

# Lock Haven University

## Council of Trustees

### Academic Affairs and Athletics Department Reports

Friday, September 15, 2017

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#### 1. Reorganization

The Athletics Department has been moved to the Provost's reporting structure effective June 26, 2017.

#### 2. Academic Affairs and Athletics Department Personnel Changes

Faculty: The University is pleased to welcome 12 new tenure-track and RPT (regular part-time) faculty in the following programs: Biology, Sport Studies, Business and Computer Science, Pre-K to Grade 8 and Professional Studies, Social Work, Special Education, Recreation Management, Chemistry, and the Office of Disability Services. Lines were allocated in accordance with targets in the 5-year Academic Plan. The new colleagues will support growth in high demand programs and will help us advance our goal to align faculty FTEs with student enrollments. The regular faculty complement now stands at 217; four lines were attrited from the budget for the 2017-18 academic year, corresponding to declines in enrollment. The University also welcomes 11 new full- and part-time temporary faculty. Finally, two new military science faculty joined ROTC, including the new commander.

Coaches: Four new coaches joined the Athletics Department this year, filling vacant positions in Lacrosse, Swimming, and Football.

Staff: The Center for Career and Professional Development added a new position for a Career and Internships Navigator. Physician Assistant Studies filled a vacant part-time clerical assistant position.

#### 3. Academic Policies and Procedures

- System Standards and Procedures on Terminal Degrees, added a number of professional degrees recognized as equivalences and also gave Universities latitude in recognizing a professional degree on the list as terminal or not, depending on the faculty assignment.
- System Standards and Procedures on Verification of Attendance, supports implementation of federal regulations under Title IV.
- Board of Governors University Diplomas Policy, revised to include a provision for allowing preferred first names on university diplomas.
- System Standards and Procedures on 5- and 10-year reviews, extends the requirement to academic and student services at VP discretion and requires reflective analysis, not

just reporting of data. The program sustainability measure, formerly the program viability measure, has been incorporated into the 5- and 10-year reviews.

#### **4. Clearfield Campus**

Dr. Curley and the LHU Clearfield Strategic Planning group have been analyzing academic demand and occupational data for the Clearfield workforce shed with a view to refining and enhancing programming at the Clearfield Campus. From a regional jobs perspective, health and health-related occupations are one of the few areas of employment growth; the largest employment sector is Health Care and Social Assistance, followed by Educational Services and then by Manufacturing. Healthcare Support Occupations will also experience some growth.

With a view to better serving the needs of the region and to supporting sustainable enrollments, the University is exploring rebranding the campus as the LHU Clearfield School of Health and Human Services. A five-year academic program plan would phase out low-enrolled programs unrelated to health and human services and, at the same time, gradually add non-credit and credit-bearing offerings that would enable students to stack credentials from non-credit to Associates to Bachelors and then Masters degrees. Existing programs that could be added to the Clearfield portfolio include Bachelors tracks in Community and Public Health Education, Therapeutic Recreation, and the BSW in Social Work. Nursing faculty and the Dean are also exploring advanced degrees in nursing practice.

#### **5. Faculty Development Center**

A group of faculty and deans met as a task force in 2016-17 to inventory and assess the state of faculty development across domains of faculty work, and to make recommendations for bringing together multiple faculty development initiatives and funding sources under one umbrella. A physical location in Raub 103 and a .5 FTE appointment as Coordinator of Faculty Development were both launched this fall to advance a coherent, effective, and assessable program of faculty development at LHU.

#### **6. Diversity, Inclusion, and Free Speech on Campus**

The University Strategic Plan includes Responsibility, defined as "*Lock Haven University will exercise exemplary responsibility in its welcoming and inclusive environment, governance, environmental practice, civility, and safety*" as one of its four Core Themes. The first two goals under that Theme target ensuring a welcoming climate and cultivating awareness of issues surrounding diversity, inclusion, and freedom of speech in order to promote responsible citizenship. In a focused and deliberate effort to assess and improve the campus climate and to foster civil and intellectual exchange about controversial issues among faculty, staff, and students, the University has advanced three related initiatives:

- Climate Survey—September 16-October 16
- Freshman Common Reading: *Between the World and Me* by Ta-Nehisi Coates
- Metamorphosis—Friday Aug 25, 9-10:30 a.m. for faculty and staff; early September for students

We anticipate that the results of the survey will be used to guide evidence-based planning for improving the climate for diversity, inclusion, and freedom of speech at the University.

**7. Fine Arts Performances and Exhibits**

A preliminary calendar of fine arts performances and exhibits has been published and is included with this report for your convenience.

**8. Commencement**

The University will celebrate its final Winter Commencement Exercises, at least for the foreseeable future, in December of 2017. Thereafter only one commencement ceremony will be held each year, in May. Degrees will be conferred three times a year – August, December, and May – per current practice.

**9. NCAA Board of Governors Policy on Campus Sexual Violence**

Adopted in August of 2017, the policy requires that each university President, AD, and Title IX coordinator attest annually that:

1. The athletics department is fully knowledgeable about, integrated in, and compliant with institutional policies and processes regarding sexual violence prevention and proper adjudication and resolution of acts of sexual violence.
2. The institutional policies and processes regarding sexual violence prevention and adjudication and the name and contact information for the campus Title IX coordinator are readily available within the department of athletics.
3. All student-athletes, coaches, and staff have been education on sexual violence prevention, intervention and response, to the extent allowable by state law and collective bargaining agreements.

**10. Student Athletes' Handbook** was revised and updated.

Submitted respectfully,  
Donna Wilson, PhD  
Provost and Executive Vice President

# Lock Haven University Visual and Performing Arts Department

## *Cultural Events - Fall 2017*

### **September 5**

Art Exhibit Opening  
Visiting Artist-  
Mitch Eckert  
Photography  
Sloan Fine Arts Gallery  
6:00-8:00 pm  
On display Sept. 5- Sept. 22  
Open for free public viewing  
8:00 am to 9:00 pm  
Contact: Jason Bronner

### **September 25**

Art Exhibit Reception  
Visiting Artist-  
Jessica Teckemeyer  
Sculpture & Ceramics  
Sloan Fine Arts Gallery  
6:00-8:00 pm  
On display Sept. 25-Oct. 20  
Open for free public viewing  
8:00 am to 9:00 pm  
Contact: Jason Bronner

### **October 18-22**

Countdown Theatre Production  
"14 Ways to Screw Up Your  
College Interview"  
Sloan 321-7:30 pm  
Contact: Ramona Broomer

### **October 21 & 22**

Matinee-2:00 pm

### **October 23**

Art Exhibit Opening  
Visiting Scholar-  
Natalie Lanese  
Painting  
Sloan Fine Arts Building  
6:00-8:00 pm  
On display Oct. 23-Nov. 17  
Open for free public viewing  
8:00 am to 9:00 pm  
Contact: Jason Bronner

### **October 27 & 28**

Haunted Studio

Sloan Auditorium  
7:30 p.m.  
Contact: Ramona Broomer

### **November 2, 3, 4 November & 9, 10, 11**

Mainstage Theatre Production  
"Nightfall With Edgar Allan Poe"  
Sloan Auditorium-7:30 pm  
Contact: Ramona Broomer

### **November 4**

Matinee-2:00 pm

### **November 11**

LHU Marching Band Review  
Price Auditorium-7:30 pm  
Contact: Seth Wollam

### **November 19**

LHU Community Orchestra and  
Lock Haven Community Chorus  
Price Auditorium-3:00 pm  
Contact: Seth Wollam

### **December 1**

LHU Choral Concert  
DACC-7:00 pm  
Contact: Julie Park

### **December 6**

Graduating Seniors Show  
Sloan Fine Arts Gallery  
6:00-8:00 pm  
On Display Dec. 4-Dec. 15

Open for free public viewing  
8:00 am-9:00 pm  
Contact: Jason Bronner

### **December 7**

LHU Jazz Ensembles  
Price Auditorium-7:30 pm  
Contact: Eddie Severn

### **December 7 & 8**

Mainstage Theatre Production  
Dangerously Improv  
Sloan Auditorium  
8:00 pm  
Contact: Ramona Broomer

### **December 14 & 15**

LHU Student Pottery Sale  
Art Annex Building  
10-7pm, 10-5pm  
10% of sales donated to  
H.E.L.P. for Pets  
Contact: Vance McCoy



All events are **free**. \*For ticketed events please call or visit the  
Sloan Fine Arts Building Box Office: 570-484-3983; Hours: 12:30pm -3:00pm,  
**FREE** parking is available in the Glennon Health Building parking lot  
Dates and times may be subject to change, please call Pam Fisher  
for the most up to date information 570-484-2143

**Finance & Administration Division**  
**Report for the Council of Trustees Meeting**  
**September 15, 2017**

**Division Highlights**

It was another busy summer with facilities and IT projects being completed across campus. The major facilities projects included the renovation of Price Auditorium and Glenn Road, the Starbucks renovation, the replacement of the Zimmerli roof and a new entrance to Stevenson Library. IT projects included upgrades to the Physician Assistant distance education classrooms in Willis Health Professions Building, Coudersport, and the Dixon University Center as well as a partial renovation of the television studio in Robinson.

We also conducted the annual financial close and audit is nearing completion. The financial statements will be reviewed at the November council meeting. Considerable work was done on the budget as well over the summer and the BUD RPT is due to the Office of the Chancellor on September 4. The budget will be reviewed at the September council meeting.

**Department Reports**

**Facilities Department**

*Director of Facilities, Keith Roush*

**Projects completed or substantially complete:**

- Price Auditorium Renovations and Glenn Road Site Improvements - Major renovation of the interior of Price Auditorium and the replacement of the aged HVAC systems. The project includes improvements to Price Auditorium as identified in the Facilities Master Plan along with improvements to Glenn Road and the adjacent sidewalk. Construction to be completed September 13.
- Faculty Development Center – Mountain Serve has moved into the PUB and the space they vacated in Raub Hall was renovated this summer to create a Faculty Development Center.
- Zimmerli Roof Replacement - Life cycle replacement of the rubberized roof on Zimmerli Gymnasium.
- Starbucks Renovation - Required 10-year upgrades to finishes etc. at the Starbucks in Bentley. This project was completed using in-house personnel.
- Campus Beautification - Improvements recommended by a subcommittee of the Facilities Planning Committee to improve the overall look of the campus. This year's work included concrete pads and benches at various locations throughout campus, new international flags, sidewalk replacement in select areas, removal of the failing brick wall at Zimmerli and complete re-landscaping of the area in front of Stevenson (Campus Drive side).
- Zimmerli office carpet and thru-wall units - Replacement of carpet in all the offices on the second floor of Zimmerli and replacement of approximately ½ of the thru-wall HVAC units. Remaining units will be replaced as time permits during the coming year. In-house project.
- Woolridge Hall Window coverings - Project to install new window coverings in the student rooms in Woolridge Hall. In-house project.

- Glennon Locker Room Revisions - Project to modify the Public Safety locker rooms in Glennon to accommodate female officers and provide for a more functional interview room. In-house project.
- Flooring/Carpet replacement in the remaining ½ of Campus Village - Project to replace the flooring in the portion of Campus Village that was occupied last year while flooring installation was ongoing. Completed during the summer.
- Stevenson and RLC water main shutoff valve replacement - Replacement of the main building shut-off valves in Stevenson and RLC. Currently the existing valves do not isolate the building, which causes issues if there is a water main leak outside the building. In-house project.
- Stevenson Storefront and Chiller replacement - Project 90% complete as of mid-August. Complications extended the construction period into move-in week but all work is expected to be complete prior to the end of August. Project included replacement of the chiller on the roof of Stevenson Library. This was the installation of the first of the three chillers obtained from Shippensburg University.

### **In-house Projects-ongoing:**

- Internal Building Data Wiring Upgrades – Buildings still requiring upgrades include TFH, Stevenson and Zimmerli. These buildings have minor connections when compared to those completed. Materials are on order to complete the Zimmerli and Stevenson portions of the work. Price rewiring was accomplished as a part of the scheduled renovation project this summer.
- Water Cooler replacement in various buildings - Project to replace water coolers in Akeley, Raub and Zimmerli as time permits. Standard coolers will be replaced with coolers that fill water bottles. In-house project.

### **Ongoing Projects:**

- Repairs to windows which are fogging at Founders Hall (Clearfield) - Project to replace multiple windows in Founders Hall which have lost the seal between the panes and are no longer energy efficient. After an extended search, we finally found a vendor that can supply the windows and are now awaiting a quote for installation.

### **Upcoming Projects:**

- Electrical Infrastructure Upgrades – As of this date, a design firm has been chosen and the contract has been finalized. First design meeting has been scheduled for August 31. The project will focus on the replacement of the existing cabling, transformers, and main distribution panels with the goal of providing redundant feeds to each building so that power can be maintained to the majority of the buildings on campus in the event of a failure at any given point within the system. Optimistically, construction could begin in summer 2018 but realistically, it may not start until 2019.
- Raub Hall, RLC and Ulmer Space Utilization Study – Study to determine the best way to approach the next capital project which is to be the renovations to RLC. The study is to focus on classroom and office needs during the renovations to RLC and also the future needs after the renovation. The study will explore the potential to satisfy those needs by utilizing the space that is now unoccupied in Ulmer along with the renovated space in RLC.

- Stevenson and Health Professions Emergency Generators – Replace Generator in Stevenson Library with larger 20KW generator removed from Sullivan and install repurposed 20KW generator for emergency lighting in the trade shops at HP.
- Bentley Chiller Replacement - Replace the chiller in Bentley with a repurposed chiller received from Shippensburg. Add new transformer and cooling tower in the rear parking lot of Bentley.
- Hursh Nevel Roof Replacement - Life cycle replacement.
- Underground Oil Tank Removal/Remediation - Design and permit for remediation of the underground fuel oil tanks at EC and North Hall.
- Open end Exterior Door Replacement Project - Design and bid contract for replacement of exterior doors around campus that are in poor condition.
- Founders Hall Automated Logic Upgrade - Replace outdated control system for HVAC at Founders Hall.
- Stair Repairs - Replace a section of damaged stairs between Woolridge and the Rec Center.
- Kiosk - Construct a new Kiosk at the East Campus location.

### **Procurement Department**

*Director of Procurement, Becky Proctor*

- Director of Procurement provided support and guidance to Mansfield University as follows:
  - Bid solicitation and consequent contract for Open-end Paving/Asphalt Repair Services
  - Bid solicitation and consequent contract for The Hut Roof Replacement
  - Issuance of an Individual Work Order against a Centrally-held Design Professional Services Contract, Murphy & Dittenhafter, for North Hall Porch Repairs
  - Initiated a Salt Shed Replacement project via the ezIQC process and website according to the System Policy & Procedures for the Use of the KPN ezIQC Contracts.
- University Legal Counsel approved a Sole Source Contract Certification with Central Pennsylvania Auto Auction (CPAA) to purchase used vehicles for the Facilities Department in order to preserve their budget for materials and equipment that will benefit the University's student body in a more direct manner.
- The Commonwealth Procurement Code, Section 520, governs Commonwealth purchasing of materials manufactured and services performed by persons with disabilities. The Operational Agreement between UniqueSource and the Department of General Services (DGS) requires Commonwealth Purchasing Agencies to give UniqueSource "first right of refusal" for these goods or services at the DGS-established fair market price. As such, the University transitioned its document storage and shredding services from Automated Records to North Central Sight Services (NCSS), a company partnered with UniqueSource.

- NCSS offers commercial and residential document shredding as part of its mission to provide employment to individuals who are blind or visually impaired. Proceeds from their document shredding operation are put back into the community through prevention of blindness education, rehabilitation and social services.
- Health Services will be transitioning from Diamond Drugs to Pharmedix. Pharmedix is a licensed drug manufacturer who will provide a Comprehensive Prescription Medication Distribution System capable of prepackaging and pre-labeling medications for the student health facilities at the State System's 14 universities on an as needed basis.
- Enterprise Rent-A-Car negotiated a new rental agreement with the Commonwealth of Pennsylvania. As of July 17, the Commonwealth no longer has a "Full Tank" Policy on their contract. This means that the fuel levels on vehicles delivered will fluctuate from rental to rental. Some vehicles delivered may have 3/4 of a tank of fuel while others only have 1/4 tank. Generally, Enterprise will not deliver a vehicle unless it has at least 1/4 tank of fuel. The same rules as before still apply in terms of refueling. Enterprise will refuel the vehicles at pump price. University employees are not required to match the fuel levels themselves and may return the vehicle at a deficit as usual - Enterprise will just add the refueling cost to the University's Direct Bill

### **Office of Human Resources and Social Equity**

*Associate Vice President of Human Resources, Deana Hill*

### **Title IX**

- The Assistant Director of Human Resources for Compliance and two Lock Haven University public safety officers attended a three day Clery Act and Title IX training seminar held at Lehigh University. The training focused on the necessary foundations of Clery Act compliance as well as the intersecting components of Title IX and the Clery Act. A major theme of the training was developing a campus-wide collaboration to ensure compliance with the Clery Act and Title IX.
- The Title IX Team and student judicial board members participated in a one day seminar at Bloomsburg University on the student judicial process. The training focused on basic student conduct adjudication and adjudicating Title IX student conduct matters. Best practices for adjudicating Title IX cases, evaluating investigations, and the hearing process were discussed.
- The Assistant Director of Human Resources for Compliance presented Title IX information at new student orientation at both parent and student sessions. Parents and students were made aware of on and off campus resources, accommodations, bystander awareness programs, required training for all new students, and reporting options for students who experience incidents of dating and domestic violence, stalking and sexual assault.
- The Assistant Director of Human Resources for Compliance presented Title IX information at Resident Assistant Training.
- The annual Title IX report was submitted on August 1, 2017 to the Office of the Chancellor covering the time period of July 1, 2016 to June 30, 2017. A total of twelve (12) Title IX complaints were processed during this reporting period which included the following categories: 7 sexual assault cases; 4 intimate partner violence cases; and 1 sexual harassment case.



## **It's On Us**

The first week of school focused on consent and educational awareness surrounding sexual assault on campus. Awareness activities included:

- Flyer/poster blast on campus informing students about consent.
- Social Media launch - New videos will be posted daily the first week of school regarding consent on our LHU It's On Us Facebook page.
- On August 28<sup>th</sup> "Coffee, It's on Us" – Free coffee for students was distributed on Ivy Lane with a statement that addresses consent. Students were asked to sign the *It's On Us* pledge and "like" our Facebook page. Informational brochures about Title IX, consent, and amnesty were 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.

## **PASSHE Healthy U**

- Healthy U is a Wellness Program that employees and their spouse/domestic partners must participate in to qualify for lower employee contribution rates for health care. Participation requires completion of a Wellness Profile and earning a total of 70 points by completing various wellness activities, screenings, and wellness programs. If employees and their spouse/domestic partner do not complete the program by May 31<sup>st</sup> of each year their contributions increase significantly effective July 1<sup>st</sup>.

The 2016-17 Healthy U Participation period ended May 31, 2017. Lock Haven University's participation rate is 89%. The participation rate for the state system as a whole is also 89%.

## **Department of Technology Infrastructure**

*Director of Technology Infrastructure, Boise Miller*

- Private Cloud Infrastructure Upgrades – Over the past few months, we've replaced several servers as well as the entire disk storage system for our private cloud virtualized environment. These upgrades will increase performance and extend the longevity of our virtualized server and desktop environment.
- Office 365 for Student Email – Student electronic mail accounts have been moved to Microsoft's hosted Office 365 platform. This allows our students to have much larger email mailboxes to ensure that all official communications are received. Additionally, this move frees up some resources on the University's private cloud environment.
- Summer Classroom Space Improvements – The Akeley 203 Computer Lab, as well as the three Physician Assistant Distance Education Classrooms and the Robinson TV Studio have all had their scheduled summer improvement completed.
- Price Auditorium Technology Upgrades – In concert with the Facilities renovation project in Price Auditorium, we're installing all new classroom technology to better enable the space to be used for instructional purposes. We're also installing a state-of-the-art 57,000 watt PA system that will make the venue much more attractive and functional for the performing arts.

- Wireless enhancements – In the coming weeks, upgrades to the campus wireless network will be performed which will allow for better coverage and faster speeds. Additionally, more coverage will be added to outdoor spaces such as the University Commons and Raub Lawn areas.

### **Small Business Development Center**

*Director of the Small Business Development Center, Tim Keohane*

- The Lock Haven SBDC hosted a Cyber Security Conference on May 17<sup>th</sup> at the Durrwachter Alumni Conference Center. The conference provided an overview of cyber security core concepts, reviewed some of the top vulnerabilities, and got participants into a security mindset.
- In early June, the staff of the Lock Haven SBDC attended the 2017 Small Business Growth Forum, a statewide Pennsylvania SBDC annual professional development conference. Included in the programming was a two day pre-conference Coal Track to enable staff from across the Network to learn best practices in assisting small business owners and entrepreneurs affected by the decline of the coal economy.
- On August 22<sup>nd</sup>, the Lock Haven SBDC hosted a regional Pennsylvania SBDC Network Leadership meeting attended by the directors of centers located at state system universities and larger research institutions. At the conclusion of the meeting, Rep. Mike Hanna was presented with the 2017 Small Business Champion award.

### **Institutional Research**

*Institutional Data Manager, Mike Abplanalp*

- Institutional Research has been working diligently with the Information Resources Department to develop and release the Cognos Reporting in the MyHaven portal. This will provide department chairpersons, department assistants, deans' staff, and the Enrollment Management office staff with a more efficient and effective way to run reports that they need run on a regular basis. During the first phase, a select number of reports will be released and users will be trained before the start of the fall semester.

# Lock Haven University

Report of the Vice President for Enrollment Management and Student Affairs  
to the  
Council of Trustees for the September 15, 2017 Meeting

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The 2017-2018 academic year is off to a great start. Move-in weekend saw almost 1,300 students arrive or return to The Haven. Students arrived two days earlier this year to participate in orientation geared towards starting the semester off right. We had excellent attendance at workshops on financial literacy, freshman commons (passport and common reading), a current student panel, managing stress, and time management. Students took advantage of conference style offerings to find out more about international opportunities, career and professional services, community service, and getting their devices “connected” to the LHU network. Welcome weekend ended with Fun Fest on the University Commons. Perfect weather contributed to record attendance at an opening weekend party with over 850 free T-shirts handed out to current students and over 1,000 students, faculty, and staff attending. Music, food, a mechanical bull, games, and an obstacle course were all provided to engage students and help them connect with new students and upperclassmen.

We are continuing efforts to keep students on campus for Labor Day weekend to ensure that students are able to connect and get acclimated. Research shows that students who are connected are successful, so we encourage students to stay and get to know other students. We provide a variety of activities to facilitate these connections including transportation downtown to the 47<sup>th</sup> Annual Jaycees Boat Regatta. The Labor Day weekend will end with our 2nd Annual Labor Day Picnic on the commons.

## **Goals for the Division of Enrollment Management and Student Affairs:**

Working with the new Strategic Plan as our anchor and keeping students in the center of everything we do, the division has established the following initiatives and actions for the 2017/18 academic year:

- Inclusive Climate – Partnering with academic affairs, EM/SA will provide co-curricular activities that support an inclusive environment. We will build on the Climate Survey and The Freshman Common Reading (*Between the World and Me* by Ta-Nehisi Coates) to offer programs that support students and model respectful conversations about difficult topics. We will use Metamorphosis, the interactive drama group that provides training at summer orientation, to help drive the conversation about inclusion on campus.
- Launch Academic Planner through MyHaven – This is an online planning tool for faculty advisors and students to use to plan their eight semester programs. We will provide training for them as well. Once fully implemented and adopted, this tool will help students stay on track to graduate and assist department chairs determine course demand.

- Launch FROSH (First Year Retention Opportunities Student Housing) Programming in all residence halls – Taking a successful program done a small scale; we are scaling this up to be offered in all residence halls, to all freshman. Last year participants in the program had .5 higher GPA than non-participants. We had many successes and learned some lessons. We plan to share this in all residence halls and make available to all first year students.
- MyHaven – Cognos Reports – We are making reports readily available to end users to leverage resources and be more efficient. Initial training has been completed with academic department secretaries. Additional training will be implemented through the academic year.
- FERPA Training – Implemented online FERPA (Federal Education Rights and Privacy Act) training for all student workers. The plan is to extend to staff and make available for faculty.
- SEM Implementation – We have implemented the first stages of our CRM system for traditional students. We will continuously improve the current process and establish communication plans for special populations (international, transfer, Clearfield, etc).
- Coordinate Mentoring – Center for Excellence and Inclusion (CEI) will provide mentors to new students that do not have them through department, athletics, or some other current program.