and regional industry partners

	Freshman Commons	<ul style="list-style-type: none"> • Develop robust assessments for Freshman Commons • Continue to broaden faculty and student participation.
	Advisement	<ul style="list-style-type: none"> • Faculty advisors and coaches need development in what to do with First Alert information • Resource fair for faculty and coaches • Enhanced development for Exploratory Studies advisors; connect ExplSt advisors and students early through a round-table event • Explore hiring academic navigator for each college to work in conjunction with faculty advisors
	Faculty Development	<ul style="list-style-type: none"> • Conclude service contract with grants and sponsored programs consultant
	First Alert	<ul style="list-style-type: none"> • Make sure all academic services are in the loop and prepared to support First Alert and Early Alert processes • Provide faculty and coach development in using this information
CORE THEME 2: FINANCIAL SUSTAINABILITY		
	See Academic Program Array above	
	Collaborations/consortial model	<ul style="list-style-type: none"> • Use collaboration in course delivery to enhance opportunities for students while bring staff levels into alignment with enrollments; conclude agreements and pilot on course as host and one as home institution.
CORE THEME 3: RESPONSIBILITY		
	Diversity, Inclusion, and Freedom of Expression	<ul style="list-style-type: none"> • Coffee with the Provost: The University of Chicago Statement on Freedom of Expression • Develop Institute for Study of Free Speech • Follow ups to Climate Survey • Ensure Gender Equity compliance in Athletics (inclusive of ALL funding sources) • Freshman Common Reading: The Immortal Life of Henrietta Lacks
	Implement Student Athlete Mental Health Plan	
CORE THEME 4: PARTNERSHIPS		

	<p>Develop and enhance partnerships to support experiential learning, resource generation and/or cost-sharing, and collaborations that will increase opportunities for students</p>	<ul style="list-style-type: none"> • Wrap up Blue-Ribbon Panel and get initial traction with funding to expand ASN to Lock Haven • Make progress on Center for Innovation • Pilot consortial agreement for delivery of one SSED course (Clarion) and Cost Accounting (Mansfield); continue to explore modes of collaborative instruction in foreign languages with faculty • Formalize relationships with athletics boosters clubs through MOUs • Develop new study-away partnerships in Global Cities in the U.S.
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2. Update on searches

Interim Director Clearfield Campus: failed; Dean Lindzey will continue to provide leadership until Trustee action on School of Nursing Proposal

3. Middle States

Annual Institutional Update

The Annual Institutional Update (AIU) is Middle States’ new process for monitoring institutional health and student achievement on an annual basis. The update includes a number of required data points to establish context (bulletin, student demographic, location, enrollments, etc.) for University student achievement and fiscal health, and a number of key assessments of student achievement and benchmarks for fiscal health. It also allows for a limited number of optional measures to establish nuances of context (e.g., percentage of first-generation and/or Pell-eligible students) and student achievement (e.g., licensure pass rates, NSSE results). The AIU requires an explanation for certain variances from last year’s performance, such as a significant drop in enrollment.

The AIU will be reviewed by peers and either given a green light until our next AIU or ‘recommendations’. If we receive recommendations, we will be required to follow up on those, like a progress or monitoring report, in the next AIU. Thereafter all open recommendations will be required to be addressed annually.

Preparation for Self-Study and site visit in early spring 2021

The University will send a small team to a required meeting to help us begin to prepare for the Self-Study process and the new standards for affiliation.

4. Circles of Support (graphic on next page)

Over the summer Vice President Lange and Interim Provost Neun worked to visualize all the University’s major initiatives for retention, persistence, and completion on one page, in an effort to help internal and external constituencies, and STUDENTS, understand what we do to support their success and how it fits together. The graphic displays the seamless collaboration among Academic

Affairs, Enrollment Management and Student Affairs, Athletics, and Finance and Administration to deliver our core mission and help our students persist, graduate, and succeed. It is a work in progress.

Center: Students at the Center

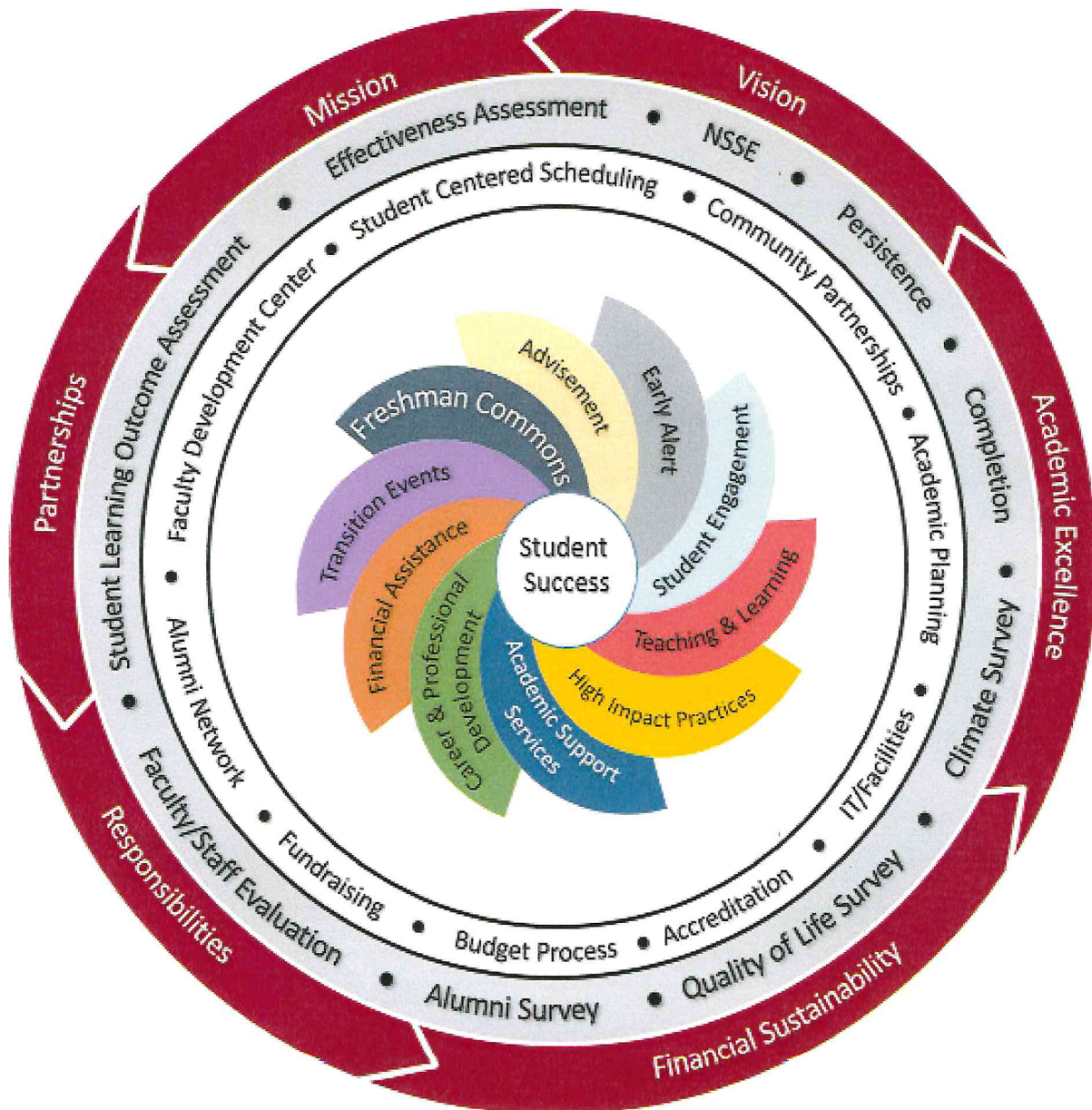
Colored Wedges: Direct Student Services

Inner Circle: University Infrastructure that supports direct student services

Next Circle out: Assessments that guide improvement

Outer Circle: Mission, Vision, and Core Themes of the University that inform everything within

Undergraduate Circles of Support



Finance & Administration Division
Report for the Council of Trustees Meeting
September 14, 2018

Division Highlights

The financial books were closed on fiscal year 2017-18 and the results are being audited, with financial statements due to be issued in October. CliftonLarsenAllen will present an overview of the financial results and audit at the November COT meeting.

The results were better than planned at the beginning of the year, due to personnel cost savings resulting from vacant positions remaining unfilled for part of the year and several revenue additions, including a health care premium refund (\$348,000), an increase in performance funding (\$285,000), and higher interest income with market rates rising (\$269,000). As a result, we were able to make a transfer of \$2.5 million to the E&G plant fund. The overall cash balance at the end of the fiscal year was down slightly (\$446,000), but remained at a healthy \$66.7 million level.

Work continues on the 2018-19 budget and the funding request for 2019-20. The Budget Report presenting these numbers is due to the Office of the Chancellor on September 7 and the budget will be presented at the September trustees meeting. With tuition and fee revenues declining by about \$2.5 million, and compensation costs increasing by about \$2.3 million, no transfer to plant fund will be planned for 2018-19 and it will be necessary to tap reserves; preliminary projections indicate reserve usage of about \$1.4 million.

Jenzabar, the current provider of our Student Information System (SIS), notified us recently that their strategic focus would be on a platform different from the one that we have used for many years. While they have committed to supporting our platform indefinitely, new functionality will be very limited and it behooves the university to assess alternatives since this is a mission critical software application. A working group of representatives from all affected areas has been formed to assess possible alternatives. A Request for Information was issued at the beginning of August and we expect to begin the assessment process in the September/October timeframe.

A replacement project would be a major undertaking in terms of staff time and financial resources. Implementation would likely cost at least \$1 million, and annual fees could range from \$300,000 to \$600,000 based on preliminary discussions with vendors.

Department Reports

Facilities Department

Director of Facilities, Keith Roush

Contracted projects completed or substantially complete:

- **Founders Hall Automated Logic Upgrade** – Budget \$250,000: Replace outdated control system for HVAC at Founders Hall. Actual cost \$219,954 Construction completed the week of August 20th.
- **Jack Stadium Track Repair/Replacement** - Budget \$665,000: Project to replace the existing rubberized track surface. The low bid was \$455,000 by Nagle Athletic Surfaces. All construction with the exception of line painting was completed in early August. Waiting for the weather to cooperate to paint lines.
- **Painting of the first floor of Fairview Suites** - Budget \$100,000: This was the first phase in a multi-year building maintenance plan. First floor corridors were painted during winter break and first floor rooms were painted during the summer of 2018. There is a plan in place to progressively work our way through each floor of the building during the upcoming years to address painting, carpeting and minor repair issues that arise and cannot be

addressed with the entire building being occupied/in use during the complete calendar year. A multi-year open-end contract has been executed with Wheary Painting (the sole bidder on the project).

- Stevenson and Health Professions Emergency Generators – Budget \$150,000: Actual bid: \$52,334. Replace generator in Stevenson Library with larger 20KW generator removed from Sullivan and install a 20KW generator repurposed from Courthouse Annex for emergency lighting in the trade shops at HP. Generators were set and connected to the building electrical systems during the summer. All testing has been completed and the generators were operational as of mid-August.
- Hursh Nevel Roof Replacement – Budget \$250,000: Bid price \$167,000. The roof replacement was completed in July of 2018 and has been functioning well since. The metal fascia needs to be replaced due to color variation.
- Underground Oil Tank Removal/Remediation – Budget \$75,000: Actual cost was less than \$20,000. Both tanks were removed and the sites restored by June 6th.

In-house Projects Completed:

- Replacement of the chiller on Raub Hall - This was an emergency project taken on by Facilities personnel when the existing chiller on Raub failed completely in early August. Facility personnel coordinated scheduling of a crane for removal of the failed chiller and replacement with a chiller previously acquired from Shippensburg. All work to disconnect the chiller and reconnect the replacement was either performed by university personnel or coordinated with local contractors. Contingency plans were put in place for temporary equipment or relocation of all classes in Raub. However, the replacement of the chiller went according to plan and it was successfully installed and operational by August 22. Final project cost was in the \$50,000 range.
- Water Cooler replacement in various buildings – Budget \$20,000: Project to replace water coolers various buildings on campus. As of this report, there are now 28 bottle fill fountains in LHU buildings.
- Glennon Public Safety Renovations - Interior modifications to the Public Safety area to assist in accreditation of the department. The work was completed in mid-summer and Public Safety is working toward their accreditation.
- Ulmer first floor reception desk construction - Construction of a reception desk in the entry to the Academic Development and Counseling Area to better service students. Work was completed in spring 2018.

Upcoming Projects:

- Electrical Infrastructure Upgrades – Capital project through DGS. Budget \$6,000,000: Design underway. DGS has negotiated a fee with the design professional and the schematic design has been submitted for review. PSFEI is working with LHU to act as a design consultant to review and make suggestions to get LHU the best solution for the money. Design will not be complete until November 2018. If bids and contract award can be accomplished in early 2019 the first phase of construction will commence in summer 2019.
- Smith Hall Renovations - Budget \$1,870,000: Renovation of the mechanical systems and restroom/shower facilities in Smith Hall very much like was recently done in Woolridge Hall. Bid documents were due in February but the estimated cost came in over budget so re-design had to be undertaken. Revised design was completed and the project went out to bid the week of 4/20. Bids came in substantially over budget. Another redesign has been performed and the bid went out again in early August with a due date of September 5th. Construction is now scheduled to begin in mid-fall 2018. The building will be off line for the entire 2018/19 academic year.
- Bentley Chiller Replacement - Budget \$250,000 - \$400,000: Bids received for a total of \$285,445. The scope of this project changed from using a repurposed chiller from Shippensburg to a new chiller due to complications identified during design. Because of the delays caused by the redesign, the construction schedule has been revised so that the chiller and cooling tower will be replaced in November of 2018 after the cooling season is over for the year.
- Open end Exterior Door Replacement Project – Budget potentially up to \$100,000 per year until all needed repairs complete: This is an open-end contract for replacement of exterior doors around campus that are in poor condition. Contract has been awarded to M&R Contracting of Lock Haven and the priority doors are being replaced now.

- Roof replacement on Campus Village - Project to replace the aging roof on Campus Village. Budget \$375,000. Project is in the design phase now with anticipated bid phase in late fall 2018 for construction in early summer 2019.
- East Campus Kiosk - Project put on hold from previous year. Weather and schedules did not allow for completion in 2018.

Procurement Department

Director of Procurement, Becky Proctor

- The Office of Attorney General (OAG) and Office of General Counsel (OGC) preapproved contract forms for the blueback contract template and the standard terms and conditions for service purchase contracts, collaborative service purchase contracts and performers. OAG and OGC preapproval means the agreements need only to come to University Legal Counsel for form and legality review when: 1) no additional terms and conditions are attached; and 2) there are no material changes to the preapproved forms, including the terms and conditions.

There is considerable time savings to be achieved when using the preapproved forms without revision. Procurement staff are encouraged to emphasize this when negotiating with contractors or vendors.

The threshold for approval by the OAG is \$20,000 and the threshold for approval by the OGC is \$500,000 for agreements that do not utilize unmodified, pre-approved forms.

- For the prior three fiscal years, the purchasing card continuous auditing engagement was included as part of the Office of Internal Audit and Risk Assessment's (OIARA) approved State System internal audit work plan. Outcomes of these quarterly reviews have evidenced noted improvements in compliance, with fewer and fewer exceptions identified based on transactions selected for audit review.

Accordingly, the continuous purchasing card auditing engagement was not carried forward within the recently approved State System internal audit work plan for fiscal year 2018/19. As evidenced by noted improvements in purchasing card compliance, internal audit resources are now focused on new initiatives and OIARA will no longer be requesting quarterly sampling information of our institution's purchasing card activity.

Office of Human Resources and Social Equity

Associate Vice President of Human Resources, Deana Hill

Title IX

- The annual Title IX PASSHE report was submitted to the Office of the Chancellor covering the time period beginning July 1, 2017 and ending June 30, 2018. A total of eighteen (18) Title IX complaints were processed during this reporting period which included the following categories: 10 sexual assaults; 6 intimate partner violence; and 2 sexual harassment.
- Member of the Title IX team attending a joint meeting on Title IX at the Dixon University Center on July 24, 2018. Discussion focused on the specific roles of Title IX coordinators/ Deputy Coordinators, University Police, Conduct officers, Vice President for Student Affairs, Student Life staff and Dean of Students, Human Resource Officers, System Legal Staff, and Investigators.
- All Title IX board members (7) participated in a mock Title IX hearing on August 8, 2018. A mock case was presented to the Title IX board and included University staff members in role play as a complainant, respondent and witness. Board members were able to ask questions to all parties. The mock trial simulated an actual Title IX case.
- The Assistant Director of Human Resources for Compliance presented Title IX information during new student orientation, Resident Assistant (RA's) Training, to ROTC cadets and at both parent and student sessions and at international student orientation. Participants were made aware of on and off campus resources, accommodations, bystander awareness programs, reporting requirements, required training for all new students, and reporting options for students who experience incidents of dating and domestic violence, stalking and sexual assault.

- ROTC Cadets are partnering with the It's On Us program this fall and will be participating in a pledge signing during club fair. They will also be assisting with the Elizabeth Smart event on September 19th.
- The Assistant Director of Human Resources for compliance presented to the Haven Edge program. The Haven Edge Program works on conducting career readiness for students preparing to enter the workplace. The session focused on sexual harassment in the workplace and how to recognize and avoid these behaviors.
- Title IX information was presented to new student athlete orientation. Athletes were educated about on and off campus resources and accommodations, bystander awareness programs, options for reporting Title IX incidents, and the procedures for handling a Title IX case.
- Title IX partnered with the Centre for Global Engagement and identified the need for Title IX literature to be translated into 3 additional languages. Languages now currently represented are Mandarin, Spanish, French, German and Korean.

It's On Us

The first week of school focused on sexual assault educational awareness activities that included:

- Flyer/poster blast on campus informing students about consent.
- Social Media launch – The new PSA, highlighting the Women's Lacrosse team, will be launched at Friday night student movies in Price Auditorium. New videos will be posted daily the first weeks of school regarding consent and sexual assault on our LHU *It's On Us* Facebook page.
- Sex Ed Boot Camp will be presented to new students on August 25, 2018. Sex Ed Boot Camp covers the following topics: Healthy Relationships, sexual health, consent, alcohol and consent, Title IX, preventing sexual violence, negotiating consent, safe sex techniques, communicating with a partner, understanding sexual orientation and gender identity, connecting with marginalized members of their campus community.
- August 27–28, 2018 at Clearfield “Coffee, It's on Us” – Free coffee for students was distributed with a statement that addresses consent on each cup. Students will be asked to sign the *It's On Us* pledge and “like” our Facebook page. Informational brochures about Title IX, consent, amnesty, and upcoming events will be handed out.
- Lock Haven University partnered with Avenue 209, a local coffee shop, to help raise awareness about consent. During the first week of school, Avenue 209 included a message about consent on all coffee cups.
- September 19, 2018 - Elizabeth Smart will be coming to Lock Haven University campus and speak about what it is like to overcome trauma, find the strength to move on, and reclaim one's life. The event will take place at Price Auditorium from 7:00 pm until 8:00 pm. A book signing will immediately following her talk. The event is free and open to the public.

Benefits

- **PASSHE Healthy U:** The deadline for the PASSHE Healthy U Wellness program (APSCUF, Coaches, Managers, & SPFPA) was May 31, 2018. Lock Haven University's participation rate for the 2017-18 participation year was 93%. The participation on a system-wide basis was 90%.
- **PEBTF Wellness Screening:** On September 10, 2018 Lock Haven University will host a PEBTF Wellness Screening for all PEBTF covered (AFSCME & SCUPA) state employees. Lock Haven University hosts this event on an annual basis. If employees are unable to attend on this date there are screenings scheduled at several other locations across Pennsylvania. Employees who attend this screening will be eligible for continued participation in the PEBTF Get Healthy Program. They will pay a lower out-of-pocket bi-weekly contribution by participating in this program.

Human Resources and Social Equity

- **Fall 2018 Welcome Week(s):** August 13 – 16, 2018. The University hosted a newly expanded slate of events focusing on professional development and community-building activities for all faculty, staff and coaches. The

week one activities encompassed a wide range of sessions on topics from processes and software to personal and professional development (“Mindfulness and Meditation” and “Managing Conflict in the Workplace” are two examples). These events were a precursor to a number of important meetings and workshops held during the week of August 20. The University had great involvement for the events: for the week 1 activities, we had a total of 108 people participate in at least one of the 10 activities offered.

- **NeoGov Transition Plan/Rollout:** During the 18/19 academic year, the University will transition its applicant tracking system (ATS) from PeopleAdmin to NeoGov. In addition to a cost savings, NeoGov will have a better user experience than PeopleAdmin on the applicant side along with greater visibility for postings.
 - Better look and feel (consistent with the other LHU pages)
 - Links to benefits page (for each bargaining unit) before they apply (as part of the details of the job)
 - Users can sign up for postings that they have interest in – “job interest card” and be alerted when those postings come available.
 - More visibility with postings – governmentjobs.com (Commonwealth uses too), LinkedIn and Facebook.

There is also the option for future integration with other NeoGov products (On-boarding/Off-boarding, Evaluations, Learning Management), which will enhance the employee experience and streamline processes. Our plan for roll out is to sign our service agreement in November and begin the implementation process. We will roll the new system out early in the Spring 2019 semester for all staff and student Positions, then begin faculty positions sometime during summer/Fall 2019 semester.

- **HR Conference:** On June 5-7, several members of the University’s HR team attended the PASSHE Human Resources and Social Equity Conference. This year, the conference was held on the campus of Slippery Rock University. Their keynote address was delivered by Natalie Ivey, President and CEO of Results Performance Consulting, and addressed understanding when and how to conduct internal investigations. There were 4 other break-out times in which participants could choose one of 3 sessions that ranged from best practices in hiring, to immigration updates, classifications and online training.

Financial Operations

Controller, Amy Dicello

- The Business Office was busy throughout the summer working on year end processes and entries for Fiscal Year 2017-18.
- Our independent audit team, CliftonLarsonAllen, was on site the week of August 20th to complete the University’s financial review. The week went smoothly and they should issue the university’s financial statements in October.
- The annual Financial Report (FINRPT) was submitted to PASSHE. The Financial report is for Fiscal Year 2017-18. The 1st submission of this report was due on August 10th and was then audited by CliftonLarsonAllen. The final audited version was submitted to PASSHE on August 31st.
- The Budget Report (BUDRPT) will be submitted to PASSHE on September 7th. The BUDRPT provides Lock Haven University’s prior year actuals, the current year budget and our budget request for Fiscal Year 2019-20.
- The Student Accounts office provided presentations to students and their families at orientations on June 25th, 27th, and 29th. The Student Accounts Supervisor provided a presentation to international students on August 24th.

Department of Technology Infrastructure

Director of Technology Infrastructure, Boise Miller

- Zoom Video Conferencing software has replaced Blackboard Collaborate for online meetings and distance education courses. It offers:
 - High definition video and high quality audio
 - Up to 500 video participants
 - Screen sharing and full suite of collaboration features

- Jenzabar SIS updates:
 - myHaven student portal upgraded to incorporate responsive design which will allow better adaptive display of web pages on smaller mobile devices.
 - Admission's Strategic Enrollment Management module and Cognos Analytics reporting
 - Retention – Early Alert.
- Pilot testing of eTextbooks for 168 sections which will allow first day access to electronic textbooks for those faculty who volunteered for the pilot.
- Upgraded Ad Astra Schedule (event and classroom management system) to a cloud-hosted site.
- Converted student refunds from Blackboard Pay to BankMobile.

Small Business Development Center

Director of the Small Business Development Center, Tim Keohane

- The Lock Haven SBDC partnered with Downtown Lock Haven (DLH) to create a new app for their clients and member organizations in the Spring of 2018. The app is a directory based application which offers a list of restaurants, retail businesses, service based businesses, professional services, banks, government agencies, lodging/real estate, nonprofits, vacant storefronts, and the Downtown Lock Haven hometown hero banner program. The primary functions of the app include a calendar of events for the Lock Haven business community, a business spotlight, and a contact us section including address, website and phone number. The inspiration for the Downtown Lock Haven App came from the staff of the SBDC and DLH attending Climate Survey follow-up meetings held by Lock Haven University. During these meetings it was stated that there was an apparent disconnect between the college and the downtown Lock Haven business community. The purpose of the app is to inform patrons what Lock Haven has to offer. The specific target market includes college students, tourists, and also our local residents who have ventured away from shopping in downtown Lock Haven. Along with bringing awareness to the community, a strong emphasis will be placed on working with local businesses to pursue e-commerce opportunities and social media to promote their businesses. The app is currently being funded by banner advertisements that scroll across the bottom of the app screens, however, in addition to advertising revenue, grants are being considered for additional funding resources to help maintain the app until it becomes fully self-sustaining.
- Two members of the Lock Haven SBDC staff attended the 2018 PA Wilds Annual Dinner & Awards and Creative Entrepreneur's Conference in Williamsport, PA on April 26th and 27th. Networking and session attendance throughout the conference yielded numerous opportunities for the Center staff to return to the Lock Haven SBDC with new consulting and educational programming resources to implement going forward. These resources will be targeted specifically toward talented makers, including food, craft and visual artisans (writers, graphic designers, film studios, web developers, print shops, musicians, etc.), as well as cultural, recreational, tourism, or dining establishments complimentary to the Pennsylvania Wilds experience, such as restaurants, outfitters, theatres, breweries, wineries and inns.
- The annual 2018 Lock Haven SBDC Lender's Roundtable was held on June 26th, to discuss current economic issues and commercial lending updates, with 32 participants in attendance including local University/Foundation officials, state legislative staff, lenders from several local banks, the Small Business Administration, SEDA-COG, the City of Lock Haven and the Clinton County Enterprise Zone Loan Fund. Resources and organizations that were featured during the event included presentations from Pennsylvania Wilds Center and an update to lenders from the Eastern Pennsylvania District Director of the Small Business Administration regarding SBA loan activity in the region and new initiatives geared toward lender relations. In addition to the economic development partner presentations, there was also a special presentation in recognition of the Lock Haven SBDC 20th Year Anniversary. The event was held at the Durrwachter Alumni Conference Center on campus at Lock Haven University.
- The Lock Haven SBDC received notification from the Economic Development Administration (EDA) for approval of an incubator feasibility study proposal for Lock Haven University. While the University is the applicant for the funding, the Lock Haven SBDC will play a key role in facilitating the feasibility study process, and eventual oversight of the incubator programming and operations if/when it is developed. Project partners include SEDA-COG, the Clinton County Economic Partnership, Ben Franklin Technology Partners, and Lock Haven University's Stephen Poorman College of Business, Information Systems, and Human Services. The proposal amount is for a total of \$50,000 for technical assistance funding to complete the study, with \$25,000

requested from the EDA and another \$25,000 in matching funds. In the event that the feasibility study is favorable to the concept of establishing an incubator on campus at LHU, additional funding from the EDA, Appalachian Regional Commission and USDA Rural Business Development program will be targeted for the build out of the incubator space. The proposal award is pending the release of funds from the EDA and the feasibility study is slated to begin in fall 2018.

Workforce Development

Director, Shannon Walker

- Fiscal Year 2018 Gross Division Revenue: \$438,600.
- Strategic Plan 2017-2022
 - Fiscal Year 2018 – IV. Partnerships – Goal 2

<i>KPI IV.A.-</i>		<i>2018</i>	<i>% Increase (Decrease) over Prior Year</i>	<i>Previous 3 Year AVG</i>	<i>+/- AVG</i>
IV.A.1	Number of candidates tested in the Lock Haven University Testing Center	1,646	52.3%	1,255	391
IV.A.2	Number of participants in Workforce Development and Continuing Education (WDACE) programs	116	75.8%	83	33
IV.A.3	Number of content hours provided by Workforce Development and Continuing Education (WDACE) programs	6,907	37.3%	3,201	3,706
IV.A.4	Number of participants in the Small Business Development Center (SBDC) workshops and training sessions	172	30.3%	127	45
IV.A.5	Amount of Workforce and Economic Development Network (WEDnet) grants provided to Pennsylvania companies	\$ 288,435	2.3%	\$ 345,186	(56,751)
IV.A.6	Number of individuals trained through the Workforce and Economic Development Network (WEDnet) grants	3,102	-18.6%	3,413	(311)

Workforce & Economic Development Network (WEDnet) Highlights

- Fiscal Year 2018
 - Contracts Administered: 26
 - Grants Awarded: \$288,435 (99.5% invoicing rate)
- Fiscal Year 2019
 - Initial Allocation = \$333,022
 - Current funding requests= \$871,056

LHU Testing Center Highlights

- GRE testing has been added to the services offered at the LHU Testing Center. Our 6-month provisional pilot period was a success.
- PearsonVUE, ETS (Praxis, SAT, and GRE) and “Other” testing.
 - Gross revenue through FY 2018: \$125,662
 - Exams delivered to date: 7,423
 - Quality Assessments continue near 100%
 - 30% of individuals completing assessment are LHU students, 32% are students elsewhere, 38% are non-students and/or employment related
 - ETS – PRAXIS/GRE remains the highest volume of examinations delivered

Institutional Research

Director, Mike Abplanalp

- Snyder Report – Completed the Snyder Report as mandated by the Pennsylvania Department of Education and Joint State Government Commission.
- NCAA Graduation/Academic Success Rates – Completed the required NCAA reporting for graduation rates and diversity of the student body compared to student athletes.
- Enrollment Projections – Updated the enrollment projections with spring actuals for the fall Budget Report and also provided various versions of the model based on different size incoming classes and retention rates.

Lock Haven University

Report of the Vice President for Enrollment Management and Student Affairs to the Council of Trustees for the September 14, 2018 Meeting

The 2018-2019 academic year is off to another great start. We welcomed over a 1,000 students to campus housing with our early arrivals, new students, and returners. The freshman class is very engaged and attended the workshops and conferences we had planned for them.

The official start of the semester kicked off with Convocation in the Fieldhouse. Excellent participation from faculty, coaches, staff, current students, and new students meant the Fieldhouse looked full. Our annual Fun Fest was a huge success with the addition of karaoke. Our own President Pignatello kicked off the singing. Over 1,000 students attended to officially open the school year.

We are continuing our tradition of encouraging students to stay on campus for Labor Day. We are again providing bussing to the Labor Day Regatta for students on Saturday and Sunday. The Labor Day weekend will end with our 3rd Annual Labor Day Picnic on the commons (weather permitting).

Updates for the 18/19 Academic Year:

1. **Strategic Priorities for Enrollment Management and Student Affairs and Athletics (in collaboration with AA and F&A)**

CORE THEME 1: ACADEMIC EXCELLENCE

- **First Alert** – A new predictive analytics initiative as part of our Early Alert process, the Early Alert team is proactively working with vulnerable students to ensure a smooth transition to college. Faculty and coaches are aware of the initiative and conversations about “nudges” and support have already started. Students are contacted and asked to meet with a team member to review appropriate topics based on the week of the semester. Students are also encouraged to participate in workshops and take full advantage of the current resources.
- **Resource Fair** – Much like the major fair and the clubs and organizations fair, the resource fair will be open to faculty, staff, and students to raise awareness of the variety of resources the university provides for students.
- **Calendaring and Technology** – a pilot program was conducted during move-in week with 245 students coming to find out more about how to use technology and planners to help stay organized. Based on feedback from the session additional workshops will be held during the academic year.
- **Increase Awareness of Center of Excellence and Inclusion (CEI)** – CEI is a vital resource for students. Efforts this year include an open house for faculty, staff, and

students as well as the new welcoming lobby. The idea is to provide students a place to go when they don't know where to turn. CEI will not be duplicating services but will provide one point of service contact for students to refer to appropriate resources.

CORE THEME 2: FINANCIAL SUSTAINABILITY

- **Retention Efforts** - First Alert (see above), increased usage of Early Alert, and student engagement all directly impact retention and financial sustainability. Early Alert is entering the fourth year of usage. The goal is to increase faculty usage to 65% (currently around 50%).

CORE THEME 3: RESPONSIBILITY

- **Diversity, Inclusion, and Freedom of Expression** – Follow up to Climate Survey and wide sharing of the Freedom of Speech brochure with faculty, staff, and students. Programming around the Freshman Common Reading: *The Immortal Life of Henrietta Lacks*.
- **Students on Committees** – All students are being given the opportunity to volunteer to serve on university committees.
- **QPR Training** – over 20 university employees from a variety of offices were trained to provide QPR Suicide prevention training (train the trainer). The first end-user session was offered as part of Welcome Week for faculty and staff and feedback was very positive. Several sessions will be offered to students during the academic year.

CORE THEME 4: PARTNERSHIPS

- **Community Partnerships** - A new Assistant Director of Community Service, Chrissy Wise, will work with our Community Service Office to strengthen current partners and create new partnerships.

2. Enrollment

Census is the 15th day of the semester (September 17, 2018) so final numbers are not available until they have been released by the BOG. First day numbers appear that we are down 74 new students, 24 transfers, and about 285 continuing students. Retention numbers are lower than previous years as well.

3. First Day Access

This is the program that the COT approved the new fee for last spring. Students are guaranteed the lowest price for their textbooks and it is charged directly to their student account. About 100 courses (168 sections) are participating in the pilot for First Day Access this fall. Overall students are positive about the savings and the process. There have been a few minor issues that we are working out for future semesters. One highlight of the program is the ability for students to use the e-reader and listen to their textbooks. Many publishers also offer the option of purchasing a black and white edition of the text at a significantly lower price. Students are

accessing the options and making informed choices. We expect more courses in the spring and hope to have it completely implemented for fall 2019.

4. Upcoming Events/ Programs

There are many events and activities scheduled for the 18/19 academic year. Here are the dates for major EM/SA events:

Family Weekend

- Saturday, September 22, 2018

Fall 2018 Open House Dates:

- Monday, October 8, 2018 – *Also Fall Holiday – Instant Decision Day for Seniors*
- Saturday, October 20, 2018 – *Also Homecoming*
- Saturday, November 10, 2018
- Saturday, November 17, 2018

Spring 2019 Open House Dates:

- Saturday, March 2, 2019
- Saturday, April 6, 2019 – *Special Emphasis on Juniors*

Accepted Student Day

- Saturday, February 16, 2019
- Saturday, March 23, 2019