

**Board of Governors
of the
Pennsylvania State System of Higher Education**

Meeting Minutes

150th Meeting
Thursday, January 14, 2010
Boardroom, First Floor
Administration Building
2986 North Second Street
Harrisburg, PA 17110-1201

9:00 a.m.

ATTENDING

Board of Governors:

Representative Matthew E. Baker
Mr. Nick J. Barcio
Ms. Marie Conley Lammando
Mr. Paul S. Dlugolecki
Mr. Kenneth M. Jarin (*Chair*)
Representative Michael K. Hanna
Senator Vincent J. Hughes
Dr. Richard Kneedler (via conference call)
Ms. Jamie L. Lutz
Mr. Jonathan B. Mack
Mr. Joseph F. McGinn
Mr. C. R. "Chuck" Pennoni
Senator Jeffrey E. Piccola
Mr. Harold C. Shields
Mr. Thomas M. Sweitzer
Ms. Christine J. Toretti
Mr. Aaron A. Walton
Ms. Mackenzie M. Wrobel

Mr. John M. Brinjac (designee for Governor Edward G. Rendell) and Ms. Donna Cooper (designee for Secretary Gerald L. Zahorchak) were absent.

Office of the Chancellor:

Dr. John C. Cavanaugh (Chancellor)
Ms. Karen S. Ball
Ms. Jacqueline Conforti Barnett
Mr. Gary K. Dent
Mr. James S. Dillon
Dr. Peter H. Garland
Dr. James D. Moran
Mr. Leo Pandeladis
Mr. Arthur C. Stephens

Also in attendance for participation or in support of Committee and Board activities from the Office of the Chancellor: Ira K. Blake, Steve R. Dupes, Mike S. Ferguson, Rita C. Frealing-Shultz, Luis R. Garcia, Audrey J. Guistwhite, Kathleen M. Howley, Lois M. Johnson, Kenneth D. Marshall, Georgia K. Prell, Dean A. Weber and Eric J. Zeglen.

University Presidents in attendance: Angelo Armenti, Jr., Jeremy D. Brown, F. Javier Cevallos, Robert J. Dillman, Michelle R. Howard-Vital, Maravene S. Loeschke, Francine G. McNairy, Keith T. Miller, William N. Ruud, Robert M. Smith and David L. Soltz.

Dr. Valentine James represented President Joseph P. Grunenwald, Dr. Gerald W. Intemann represented President Tony Atwater and Dr. Linda L. Lamwers represented President Greg R. Weisenstein.

Executive Session to discuss personnel matters convened at 2:50 pm on Wednesday, January 13, 2010, and recessed at 5:30 pm. Executive Session reconvened at 8:15 a.m. on Thursday, January 14, 2010.

Executive Session adjourned at 11:10 a.m.

Chairman Jarin called the meeting to order at 11:20 a.m.

Attendance taken at the direction of the Chairman established that a quorum of the Board was present.

The Pledge of Allegiance was recited by those in attendance.

APPROVAL OF THE MINUTES OF THE OCTOBER 8, 2009, NOVEMBER 3, 2009 AND DECEMBER 7, 2009 MEETINGS

Chairman Jarin noted that the minutes of the **OCTOBER 8, 2009, NOVEMBER 3, 2009 AND DECEMBER 7, 2009** meetings were distributed prior to the meeting. The Chairman moved **THAT THE MINUTES OF THE OCTOBER 8, 2009, NOVEMBER 3, 2009 AND DECEMBER 7, 2009 MEETINGS BE APPROVED.**

The motion passed unanimously.

REMARKS OF THE CHAIR

Chairman Jarin welcomed the Board members, the Chancellor, University Presidents, staff and guests. He also welcomed Indiana University's Provost Gerald W. Intemann who was representing President Tony Atwater at the Board meeting. Chairman Jarin stated that the Board extends President Atwater their wishes for a speedy recovery. Chairman Jarin also welcomed two new Board members, Mr. Jonathan B. Mack and Ms. Mackenzie M. Wrobel, student Board member from Millersville University, and Mr. Guido M. Pichini, a former Board member.

Chairman Jarin indicated the final work on the current year budget was recently completed and that Governor Rendell will submit his proposed 2010-2011 budget to the General Assembly for their consideration. Chairman Jarin stated that last fall the Board approved a budget request that begins to replace federal stimulus dollars with increased state

appropriations. Chairman Jarin acknowledged that Chancellor Cavanaugh and his staff will be meeting with members of the House and Senate Appropriations Committees and other legislative leaders; PASSHE's appropriations hearings are scheduled for February 23, 2010 and February 24, 2010.

Chairman Jarin thanked President Soltz, the Bloomsburg University Trustees and PACT leadership for another successful PACT conference in October of 2009. Chairman Jarin noted that the university trustees are an important part of the leadership in the System and everyone would have an opportunity to meet at the next PACT Conference in East Stroudsburg in April 2010.

Chairman Jarin congratulated Representative Matthew E. Baker as being chosen Legislator of the Year by Penn State.

Chairman Jarin mentioned the Human Resources Committee of the Board met in executive session to discuss personnel matters on Wednesday, January 13, 2010, from 2:50 p.m. to 5:30 p.m. The executive session continued through Thursday, January 14, 2010, from 8:15 a.m. to 11:10 a.m.

Chairman Jarin called on Chancellor John Cavanaugh for his report.

REPORT OF THE CHANCELLOR

Chancellor Cavanaugh welcomed those in attendance.

Chancellor Cavanaugh mentioned the earthquake in Haiti and that PASSHE would organize a program of support together with the Presidents to reach out to Haiti and that more details will be forthcoming.

Chancellor Cavanaugh indicated PASSHE was in the final stages of the new Learning Content Management System (LCMS) and this system would be less expensive than the current one.

Chancellor Cavanaugh stated with the election cycle, PASSHE was looking forward to what role the System would play in the Commonwealth's long term benefits for our students.

Chancellor Cavanaugh said the Budget hearings are scheduled for February 23, 2010 and February 24, 2010.

Chancellor Cavanaugh acknowledged that the PASSHE Foundation received \$250,000 from Highmark.

Chancellor Cavanaugh congratulated President Miller on his new position at Virginia State University and said that it was Pennsylvania's loss and Virginia's gain.

Chancellor Cavanaugh's full report to the Board was sent via e-mail. **(Attachment #1)** The report includes highlights of university accomplishments and other noteworthy activities, fundraising grants and other awards, university and community partnerships, student and faculty recognition and fall sports championships.

PUBLIC COMMENTS

No public comments.

COMMITTEE REPORTS WITH RELATED ACTIONS

A. Academic and Student Affairs Committee

Mr. Walton presented the report on behalf of the Academic and Student Affairs Committee. The Committee reviewed three information items: Core Curriculum Requirements for Admission to PASSHE Universities, Academic Planning and Cheyney University Center of Excellence in Communications Media, Fine Arts, and Entertainment Arts Presentation.

There were no action items to report.

B. Advancement Committee

Mr. Sweitzer presented the report on behalf of the Advancement Committee. The Committee reviewed one information item: Legislative Update.

There were no action items to report.

C. Audit Committee

Mr. Dlugolecki presented the report on behalf of the Audit Committee. The Committee reviewed one information item: Office of Internal Audit and Risk Assessment Update.

Mr. Dlugolecki noted that the Committee had one action item to recommend to the Board for approval.

Mr. Dlugolecki moved **THAT THE BOARD OF GOVERNORS APPROVE THE OFFICE OF INTERNAL AUDIT AND RISK ASSESSMENT'S ANNUAL WORK PLAN FOR THE PERIOD JANUARY THROUGH JUNE 2010. (ATTACHMENT #2)**

The motion passed unanimously.

D. Finance, Administration, and Facilities Committee

Mr. Pennoni presented the report on behalf of the Finance, Administration, and Facilities Committee. Mr. Pennoni noted there were no information items.

Mr. Pennoni noted that the Committee had seven action items to recommend to the Board for approval.

Mr. Pennoni moved **THAT THE BOARD OF GOVERNORS APPROVE THE REVISIONS TO POLICY 1983-02-A: PURCHASING. (ATTACHMENT #3)**

The motion passed unanimously.

Mr. Pennoni moved **THAT THE BOARD OF GOVERNORS APPROVE THE REVISIONS TO POLICY 2000-02: *CAPITAL FACILITIES PLANNING, PROGRAMMING, AND FUNDING.* (ATTACHMENT #4)**

The motion passed unanimously.

Mr. Pennoni moved **THAT THE BOARD OF GOVERNORS APPROVE MANSFIELD UNIVERSITY'S SYSTEM BOND FINANCING AND ACQUISITION OF PROPERTIES AT 18 NORTH MAIN STREET AND 19 EAST WELLSBORO STREET, MANSFIELD, PENNSYLVANIA. (ATTACHMENT #5)**

The motion passed unanimously.

Mr. Pennoni moved **THAT THE BOARD OF GOVERNORS APPROVE SLIPPERY ROCK UNIVERSITY'S REQUEST TO BOND FINANCE APPROXIMATELY \$8 MILLION TO SUPPLEMENT FINANCING FOR CONSTRUCTION OF A PERFORMANCE AND CLASSROOM LABORATORY.**

The motion passed unanimously.

Mr. Pennoni moved **THAT THE BOARD OF GOVERNORS APPROVE WEST CHESTER UNIVERSITY'S ACQUISITION OF THE PROPERTY AT 624 SOUTH HIGH STREET, WEST CHESTER, PENNSYLVANIA. (ATTACHMENT #6)**

The motion passed unanimously.

Mr. Pennoni moved **THAT THE BOARD OF GOVERNORS APPROVE POLICY 2010-01: *EXPENDITURES FOR UNIVERSITY RELATIONS.* (ATTACHMENT #7)**

The motion passed unanimously.

Mr. Pennoni moved **THAT THE BOARD OF GOVERNORS APPROVE POLICY 2010-02: *EXPENDITURES FOR RECOGNITION.* (ATTACHMENT #8)**

The motion passed unanimously.

E. Human Resources

Ms. Conley Lammando presented the report on behalf of the Human Resources Committee. The Committee reviewed two information items: Review of Board of Governors' Policy 2002-03, *Evaluating Presidents* and Threat Assessment Workshop.

There were no action items to report.

F. Information Technology

Mr. Paul Dlugolecki presented the report on behalf of the Information Technology Committee. The Committee reviewed one information item: Information Technology Update.

There were no action items to report.

BOARD ACTION

Chairman Jarin moved **THAT THE BOARD OF GOVERNORS APPROVE THE STANDING COMMITTEE ASSIGNMENTS AS SHOWN IN THE *STANDING COMMITTEE ASSIGNMENTS* DOCUMENT DISTRIBUTED AT THE QUARTERLY BOARD MEETING, EFFECTIVE JANUARY 14, 2010. (Attachment #90)**

The motion passed unanimously.

Chairman Jarin read into the record a resolution honoring Dr. Kathleen Shaw. Dr. Shaw was unable to attend the Board meeting. Chairman Jarin moved **THAT THE BOARD OF GOVERNORS APPROVE THE RESOLUTION. (Attachment #10)**

The motion passed unanimously.

Mr. Pennoni read into the record a resolution honoring Mr. Guido M. Pichini. Mr. Pennoni moved **THAT THE BOARD OF GOVERNORS APPROVE THE RESOLUTION. (Attachment #11)**

The motion passed unanimously.

ANNOUNCEMENT

Chairman Jarin announced the next quarterly Board of Governors' meeting is scheduled for April 7-8, 2010.

ADJOURNMENT

There being no further items of business to come before the Board, the Chairman adjourned the meeting at 12:25 pm.

ATTEST:

Peter H. Garland
Secretary to the Board



Highlights from the Pennsylvania State System of Higher Education (PASSHE) January 14, 2010

University Accomplishments and Other Noteworthy Activities

West Chester, Bloomsburg, Millersville and Shippensburg Universities of Pennsylvania are listed among the “100 Best Values in Public Colleges” in the current issue of *Kiplinger’s Personal Finance* magazine. The rankings are based on information from more than 500 public four-year colleges and universities. That number was further narrowed to about 120 based on measures of academic quality including SAT or ACT scores, admission and retention rates, student-faculty ratios, and four- and six-year graduation rates. The publication then ranks each school based on cost and financial aid in a system in which academic quality carries more weight than costs.

Bloomsburg University of Pennsylvania’s art and art history department has been accredited by the National Association of Schools of Art and Design. NASAD accreditation demonstrates the department meets standards with regard to the content of the programs, the experience of the faculty and safety in the art studio classrooms. Approximately 290 art and art design programs are accredited by NASAD.

California University of Pennsylvania’s Department of Art and Design also has been accredited by NASAD. The association announced Cal U’s five-year associate membership at its annual meeting in October. Eight years ago the department had about 65 students enrolled in its bachelor’s degree program in art. Today, more than 200 students are majoring in programs in art, graphic design, fine art and art education. Founded in 1944, NASAD is the national accrediting agency for art and design... Cal U.’s bachelor’s degree program in industrial technology has earned continuing accreditation by the Association of Technology, Management and Applied Engineering. Industrial technology is primarily involved with the management, operation and maintenance of complex technological systems. Cal U’s program, housed in the Eberly College of Science and Technology, prepares students for technical and management-oriented careers in business, industry, education and government.

Cheyney University of Pennsylvania has joined a national effort designed to encourage more African-American males to become teachers. The program named MISTER—Mentors Instructing Students Toward Effective Role Models—is supported by the state Department of Education. Cheyney is one of only four Historically Black Colleges and Universities to

participate in the program... Dr. Bernadette Carter and Dr. Ivan Banks from Cheyney worked with the Philadelphia Federation of Teachers during summer 2009 to help train 530 new teachers. The university was recognized in an article in America Teacher magazine about professional development for new teachers.

Clarion University of Pennsylvania's Center for Legal Education has received a two-year extension of its certification as an accredited provider from Pennsylvania's Continuing Education Legal Education Board. The Center has provided continuing education for lawyers from throughout Western Pennsylvania for 17 years. Since November 1993 it has offered 34 conferences attended by 1,204 lawyers from a 15-county area... Clarion President Joseph Grunenwald received the Director's Award from the Robert D. Lynch Student Leadership Development Institute of the Pennsylvania Black Conference on Higher Education. The award was presented at the organization's 23rd annual conference held in Altoona. Dr. Grunenwald was selected for his many years of support for SLDI and students in their pursuit to become future leaders.

East Stroudsburg University of Pennsylvania's computer security courses have met the National Information Assurance Training Program standards developed by the National Security Agency. Program graduates may now receive several certifications through the NSA. ESU also has been designated a National Center of Academic Excellence in Information Assurance Education by the NSA and U.S. Department of Homeland Security for the third time. The designation runs through 2014.

Edinboro University of Pennsylvania will break ground at the start of the spring semester on the \$37 million expansion and renovation of Cooper Hall, the university's main science facility... Edinboro's 505 December graduates wore caps and gowns made of 100 percent post-consumer recycled plastic bottles during commencement. Other PASSHE universities also plan to "go green" by utilizing similar regalia during their spring commencement ceremonies.

Indiana University of Pennsylvania's master's and bachelor's degree programs in the Department of Nursing and Allied Health Professions have been approved for unconditional ten-year accreditation from the Commission on Collegiate Nursing Education (CCNE). Earlier, IUP was recognized for its pass rate on the National Council Licensure Examination for Registered Nurses. IUP has an overall annual passing average of 94 percent, compared to the national average of 87 percent for first-time test takers... IUP President Dr. Tony Atwater has been honored by *Pennsylvania Business Central* with selection to its annual "Top 100 People" list for 2009. Individuals must be nominated for the listing. Nominees selected for the list are recognized by guidebook editors as "visionary risk takers" who offer significant contributions to the region and who are a "representative sampling of the people who fuel the engines of economic development in central Pennsylvania" and make "an impact on the organizations, businesses and quality of life here." Dr. Atwater also was selected for the 2009 *New Pittsburgh Courier's* "Men of Excellence" recognition... IUP is hosting the Region II Kennedy Center American College Theater Festival this week. An IUP production, "A Year with Frog and Toad," has been selected for inclusion in the festival. The festival is expected to draw 1,000 attendees from 80 colleges and universities across an eight-state region and the District of Columbia.

Kutztown University of Pennsylvania held a "Regional Summit for Latino Leaders" to address concerns, best practices and ideas in the recruitment, retention and success of Latino

students, faculty and staff within the Pennsylvania State System of Higher Education (PASSHE). KU President F. Javier Cevallos and PASSHE Chancellor John C. Cavanaugh hosted Secretary of the Commonwealth Pedro A. Cortes and more than 120 Latino leaders from education, government, private business and industry and non-profit organizations. Participants discussed topics including financial assistance, retention and graduation rates, recruitment and enrollment, curriculum and recruitment of Latino staff... KU's grounds department received an Honor Award in the Professional Grounds Management Society's 2009 Green Star Awards for exceptional grounds management in the university and college grounds category. KU's grounds staff supports a variety of garden areas as well as more than 2,000 trees under the leadership of Assistant Director for Campus Services Will Meeker and is also focused on developing a registered arboretum.

Lock Haven University of Pennsylvania's Counseling Service has been awarded accreditation by the International Association of Counseling Services (IACS), an organization representing counseling agencies in the United States, Canada and Australia. IACS was established in 1972 to encourage and aid counseling agencies to meet high professional standards through peer evaluation and to inform the public about counseling services that are competent and reliable. The LHU Counseling Service was evaluated against IACS's high standards of counseling practice and was found to demonstrate excellence in the professional services offered to students.

Mansfield University of Pennsylvania students, as part of the America Reads Challenge, are helping elementary school students in the communities of Blossburg, Mansfield, Troy and Wellsboro learn to read by reading to them and working one-on-one with students who have reading difficulties. MU students work with teachers and reading specialists in the schools to tutor and mentor the younger pupils.

Millersville University of Pennsylvania President Francine G. McNairy has joined the Presidents' Trust formed by the Association of American Colleges and Universities. The group, which includes 81 other college and university leaders from around the country, was formed to make the case for liberal education and its value in today's world. The Presidents' Trust is a leadership group within AACU's national initiative, Liberal Education and America's Promise (LEAP): Excellence for Everyone as a Nation Goes to College... Millersville University announced the establishment of the College of Graduate and Professional Studies during its celebration of the 50th anniversary for graduate studies on Oct. 22. The new college addresses the essential need for an improved structure and a higher profile for Millersville's graduate and professional programs. It was established in order to serve the regional economy's workforce needs with highly qualified professionals, and to ensure the future of public education at the post-baccalaureate level.

Shippensburg University of Pennsylvania President Dr. William Ruud has been elected chair of the Pennsylvania Association of Colleges and Universities (PACU), the nation's oldest state-based organization devoted to higher education. It is a voluntary association of 85 institutions from all sectors of the Pennsylvania higher education community. PACU fosters dialogue among the institutions of higher learning, collects and disseminates information about higher education, enhances the understanding and image of higher education and, when practicable, advances collective positions relating to higher education.

Slippery Rock University of Pennsylvania has been bequeathed the book collection of Chinese dissident author Madame Nien Cheng, who died in November in Washington, D.C.,

at the age of 94. Cheng earlier had created a student scholarship at SRU to honor her daughter who was murdered by the Chinese Red Guard. Cheng's book, "Life and Death in Shanghai," published in 1987, was dedicated to her daughter's memory and remains a landmark work, offering an invaluable account of the tortuous period of Chinese history and Mao's reign. Meiping was murdered in 1967 by the Red Guard for refusing to denounce her mother who was imprisoned for six years. The endowment supporting the scholarship at SRU carries a value of more than \$200,000.

West Chester University of Pennsylvania's "Partners in Prevention" program, which assists faculty and staff in identifying and responding to student alcohol and other drug problems, has been adopted by Illinois State University and the Bloomington Normal Community Campus Committee, which includes three other colleges.

Fundraising, Grants and Other Awards

Faculty from three PASSHE universities have been awarded research grants from the Center for Rural Pennsylvania. Their research will provide data and policy information to the General Assembly. Dr. AnnMarie Cordner of **Kutztown University of Pennsylvania** will examine criminal justice offenders convicted between 1996 and 2007 to help better understand crime in Pennsylvania and Dr. Chad M. Kimmel of **Shippensburg University of Pennsylvania** will evaluate Main Street programs in Pennsylvania to learn what factors are associated with their long-term sustainability. Each will receive \$50,000 for their year-long studies. Dr. Simon Condliffe of **West Chester University of Pennsylvania** will receive a \$10,000 mini-grant to analyze clients of Small Business Development Centers in the Commonwealth.

Bloomsburg University of Pennsylvania will save approximately \$33,300 in annual energy costs through campus improvements completed with the help of a \$250,000 grant awarded through Pennsylvania's Conservation Works! program. BU is one of 100 municipal and non-profit organizations across the state to receive an award from the \$22 million competitive grant program funded through the American Recovery and Reinvestment Act to help local government and non-profit organizations improve energy efficiency, curb energy consumption and reduce energy costs by at least 25 percent... BU Professor Ferda Asya, along with the Bloomsburg Public Library, has been awarded \$3,500 by the National Endowment for the Arts to organize a community-wide project, The Big Read, for Columbia-Montour counties in April 2010. The Big Read is an initiative to encourage reading for pleasure and enlightenment, specifically among reluctant literary readers, 18 to 24 years old.

Clarion University of Pennsylvania has exceeded a challenge grant from the Kresge Foundation, a national, private foundation in Troy, Mich., raising \$3.4 million toward the construction of its new \$34 million Science and Technology Center. Clarion received a \$400,000 grant from Kresge for meeting the challenge grant. Clarion also exceeded its original \$3 million fund-raising goal. Under the terms of the Kresge Grant, Clarion needed to raise \$3 million in private funding for the project.

East Stroudsburg University of Pennsylvania has received \$450,000 in federal funds for to provide for faculty, program and laboratory costs, and student educational and internship costs, in conjunction with its partnership with the National Aeronautics and Space Administration's Wallops Flight Facility. This program has been undertaken by ESU faculty

and administration as part of the Marine Science Consortium to promote student development in the sciences and faculty research in areas of interest to NASA and the U.S. Fish and Wildlife Service... ESU will receive \$500,000 in federal funds to support its Cyber Crime and Forensics Institute, which delivers training in cyber crime, fraud and forensics to law enforcement officials, business managers and consumers, with a focus on under-served organizations. This project is a partnership between East Stroudsburg, Drexel and Rider universities... ESU professor Alberto J.F. Cardelle has been selected as one of three senior health care consultants to receive a \$75,000 grant from the Robert Wood Johnson Foundation. The grant will allow Dr. Cardelle to evaluate RWJF's Community Health Leaders (CHL) project, which was designed to improve health outcomes at the community level.

Edinboro University of Pennsylvania received a multi-million dollar estate gift – the largest in the school's 152-year history, from alumnus Joseph and Eleonora Buba. In recognition of the gift, the Council of Trustees officially renamed the university's Meadville facility "Edinboro University in Meadville – The Joseph T. Buba Center". Trustees also named the Ross Hall computer lab – the largest computer lab on Edinboro's main campus – "The Eleonora C. Navari Buba Computer Laboratory"... The annual Presidential Scholarship gala December 11 raised \$37,000, bringing the President Jeremy D. Brown Millennium Leader Scholarship to \$902,000 in its first two years of existence.

Indiana University of Pennsylvania has received a \$274,886 grant from the U.S. Department of Justice to continue the Haven Project, developed to reduce violent crimes against women. The grant is provided through the Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking on Campus Program, part of the Violence Against Women Act. It will enhance a prevention and education program for all incoming students, fund on-campus advocacy organizations, train campus police to respond effectively and train campus disciplinary boards to prosecute offenders fully... IUP has received \$166,058 from the Pennsylvania Department of Education to help math teachers become more highly qualified. The Title II grants will be used to encourage more teachers to continue their educations so they will be better equipped in the classroom.

Lock Haven University of Pennsylvania has received a three-year, \$299,545 grant from the U.S. Department of Justice to fund the Campus Violence Prevention Program. The university will develop a referral system with off campus agencies to support victims of violence. It will work with a variety of community partners, including the Clinton County Women's Center, law enforcement agencies and Lock Haven Hospital.

Mansfield University of Pennsylvania received a \$50,000 gift through its foundation from the Horace Packer Foundation to provide scholarships to high school students from Tioga County. The Horace B. Packer Foundation is a private, non-profit, charitable foundation based in Wellsboro that awards grants to a variety of charities and non-profit groups in Tioga County, with an emphasis on assisting organizations that promote education, programs for youth, health, cultural life and the local economy.

Millersville University of Pennsylvania received a \$350,000 grant from the National Science Foundation's Division of Information and Intelligent Systems-Advanced Learning Technologies Program to develop an inquiry-based 3-D immersion environment... Millersville University's police department has received a \$19,519 grant from the U.S. Department of Homeland Security Grant Program and the Philadelphia Urban Area Security Initiative for equipment and training exercises.

Slippery Rock University of Pennsylvania received a \$251,222 grant from the U.S. Department of Justice to support The Bridge Project, a prevention program focusing on eliminating violence against women. The three-year grant will also fund an increased University police presence on campus and provide in-car computer equipment. The Bridge Project educates students and community residents on issues involving dating violence and sexual assault and provides free services to victims.

West Chester University of Pennsylvania received a \$300,000 federal grant to support its geothermal initiatives... The university also received a \$500,000 commitment from the Killinger Foundation to create an endowment for football scholarships, the single largest gift to athletics in the university's history.

University and Community Partnerships

Clarion University of Pennsylvania, in partnership with the Precision Manufacturing Institute (PMI) in Meadville, last fall enrolled 24 displaced workers from the region in its Associate of Applied Science in industrial technology program. The students are receiving their technical instruction in PMI's ITEC facility in Ridgway and their general education and support courses from Clarion in the Community Education Center in Saint Marys. The students in the program, who previously had virtually no higher education experience, earned a combined average GPA of 3.17 in their first semester.

Edinboro University of Pennsylvania signed a memorandum of understanding with South Korea's Suwon Women's College that could lead to that country's students attending Edinboro as part of the university's nursing program.

Student and Faculty Recognition

Bloomsburg University of Pennsylvania field hockey player Amanda Riley, a health sciences major from Tannersville, was featured in *Sports Illustrated's* Faces in the Crowd in early December. Riley was nominated for the spot in the magazine by the sports information staff after she scored two goals in the NCAA Division II national championship game against UMass-Lowell, helping the Huskies to a 3-2 win. The title was the fourth straight for the Huskies and the 16th in school history. The sophomore also led Division II in both points (62) and goals (27) during the season... BU's chapter of Colleges Against Cancer (CAC) won the CAC Chapter of the Year Award honoring its work for Breast Cancer Awareness Week, Great American Smokeout and Relay for Life. Colleges Against Cancer is a nationwide collaboration of college students, faculty and staff dedicated to eliminating cancer by working to implement the programs and mission of the American Cancer Society... Coach Jan Hutchinson will retire at the end of the 2010 softball season after coaching 32 years. As field hockey coach, she will retire with 591 wins, 75 losses and 20 ties. Even more impressive are her 16 national championships and 16 Pennsylvania State Athletic Conference championships. Under her guidance, 13 players earned National Player of the Year honors, including the 2008 Player of the Year, Jamie Vanartsdalen, who rewrote the NCAA Division II record book during her four years with the team. In softball, Hutchinson is the all-time Division II leader in career wins with a mark of 1,165-280-2. Her teams have made 27 consecutive trips to the NCAA playoffs, garnering two second-place finishes and six third-place finishes. Her 1982 team won the Association for Intercollegiate Athletics for Women championship.

Cheyney University of Pennsylvania students Ezekiel Crenshaw and Denis Madende received national recognition for their science research projects at the HBCU-UP National Conference. Crenshaw won first place in the biological science Division based on research he conducted during his summer internship program at a national research laboratory in Los Alamos, New Mexico. Madende received first place in the ecology and environmental division based on his research at the Children's Hospital of Philadelphia from May to July.

East Stroudsburg University of Pennsylvania professors Haklin Kimm and John Elwood, along with their students in the computer science and physics departments, are spearheading projects that NASA believes might be essential to future space exploration. These projects have been made possible through ESU's partnership with the Marine Science Consortium, a nonprofit research center located in Wallops Island, Virginia, and the MSC's recent collaboration with NASA's Wallops Flight Facility. Kimm hopes to apply the skills he teaches ESU students to making satellites more efficient and resistant to failure, while Elwood's project seeks to gain a clearer understanding of cosmic rays, the energetic particles that can affect astronauts and devices at high altitudes.

Indiana University of Pennsylvania English professor Dr. Linda Norris was named the 2009 Teacher Educator of the Year by the Pennsylvania Association of Colleges and Teacher Educators, a state unit of the Association of Teacher Educators and the American Association of Colleges for Teacher Education. Criteria for the award include professional preparation, degrees and certifications, professional experience, scholarship, and service... Dr. Teresa Shellenbarger of the Nursing and Allied Health Professions Department was one of five nursing educators in the nation chosen to be a mentor in the Faculty Leadership Mentoring Program of the National League for Nursing and the Johnson & Johnson Campaign for Nursing's Future... Dr. Melissa Swauger, an assistant professor of sociology, has been selected by *Pittsburgh Magazine* and the Pittsburgh Urban Magnet Project for its "40 under 40" recognition. This list recognizes forty individuals under the age of forty who are making a positive impact on the region's development.

Kutztown University of Pennsylvania graphic design student Scott Nothwehr won the NACA Mid-Atlantic regional award for his design of the recruitment materials – a book and t-shirt – for the College Pan-Hellenic Council. Nothwehr also works as a designer in the Student Union & Involvement Services Department.

Lock Haven University of Pennsylvania assistant professor Anna Mae Smith received the 2009 Pennsylvania Society of Physician Assistants' Educator of the Year Award. The award honors a Pennsylvania physician assistant educator who inspires, stimulates, and challenges his or her students and colleagues through outstanding contributions to education and the physician assistant profession... LHU's Stephanie Janson was appointed student representative to the U.S. Department of Health and Human Services Advisory Committee on Training in Primary Care Medicine and Dentistry.

Millersville University of Pennsylvania graduate Laura Ruiz Espelt is the recipient of 2009 Merck Index Women in Chemistry Scholarship national award. She is attending the University of Wisconsin on a full scholarship.

Shippensburg University of Pennsylvania sociology and anthropology professor Karl Lorenz will spend almost a year doing archaeological research in Cairo as a Fulbright Scholar. Dr. Lorenz is the seventh SU faculty member to have received a Fulbright grant in the last 11

years... Shippensburg graduate Rebecca Strawn was the recipient of a full scholarship to Princeton University's Ph.D. program in chemistry, which admits only 25 students annually.

Slippery Rock University of Pennsylvania professor Bruce Boliver has been recognized by the Resort and Commercial Recreation Association with the 2009 Howard Uibel Lifetime Achievement Award for his dedication to exceptional leadership, foresight and character... SRU assistant professor of exercise and rehabilitative sciences Pam Arnhold was named the Adapted Physical Activity Professional of the year by the Pennsylvania State Association for Health, Physical Education, Recreation and Dance. PSAHPERD is a non-profit membership association supporting professionals working to encourage active and healthy lifestyles. The association's executive board selected Arnhold as the most accomplished professor in the field for 2009-2010.

West Chester University of Pennsylvania art professor Virginia DeCosta participated in the Fulbright Artist Exhibition at the el Bab Gallery in Cairo, Egypt.

Fall Sports Championships

Below is a summary of individual and team champions crowned during the fall sports season in the Pennsylvania State Athletic Conference (PSAC):

Men's Cross Country – PSAC Champion: **Lock Haven University of Pennsylvania** (fifth title in seven years). Nick Hilton of **Lock Haven** was the individual champion. NCAA Regional: **Shippensburg** won the Atlantic Regional. Ben Hahn of **Edinboro** was the individual champion. NCAA Championships: **Edinboro** finished 12th and **Shippensburg**, 13th. Nick Hilton placed 25th and Hillary Mugun of **IUP** finished 33rd to earn All-Americans status.

Women's Cross Country – PSAC Champion: **Shippensburg University of Pennsylvania** (second straight). Neely Spence of **Shippensburg** won her second straight individual championship. NCAA Regional: **Shippensburg** won second straight Atlantic Regional, with Spence also winning her second straight individual championship. NCAA Championship: **Kutztown** finished 14th; **Shippensburg**, 15th; and **Bloomsburg**, 17th. Priscilla Jennings of **Millersville** placed eighth; Jennifer Harpp of **Slippery Rock**, 11th; and Mary Dell, **Shippensburg**, 21st, to earn All-American status.

Field hockey – PSAC Champion: **Bloomsburg University of Pennsylvania** (second straight). NCAA playoffs: Bloomsburg finished off a 19-game winning streak with its fourth straight NCAA title, defeating the University of Massachusetts-Lowell, 3-2, to send retiring coach Jan Hutchinson off with her 16th national title. **Shippensburg** and **East Stroudsburg** universities also qualified for the national playoffs.

Football – PSAC Champion: **Shippensburg University of Pennsylvania**. This was the second year of the PSAC Championship Game since it was reinstated (previously played from 1960-87). NCAA Playoffs: **California University of Pennsylvania** won the "Super Region One" title for the third straight year and lost in the national semifinals to Northwest Missouri State, the eventual national champion. **Shippensburg**, **Edinboro** and **East Stroudsburg** also participated in NCAA playoffs, giving PSAC four of the six teams in the regional.

Men's Soccer – PSAC Champion: **Slippery Rock University of Pennsylvania**. NCAA Playoffs:

Slippery Rock, Millersville and Mercyhurst) represented PSAC in four-team regional. Slippery Rock lost to Charleston (W. Va.) in regional championship game.

Women's soccer – PSAC Champion: **West Chester University of Pennsylvania** (third title in four years). NCAA Playoffs: **California University of Pennsylvania**, which made its first ever PSAC and NCAA playoff appearances, won the regional title with a 2-0 win over Indiana University of Pennsylvania. **West Chester** and **Kutztown** universities also participated, Cal U. lost in the NCAA quarterfinals.

Volleyball – PSAC Champion: **California University of Pennsylvania** (third straight). NCAA Playoffs: California won third straight regional title, losing in NCAA quarterfinals to West Texas A&M. **Edinboro, Lock Haven, Clarion**, Gannon and Mercyhurst universities also made the eight-team field.

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION
OFFICE OF INTERNAL AUDIT and RISK ASSESSMENT
2009-10 ANNUAL WORK PLAN
JANUARY - JUNE 2010

Carryover 2008-09 Annual Work Plan Projects - Ongoing

Completion of five projects currently in process related to Tuition and Fee Waivers, Work Study Employment and Payroll Operations. Audit work will be completed and final reports of audit outcomes will be issued.

Tuition and Fee Waivers - Limited Scope Review

Verify eligibility and accuracy of tuition and fee waivers received by PASSHE students, employees, and their dependents in accordance with requirements of Board and University policy. Reviews are ongoing at three universities.

Work Study Employment - Limited Scope Review

Confirm awarding, funding, and payment of work study wages to student employees are in compliance with federal, PASSHE and University policies and guidelines. Review is ongoing at one university.

Payroll Operations Audit - Special Project

In response to an institutional request, complete an independent analysis and review of the SAP payroll organizational structure to ensure payments are accurately processed. Review is ongoing at one university.

Risk Assessment Initiatives - Ongoing

Facilitation of a multi-layered risk assessment process with an overarching goal affording prioritized institutional internal audit planning based on recognized levels of risk exposure and impact of potential liabilities. Risk assessments will be completed at the institutional level to afford internal audit planning supporting entity level needs.

University Pilot Risk Assessment

A pilot risk assessment model is being implemented at one PASSHE university. The pilot process is aimed to position the advancement of the risk assessment initiative, affording the opportunity to learn and receive valuable input in refining efforts to be replicated among all PASSHE institutions. This project is well underway.

Human Resources Risk Assessment

A System-level risk assessment is underway supporting efforts of the Human Resources Division. The purpose of the analysis is to provide a matrix of risks related to the function as administered throughout the System. Outcomes will provide a reference mechanism for future reviews/audits ensuring appropriate internal controls are present supporting high risk operations.

New Second Half Fiscal Year 2009-10 Work Plan Initiatives

The following internal audit projects and assessments have been identified by university leadership and the Office of Internal Audit and Risk Assessment aimed at focusing internal audit resources on issues pertinent to each institution.

System-wide Project

An analysis of compliance with Title IX in support of equity in athletics will be conducted at all PASSHE institutions. Outcomes will report on the overall equity in treatment and opportunity between male and female athletic programs at each PASSHE institution.

Institutional Projects

The following internal audit and risk assessment projects are proposed for completion at various PASSHE institutions during the second half of the 2009/10 fiscal year. Prioritized project planning includes a visit to each institution during the period, with completion of at least one (or more) of the below listed audits topics.

- Departmental Collection of Cash/Fees
- I/T Risk Assessment
- University Bookstore
- Department of General Services Billing
- Purchasing Card Transactions
- Electronic Student Refund Program
- Institutional Use of Non-University Funds
- Payment Card Industry Compliance
- Accounting of Student Activity Fees
- Technology Loss/Theft of Sensitive Data
- Athletics
- College of Business Analysis
- Foundations Relative to Positions and Services
- Employee/Visitor Injury Reporting
- Bursar Office Functions
- Payroll Activities

Special Projects

Board of Governors Policy 1991-09-A, *State System Audit Policy*, provides for the Office of Internal Audit and Risk Assessment to conduct special project audits and investigations as requested by the Board of Governors, the Chancellor and University Presidents, as well as outside entities, e.g., the Commonwealth's Auditor General or Inspector General.

Work Force Leadership Grant Assessments

Participate as part of an assessment team, providing financial analysis of program participant's expenditures under the terms and conditions of grant awards provided through the Department of Community and Economic Development and administered through the Pennsylvania State System of Higher Education.



PA State System of Higher Education Board of Governors

Effective: July 1, 1983

DRAFT REVISION

Page 1 of 1

POLICY 1983-02-A: PURCHASING

See Also:

Adopted: June 6, 1983

Amended: May 14, 1998, and January 14, 2010

A. Purchases up to and including \$10,000

1. Prudent business practices are institutionally established and followed as they relate to purchases up to and including \$10,000.
2. Purchases up to and including \$10,000 shall not require competitive bidding.
3. Service purchase contracts exceeding ~~\$1,500~~ \$5,000 must be reviewed by legal counsel.

B. Purchases over \$10,000

Purchases over \$10,000 must be bid competitively under institutionally established business practices.

C. Institutionally Established Procedures

Each university president will submit to the chancellor within 90 days of the adoption of this policy, the document detailing the established prudent business practices followed by the university in compliance with this policy.

D. Effective Date

July 1, 1983.



PA State System of Higher Education Board of Governors

Effective: July 13, 2000

DRAFT REVISION

Page 1 of 8

POLICY 2000-02-A: CAPITAL FACILITIES PLANNING, PROGRAMMING, AND FUNDING

See Also:

Adopted: July 13, 2000
[Amended: January 14, 2010](#)

GA. Purpose

This policy establishes:

- ~~1. the requirements for developing and maintaining a capital facilities planning and programming process, identifies approval levels, and provides guidance for allocating Commonwealth capital funding, and assigns responsibilities and procedures for implementing the program within the State System;~~
- ~~2. the requirement for submission of a detailed project planning document with each facilities project submitted for inclusion in a System capital appropriation request or System financed capital project and assigns responsibilities and procedures for submission, review, and evaluation of the specified information;~~
- ~~3. the procedures for allocating capital appropriation funding identified for allocation by the System for authorized capital appropriation projects;~~
- ~~4. the requirement for pursuing public/private alliances to finance improvements in the quality of student living on a user fee self liquidating basis;~~
- ~~5. the requirement for pursuing public/private alliances or private sector contributions of at least 50% for new academic facilities; and~~
- ~~6. the requirement for funding economic development facilities projects under the Commonwealth's Capital Redevelopment Assistance Program requirements.~~

B. Background

To support the State System's mission of providing a quality education for its students, quality facilities must be built and well maintained.

Act 188 requires Board of Governors' approval of System building projects submitted to the Office of the Budget Secretary. ~~This policy establishes a~~ The State System has a well established System Capital Facilities Planning and Programming Process (CFP3) for determining capital facilities requirements, ~~a requirement for submission of a submitting~~ detailed planning documents, ~~and to identify the university mission and academic programs to be supported by the project, and a process for allocating~~ on of available funding for projects authorized by the legislature ~~from the requests.~~

~~Modern educational programs inherently are dependent upon the quality of the facilities in which the programs are conducted. To support the State System's mission of providing a quality education for its students, quality facilities must be built and maintained routinely. To this end, the CFP3 must be implemented System-wide to establish a uniform method for determining requirements and allocating limited resources. Limited capital appropriations must be used to support those projects most important to the System and the Commonwealth.~~

Since distribution of the State System's ~~resources~~ funding is determined, in part, by the relative distribution of the general educational space according to the State System's funding allocation formula, changes that ~~impact the formula~~ affect funding must be approved to avoid inadvertent or unwarranted modifications to the distribution.

~~In addition to providing the opportunity for its citizens to obtain a college education at an affordable cost, the Commonwealth's higher education institutions must contribute to training its citizens for the Commonwealth's businesses and public service, and assist in work force development to sustain a competitive posture in today's global marketplace.~~

AC. Policy

1. ~~General~~—All facilities projects submitted for inclusion in an annual capital ~~appropriation~~ funding request or submitted for ~~funding~~ financing through a State System of Higher Education bond issue must be approved by the Board of Governors according to the capital facilities planning, programming, and funding policies established herein.
2. Capital Facilities Planning—The State System will ~~develop and maintain~~ use a capital facilities planning process ~~for determining~~ to address capital facilities requirements. The process will include, at a minimum, a universally accepted facilities inventory database, a standardized method of auditing and assessing the condition of each facility, a facilities master plan for each university prepared according to published guidelines, and criteria or guidelines for determining space requirements to meet the educational and quality of life standards desired for each university. Only those projects that satisfy a valid space deficiency, a System or Commonwealth educational

requirement, or renew an existing facility for a valid mission requirement will be submitted for Board approval.

The Finance, Administration, and Facilities Committee of the Board will review each project before it is recommended for Board approval.

3. Capital Facilities Programming—All facilities projects submitted for inclusion in a State System capital appropriation request or System-financed capital project will be based on a detailed project justifications and planning documents. The prepared justifications and planning documents will be in response to the published budget guidance published by the Board, the university mission requirements to be supported, and the Commonwealth budget guidance, and/or workforce development requirements.

~~Space categorized as general educational space, for which the university will seek funding through the funding formula, may not be made through lease, new construction, building additions, or conversion of space categorized as auxiliary without Board approval.~~

~~The Finance, Administration, and Facilities Committee of the Board will review each project before it is recommended for Board approval.~~

4. Capital Facilities Funding

- a. Capital Funding for Educational Facilities—Annually, the Commonwealth provides an allocation of capital appropriation to funding for some ~~capital facilities projects for~~ System educational facilities projects. Private gifts, grants and partnerships, and System operating funds also have been used to fund capital facilities requirements. Capital ~~appropriations identified for allocation by the System funds are allocated by the Board~~ for authorized capital projects. ~~appropriation projects will be approved by the Board before release by the Budget Office. In FY 1999/2000 the System and the Commonwealth formulated a capital funding plan for System capital facilities projects in the Academic Facilities Renovation Program and the Academic Program Directions and Capital Facilities Investments for Pennsylvania's Future Program. Recognizing the value of these programs, in order to utilize most effectively available capital appropriations at the conclusion of these programs, t~~The Board will submit consider requests for Commonwealth capital ~~appropriations funding of System educational facilities projects~~ according to the following criteria:

- (1) ~~—Except for special circumstances as approved by the Board, projects requested for construction of economic development facilities must serve both the university and the community with shared programming and use, and may be funded under the Commonwealth's guidelines of Capital Redevelopment Assistance Program requirements. Fifty (50) percent non-state~~

~~participation is required with state funds dispersed over multiple years.~~

~~(21) Except for special circumstances as approved by t~~The Board may require universities to contribute funding from alternate sources for some projects to help leverage Commonwealth capital funding depending on project circumstances. ~~public/private alliances or private sector support of at least 50 percent of the project cost will be raised for all new academic facilities that satisfy System educational requirements and/or contribute to global competitiveness and work force needs. Those p~~Projects receiving the greater significant private support will receive a higher priority recommendation for public funding. Public/private alliances or private sector support for academic facilities that satisfy System educational requirements and/or contribute to global competitiveness and workforce needs are strongly encouraged.

~~(32)~~ Full Commonwealth funding may be requested for projects when alternative funding sources cannot meet the life cycle renewal, renovation, or replacement requirements of facilities or supporting infrastructure systems:

- (a) To maintain health and safety standards, and/or operational continuity of utility and support systems;
- (b) To achieve regulatory compliance with existing and/or new legislation; and/or
- (c) For life cycle renewal, renovation, or replacement to maintain safe occupancy, efficient operations, and building code habitability standards of existing facilities.

~~(4) Utility projects may be funded or financed from Educational and General revenue to the extent feasible.~~

~~(53) Except for special circumstances as approved by the Board,~~ System bond financing may be used for general educational facilities when approved by the Board. University financial resources and expected benefits from each project in cost savings/avoidance and improved efficiencies will be taken into consideration. ~~will be used only for mutually agreed joint Commonwealth System programs or as bridge loans until private sector pledges are satisfied.~~

b. Capital Funding for Auxiliary Projects ~~Since 1984, the System has provided b~~Bond financing may be used for System auxiliary projects funded by student fees or other revenue. The Board must will approve projects submitted for funding through a System bond issue before

bond proceeds are released for the project. ~~Due to the magnitude of the requirement, t~~The Board will approve financing of auxiliary facilities projects according to the following criteria:

- (1) New facilities satisfying a valid requirement to improve the quality of student living or university parking structures first must be pursued through public/private alliances and financed on a user fee self-liquidated basis through appropriate not-for-profit entities. ~~Only after such pursuit fails to provide an acceptable public/private alliance will the Board consider approving System bond financing of the project.~~
- (2) The Board may approve System bond financing of projects to renew, renovate, or reconfigure ~~existing Commonwealth-owned~~ auxiliary facilities when it deems that public/private alliances are not practical or feasible.
- (3) Students may elect, through a student referendum, to raise student fees sufficiently to finance construction of new or renovation of existing recreational and student activity facilities on university property through System bond financing or other appropriate not-for-profit entities.
- (4) The Board may elect to use Commonwealth capital funds for an auxiliary project as a last resort when all other funding options are exhausted.

5. Space Management—The Board must approve increases to space inventory categorized as general educational for which universities will seek funding through the allocation formula. This includes, but is not limited to, increases made through lease, new construction, building additions, or conversion of space categorized as auxiliary. The Board delegates to the Chancellor or designee approval authority of annual space changes of less than 1% of a university's general educational inventory.

D. Definitions

- **Auxiliary Facilities**—Those facilities that house and are funded as entities that furnish goods and services to students, faculty, or staff and charge a fee directly related to, although not necessarily equal to, the cost of the service. Examples of auxiliary facilities are parking lots and structures, residence halls, dining halls, student unions, and recreation halls constructed through student fees. ~~These facilities generally are classified as certain general use (categories 630 and 670) and residential (category 900) facilities in the Postsecondary Education Facilities Inventory and Classification Manual.~~
- ~~**Capital Redevelopment Assistance Program** a Commonwealth program that provides bond financing of capital facilities that contribute to the economic welfare and revitalization of the Commonwealth.~~

- ~~Detailed Project Planning Document~~—a comprehensive statement of the nature and concepts of the project. The statement includes site identification, space analysis by facilities categories, utility service availability analysis, and a detailed description of the desired outcome to support the programs to be conducted in the facility. A square foot estimate of the construction costs, total project costs, and annual operating costs associated with the completed project, along with the associated impact on the operating budget, also is included in the statement. A feasibility study may be substituted for the detailed project planning document.
- Commonwealth Capital Funding—State funding typically provided from State bond proceeds. Projects must be authorized by the legislature in a capital budget and be valued for at least \$100,000 for bond-funded projects.
- **Facilities Inventory**—A listing of the facilities on each university campus, branch campus, educational center, or other State System entity, including leased space, by building and room category, according to a standard classification and measurement system.
- **Facilities Master Plan**—A planning document that specifies the facilities and their existing or planned locations required to conduct the mission of each State System university based upon the academic, financial, and strategic priorities of the university, as endorsed by the State System.
- **Facilities Project**—A project funded by specific Commonwealth appropriations funds or financed by the State System for maintenance, repair, or renovation of existing buildings, structures, or infrastructure; or for construction of new buildings, structures, or infrastructure at State System institutions.
- **Facility Replacement**—Replacement of an existing facility at the same square footage or within approved space guidelines because renewal/renovation of the facility is not feasible, practical to accommodate modern instruction or construction methods, or economically viable, but a facility is required for continued performance of the function conducted in the facility.
- **Feasibility Study**—A thorough study of a proposed facilities project to evaluate its economic, financial, technical, functional, environmental, and cultural advisability, which results in a programmatic diagram of the project showing a possible floor plan and architectural design that satisfies the desired facility requirements.
- **General Educational Facilities**—All facilities, including leased space, other than auxiliary that directly or indirectly support the mission of the State System. The facilities are classified as classroom (~~category 100~~); laboratory (~~category 200~~); office (~~category 300~~); study (~~category 400~~); special use, such as athletic (~~category 500~~); general use (~~category 600~~); support (~~category 700~~); and health care (~~category 800~~) facilities.
- **Public/Private Alliances**—Agreements between an entity or entities of the State System and individuals, businesses, corporations, or other organizations

that join the parties to share arrangements and responsibilities for financing, operation, and use of public facilities. ~~In no case will the alliance take on the attributes of a joint venture as prohibited by the Constitution.~~

- **System Capital ~~Appropriation~~ Authorization Request**—The annual facilities projects request submitted by the Board to the General Assembly and the Governor's Office for inclusion in a capital budget project itemization act. ~~Projects included in a capital budget act not previously approved by the Board will be submitted to the Board for authorization prior to submission for release of funding and will be subject to the requirements of this policy.~~

~~E. Procedures and Responsibilities~~

- ~~1. The chancellor, in consultation with the presidents, will develop and publish a State System capital facilities planning and programming process. The process will include preparation and continuous updating of a facilities inventory, condition assessment, space planning guidelines, and facilities master plan for each university, branch campus, and education center. An electronic database will be used to record and update the data. The System-wide inventory data of existing facilities and the facilities condition assessment of existing facilities will be updated annually in conjunction with the annual capital budget program. State System universities will prepare facilities master plans based upon the published guidelines. Facilities master plans will be updated as required to reflect changes that occur each year. Life cycle renewal profiles will be prepared for each facility and capital renewal project submitted based upon the least cost repair/renovation cycle.~~
- ~~2. The chancellor, in conjunction with the Finance, Administration, and Facilities Committee of the Board, will develop and publish specific requirements to be included in the detailed project planning documents. The requesting university will submit the required planning documents for each project requested in a capital appropriation act or for System bond financing. The Finance, Administration, and Facilities Committee, or the committee's designee, will review the detailed planning documents, along with the documents specified in the annual budget guidance, and identify the projects to be forwarded for Board approval.~~
- ~~3. Annually, by the third quarterly meeting of the Board, the Finance, Administration, and Facilities Committee will publish the facilities planning, programming, and funding criteria for System capital facilities projects.~~
- ~~4. The Finance, Administration, and Facilities Committee will review the capital facilities planning and programming documents submitted by System universities in accordance with this policy for consideration in the annual capital appropriation request, and recommend for Board approval, in priority order, the list of capital projects to be included in the annual capital appropriation request or the annual auxiliary facilities program.~~
- ~~5. Before funding is released for capital appropriation projects for which funding is identified for allocation, the Finance, Administration, and Facilities~~

~~Committee will review all authorized projects and establish a plan for funding those authorized projects that best satisfy the System's and Commonwealth's needs.~~

~~6. The chancellor will prepare administrative procedures acceptable to the Finance, Administration, and Facilities Committee to implement these procedures.~~

FE. Repeals

Board of Governors' Policy 1995-01, *Capital Facilities Programming and Planning*, and Board of Governors' Policy 1996-02, *Programming of Capital Facilities Projects*, are repealed upon adoption of this policy.

GF. Effective Date

July 13, 2000.



PA State System of Higher Education Board of Governors

Effective: July 13, 2000

DRAFT REVISION

Page 1 of 5

POLICY 2000-02-A: CAPITAL FACILITIES PLANNING, PROGRAMMING, AND FUNDING

See Also:

Adopted: July 13, 2000
Amended: January 14, 2010

A. Purpose

This policy establishes requirements for developing and maintaining a capital facilities planning and programming process, identifies approval levels, and provides guidance for allocating Commonwealth capital funding.

B. Background

To support the State System's mission of providing a quality education for its students, quality facilities must be built and well maintained.

Act 188 requires Board of Governors' approval of System building projects submitted to the Office of the Budget Secretary. The State System has a well established System Capital Facilities Planning and Programming Process (CFP3) for determining capital facilities requirements, submitting detailed planning documents, and allocating available funding for projects authorized by the legislature.

Since distribution of the State System's funding is determined, in part, by the relative distribution of the general educational space according to the State System's allocation formula, changes that affect funding must be approved to avoid inadvertent or unwarranted modifications to the distribution.

C. Policy

1. General—All facilities projects submitted for inclusion in an annual capital funding request or submitted for financing through a State System of Higher Education bond issue must be approved by the Board of Governors according to the capital facilities planning, programming, and funding policies established herein.
2. Capital Facilities Planning—The State System will use a capital facilities planning process to address capital facilities requirements. The process will include, at a minimum, a universally accepted facilities inventory database, a standardized method of auditing and assessing the condition of each facility,

a facilities master plan for each university prepared according to published guidelines, and criteria or guidelines for determining space requirements to meet the educational and quality of life standards desired for each university. Only those projects that satisfy a valid space deficiency, a System or Commonwealth educational requirement, or renew an existing facility for a valid mission requirement will be submitted for Board approval.

The Finance, Administration, and Facilities Committee of the Board will review each project before it is recommended for Board approval.

3. Capital Facilities Programming—All facilities projects submitted for inclusion in a State System capital appropriation request or System-financed capital project will be based on detailed project justifications and planning documents. The prepared justifications and planning documents will be in response to the published budget guidance, university mission requirements, and/or workforce development requirements.
4. Capital Facilities Funding
 - a. Capital Funding for Educational Facilities—Annually, the Commonwealth provides an allocation of capital funding for some System educational facilities projects. Private gifts, grants and partnerships, and System operating funds also have been used to fund capital facilities requirements. Capital funds are allocated by the Board for authorized capital projects. The Board will consider requests for Commonwealth capital funding according to the following criteria:
 - (1) The Board may require universities to contribute funding from alternate sources for some projects to help leverage Commonwealth capital funding depending on project circumstances. Projects receiving significant private support will receive a higher priority recommendation for public funding. Public/private alliances or private sector support for academic facilities that satisfy System educational requirements and/or contribute to global competitiveness and workforce needs are strongly encouraged.
 - (2) Full Commonwealth funding may be requested for projects when alternative funding sources cannot meet the life cycle renewal, renovation, or replacement requirements of facilities or supporting infrastructure systems:
 - (a) To maintain health and safety standards, and/or operational continuity of utility and support systems;
 - (b) To achieve regulatory compliance with existing and/or new legislation; and/or

- (c) For life cycle renewal, renovation, or replacement to maintain safe occupancy, efficient operations, and building code habitability standards of existing facilities.
 - (3) System bond financing may be used for general educational facilities when approved by the Board. University financial resources and expected benefits from each project in cost savings/avoidance and improved efficiencies will be taken into consideration.
- b. Capital Funding for Auxiliary Projects—Bond financing may be used for System auxiliary projects funded by student fees or other revenue. The Board will approve projects submitted for funding through a System bond issue before bond proceeds are released for the project. The Board will approve financing of auxiliary facilities projects according to the following criteria:
 - (1) New facilities satisfying a valid requirement to improve the quality of student living or university parking structures first must be pursued through public/private alliances and financed on a user fee self-liquidated basis through appropriate not-for-profit entities.
 - (2) The Board may approve System bond financing of projects to renew, renovate, or reconfigure auxiliary facilities when it deems that public/private alliances are not practical or feasible.
 - (3) Students may elect, through a student referendum, to raise student fees sufficiently to finance construction of new or renovation of existing recreational and student activity facilities on university property through System bond financing or other appropriate not-for-profit entities.
 - (4) The Board may elect to use Commonwealth capital funds for an auxiliary project as a last resort when all other funding options are exhausted.
5. Space Management—The Board must approve increases to space inventory categorized as general educational for which universities will seek funding through the allocation formula. This includes, but is not limited to, increases made through lease, new construction, building additions, or conversion of space categorized as auxiliary. The Board delegates to the Chancellor or designee approval authority of annual space changes of less than 1% of a university's general educational inventory.

D. Definitions

- **Auxiliary Facilities**—Those facilities that house and are funded as entities that furnish goods and services to students, faculty, or staff and charge a fee directly related to, although not necessarily equal to, the cost of the service.

Examples of auxiliary facilities are parking lots and structures, residence halls, dining halls, student unions, and recreation halls constructed through student fees.

- **Commonwealth Capital Funding**—State funding typically provided from State bond proceeds. Projects must be authorized by the legislature in a capital budget and be valued for at least \$100,000 for bond-funded projects.
- **Facilities Inventory**—A listing of the facilities on each university campus, branch campus, educational center, or other State System entity, including leased space, by building and room category, according to a standard classification and measurement system.
- **Facilities Master Plan**—A planning document that specifies the facilities and their existing or planned locations required to conduct the mission of each State System university based upon the academic, financial, and strategic priorities of the university, as endorsed by the State System.
- **Facilities Project**—A project funded by specific Commonwealth funds or financed by the State System for maintenance, repair, or renovation of existing buildings, structures, or infrastructure; or for construction of new buildings, structures, or infrastructure at State System institutions.
- **Facility Replacement**—Replacement of an existing facility at the same square footage or within approved space guidelines because renewal/renovation of the facility is not feasible, practical to accommodate modern instruction or construction methods, or economically viable, but a facility is required for continued performance of the function conducted in the facility.
- **Feasibility Study**—A thorough study of a proposed facilities project to evaluate its economic, financial, technical, functional, environmental, and cultural advisability, which results in a programmatic diagram of the project showing a possible floor plan and architectural design that satisfies the desired facility requirements.
- **General Educational Facilities**—All facilities, including leased space, other than auxiliary that directly or indirectly support the mission of the State System. The facilities are classified as classroom; laboratory; office; study; special use, such as athletic; general use; support; and health care facilities.
- **Public/Private Alliances**—Agreements between an entity or entities of the State System and individuals, businesses, corporations, or other organizations that join the parties to share arrangements and responsibilities for financing, operation, and use of public facilities.
- **System Capital Authorization Request**—The annual facilities projects request submitted by the Board to the General Assembly and the Governor's Office for inclusion in a capital budget project itemization act.

E. Repeals

Board of Governors' Policy 1995-01, *Capital Facilities Programming and Planning*, and Board of Governors' Policy 1996-02, *Programming of Capital Facilities Projects*, are repealed upon adoption of this policy.

F. Effective Date

July 13, 2000.



Aerial View of Mansfield University and Properties Proposed for Purchase

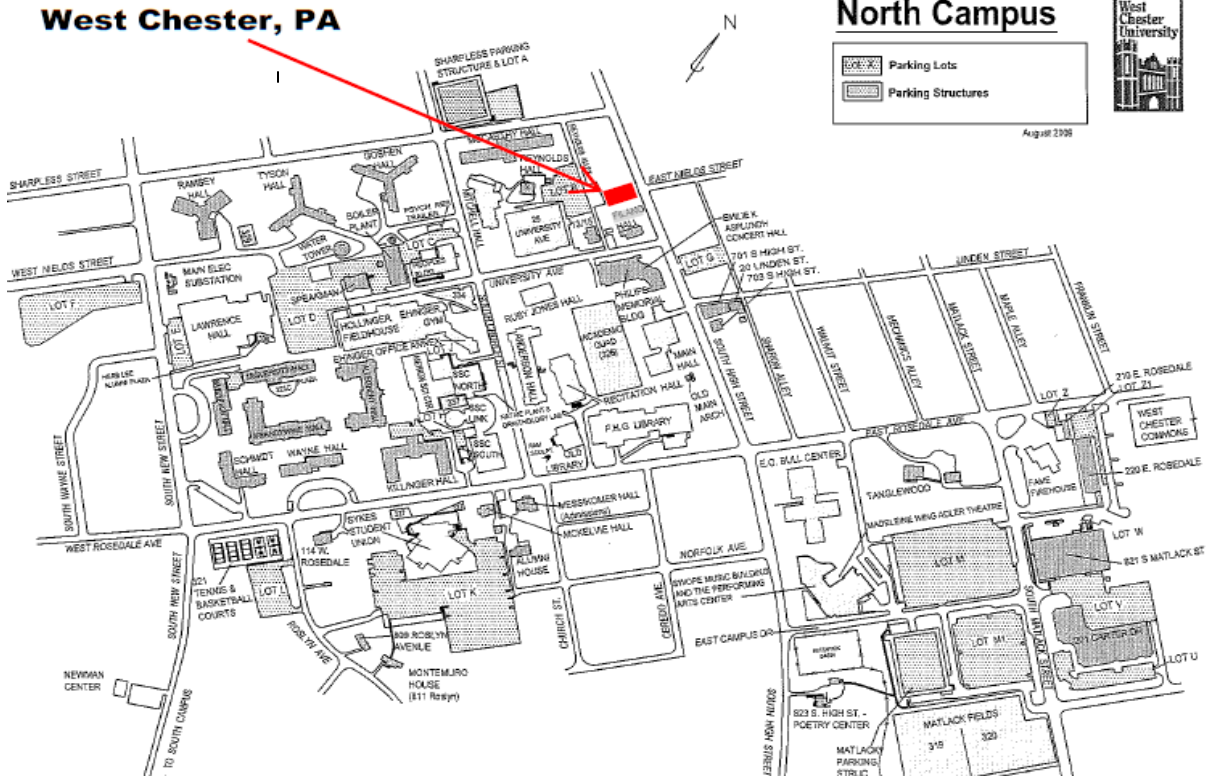


18 North Main Street, Mansfield, Pennsylvania



19 East Wellsboro Street, Mansfield, Pennsylvania

**624 South High Street
West Chester, PA**



Chester University and Property Proposed for Purchase



624 South High Street, West Chester, Pennsylvania



PA State System of Higher Education Board of Governors

Effective: January 14, 2010

Page 1 of 1

POLICY 2010-01: *EXPENDITURES FOR UNIVERSITY RELATIONS*

See Also:

Adopted: January 14, 2010

Amended:

A. Policy

Fostering good relations between the Pennsylvania State System of Higher Education Universities and the public as well as the Universities' communities is vital to the support and promotion of the State System and the furtherance of its mission.

B. Purpose

To establish guidelines, standards, and limits for programs and items utilized by the University to promote and foster goodwill with the general public and its campus community.

C. Guidelines

The Chancellor, in conjunction with the Presidents may establish criteria for items that promote the System or its Universities. The cost of such promotional items shall be of a de minimis nature. Examples of de minimis value items that may be acceptable under this policy include, but are not limited to, promotional materials with University logos such as mouse pads, disposable pens, notebooks, and greeting cards.



PA State System of Higher Education Board of Governors

Effective: January 14, 2010

Page 1 of 3

POLICY 2010-02: *EXPENDITURES FOR RECOGNITION*

See Also:

Adopted: January 14, 2010

Amended:

A. Policy

Recognition of individuals who have contributed to the mission of the Pennsylvania State System of Higher Education and its Universities as well as those individuals affiliated with the institutions who have achieved exceptional or extraordinary academic or other achievements is vital to the support and promotion of the State System and the furtherance of its mission.

B. Purpose

To establish guidelines, standards, and limits for the use of public funds in recognition programs that acknowledge various individuals and groups that are integral to the operation and mission of the State System and the Universities.

C. Categories

Separate recognition programs and guidelines should be developed for each of the following groups: employees, students, alumni, volunteers, donors, presenters, and certain campus visitors.

D. Program Guidelines

The Chancellor shall provide guidance to the Presidents who shall be responsible for developing recognition programs for their Universities. Such guidance should include parameters establishing whether the recognition event, award or ceremony is reasonable and appropriate; and whether the recognition programs comply with State System standards and practices. In addition, recognition programs shall comply with the following:

- (1) **Employee** recognition programs may be conducted for general employee morale purposes but should also include individualized categories such as **Outstanding Service Achievement** intended to recognize individual employees, teams or groups of employees whose work performance is extraordinary or exemplary. **Retirement** recognizing retirement after 15 or more years of service. **Longevity** recognizing years of State System service in five-year increments. Individual employee awards should not exceed \$100 per employee.
- (2) **Donor, alumni and volunteer** recognition programs should acknowledge both monetary donations to the institution as well as service provided to the institution. Members of an institution's Council of Trustees may also be recognized for the time and resources they have contributed to the Universities. Generally, the costs of donor awards should not exceed \$100 per person.
- (3) **Student** recognition programs should acknowledge academic, artistic, athletic or other similar achievements of students. In addition to extraordinary achievement, student recognition awards should also recognize exemplary service to the University and the community. The costs of student awards should not exceed \$100 per student.
- (4) **Presenter** recognition programs may be developed in order to recognize individuals who speak or present in University programs without charging the University for such participation. Presenters that participate without remuneration may be given small gifts in recognition of their services. Such recognition items shall not exceed \$100 per presenter.
- (5) **Visitor** recognition items may be awarded in conjunction with a visitor's participation in official university events. Recognition items awarded in this category should be limited to special circumstances such as visits from dignitaries, delegations from other institutions or nations and similar contingents. Items awarded pursuant to this category shall not exceed \$100.

E. Ceremonies

Ceremonies may be held in conjunction with all categories of recognition events listed in Section D and may be held as separate events such as a luncheon or at another time of day with refreshments being served. The costs of such events should be modest and guest lists should be commensurate with the level and prestige of the presentation involved.

F. Costs

The cost of awards may not exceed the threshold established for the category of award in this policy. However, the Chancellor, in consultation with University Presidents, may increase the threshold of an award category by an amount not to exceed five percent of the current threshold in any fiscal year. The Chancellor shall notify the Board of Governors of such increase at the Board's next meeting and shall publish notice of such increase on the System's webpage by adding an addendum to this policy noting such increases. Costs associated with recognition programs may be funded from the System's or University's operating budget.

G. Exceptional Circumstances

In general, all recognition awards must comply with the dollar thresholds established in this policy. However, in exceptional circumstances, a University President may provide justification to the Chancellor seeking to exceed the established award limits. With proper justification and upon the concurrence and approval of the Chancellor, recognition awards that exceed the established dollar limits may be given.



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Jarin, Kenneth M. (*ex officio*)



**Resolution Honoring the Contributions
of
Kathleen M. Shaw**

WHEREAS, Kathleen M. Shaw, served effectively and admirably as Deputy Secretary for Postsecondary and Higher Education in the Pennsylvania Department of Education ; and

WHEREAS, Kathleen M. Shaw, in her position as deputy secretary, was instrumental in the development and implementation of several important initiatives focused on access and accountability, such as statewide transfer and articulation, new teacher certification standards and the Pennsylvania Information Management System (PIMS), often working directly with Pennsylvania State System of Higher Education staff; and

WHEREAS, Kathleen M. Shaw, fulfilled an important role and contributed significantly to the Board of Governors while serving as the Secretary of Education's designee to the PASSHE Board; and

WHEREAS, Kathleen M. Shaw has made it her personal mission to promote increased educational opportunities for all citizens in the Commonwealth; and

WHEREAS, Kathleen M. Shaw is continuing her career as the executive director of Research for Action, an independent educational research organization focused largely on reform in the Philadelphia public schools;

NOW THEREFORE BE IT RESOLVED, that the Board of Governors of the Pennsylvania State System of Higher Education expresses its sincere appreciation for the contributions made by Kathleen M. Shaw to higher education, and, especially those made to the State System of Higher Education of the Commonwealth of Pennsylvania and its students; and

BE IT FURTHER RESOLVED that the Board of Governors extend best wishes to her in all of her future endeavors.

Unanimously adopted by the Board
January 14, 2010

Kenneth M. Jarin, Chairman



**Resolution Honoring the Contributions
of
Guido M. Pichini**

WHEREAS, Guido M. Pichini provided excellent service as a member of the Board of Governors of the Pennsylvania State System of Higher Education (PASSHE) during his four-year tenure on the Board; and

WHEREAS, Guido M. Pichini, as chair of the Audit Committee and member of both the Finance, Administration and Facilities Committee and Executive Committee of the Board, served as an adviser to the Chancellor and to the staff of the Pennsylvania State System of Higher Education as academic, financial, administrative, advancement and human resources policies were developed to guide PASSHE within the mission and strategic direction identified by the Board of Governors; and

WHEREAS, Guido M. Pichini has served for nearly 13 years as a member of the Council of Trustees at Kutztown University of Pennsylvania, his alma mater; and

WHEREAS, Guido M. Pichini currently is serving as president of the Pennsylvania Association of Councils of Trustees (PAC), providing tremendous leadership to the statewide organization representing trustees from all 14 PASSHE universities;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Governors of the Pennsylvania State System of Higher Education does acknowledge the many fine contributions of Guido M. Pichini to the Board and to the entire Pennsylvania State System of Higher Education, and

BE IT FURTHER RESOLVED, that the Board of Governors extends best wishes to him in all of his future endeavors.

Unanimously adopted by the Board
January 14, 2010

Kenneth M. Jarin, Chairman