

Pennsylvania State System of Higher Education
KUTZTOWN UNIVERSITY
MINUTES OF THE COUNCIL OF TRUSTEES
September 23, 2021

The Council of Trustees met on Thursday, September 23, 2021 at 3:00 p.m. in the McFarland Student Union Building, Room 250. The meeting was available through live stream on YouTube.

PRESENT:

Mr. Phillips Armstrong.....Lehigh County
Dr. Charles Blocksidge (by phone) McKees Rocks
Mr. Dennis Giorno, Secretary (by phone)Harrisburg
Mr. Robert Grim, Esq., Vice Chair.....Kutztown
Mr. Kevin Harden Jr., Esq.....Philadelphia
Ms. Dianne Lutz (by phone)Wernersville
Mr. Guido Pichini (by phone) Wyomissing Hills
Mr. Evan Santos, Student Trustee..... Kutztown
Mr. John Wabby..... Pottsville
Mr. James Ludlow, Chairman.....Fogelsville

ABSENT:

Mr. Thomas Heck..... Wyomissing

ALSO, PRESENT:

Mr. Matt Assad, Comptroller
Dr. Lorin Basden Arnold, Provost and Vice President for Academic Affairs
Dr. David Beougher, Dean, College of Liberal Arts & Sciences
Dr. Anne Carroll, Dean, College of Business
Ms. Natalie Cartwright, Director, Institutional Research
Mr. Michael Ferguson, Attorney, Pennsylvania's State System of Higher Education
Mr. Matt Delaney, Vice President for Finance and Facilities
Ms. Anne Marie Hayes-Hawkinson, Volunteer, Associate to the President
Dr. Kenneth S. Hawkinson, University President
Ms. Renee Hellert, Director, Intercollegiate Athletic Services
Ms. Toyia Heyward, Senior Executive Associate to the President
Dr. Warren Hilton, Vice President for Enrollment Management and Student Affairs
Dr. Michelle Kiec, Interim Vice Provost for Extended & Lifelong Learning & Graduate Studies
Ms. Lisa Kowalski, Executive Director, KUSI
Mr. Will Meeker, Interim Senior Director, Administration & Facilities
Mr. Alex Ogeka, Executive Director, KU Foundation and Alumni Relations
Mr. Jesus Peña, Esq., Vice President Equity, Compliance and Legal Affairs
Dr. Karen Rauch, Associate Provost for Accreditation & Assessment
Dr. Thomas Robinson, Assistant Professor, Psychology
Mr. Bryan Salvadore, Director of Communications
Mr. Matthew Santos, Vice President, University Relations & Athletics
Dr. Jennifer Schlegel, Associate Professor, Anthropology/Sociology
Mr. Tyler Schwab, Technology Manager
Ms. Kayla Sherry, President, Student Government Board
Dr. Bradley Shope, Interim Dean, College of Visual & Performing Arts
Mr. Scott Stamm, Electronic System Technician
Mr. Ken Steward, Associate Vice President for Academic Financial Management

Mr. Joseph Strain, Kutztown University Student, Communication Design
Ms. Carol Sztaba, University Architect, Facilities
Mr. Troy Vingom, Assistant Vice President for Information Technology Services
Dr. John Ward, Dean, College of Education
Ms. Jennifer Weidman, Director, Human Resources

1. **Call to Order**

At 3:00 p.m. Chairman Ludlow called the meeting to order and informed the attendees that the meeting was being streamed live on YouTube. Chairman Ludlow noted that an Executive Session was held.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

3. **Roll Call of Council Members**

Attendance was taken at the direction of Chairman Ludlow which established that a quorum of the Council was present. Guests in attendance were invited to introduce themselves.

4. **Remarks by the Council Chairperson**

Chairman Ludlow welcomed everyone to the first full face-to-face public session of the Kutztown University Council of Trustees since March 12, 2020.

He shared that while the pandemic has presented many challenges, it has also presented opportunities. Meeting over Zoom the past 17 months has opened opportunities for audiences to observe our business meetings from around the world. Starting today, and going forward, our business meetings will be streamed live worldwide on our YouTube channel.

He also shared that this is the first in-person, public meeting for our newest members of the Council of Trustees - Mr. Kevin Harden Jr. Esq. and Student Trustee, Mr. Evan Santos. He also welcomed our new Provost and Vice President for Academic Affairs, Dr. Lorin Basden Arnold to her first public Council of Trustees meeting.

Mr. Ludlow expressed that the trustees are highly supportive of President Hawkinson and our administration as we welcomed our talented faculty, staff, and students for a face-to-face experience this year. While we join the rest of higher education and the rest of the world in ongoing challenges with the pandemic, we are excited to see the fall semester off to a traditional start both in the classroom and through student activities.

5. **Remarks by Student Government Board President**

Ms. Kayla Sherry provided an update on elections, an overview of the events, initiatives, and goals of the Student Government Board for the 2021-2022 academic year.

6. **Remarks by Dr. Kenneth S. Hawkinson, University President**

Dr. Hawkinson expressed that he was delighted to host the 2021 Faculty and Staff Convocation and Celebration. This event allowed us to celebrate our achievements and recognize many of our award-winning faculty and staff members, included those faculty who have been tenured and promoted. The theme of this year was "Lead with Possibility" wherein a comprehensive summary of our university's new strategic plan was presented. Each vice president, and our director of institutional research provided updates on their areas of responsibility and their strategic priorities in the coming year. Over 200 faculty and staff attended this event that included performances by our marching bands and cheerleaders.

He encouraged those who were unable to attend, to watch the recording of the event. He shared that there were many good things happening at Kutztown University and that extensive planning has occurred to ensure that we have a successful and sustainable future.

President Hawkinson encouraged everyone in our community to read our pandemic plan on our pandemic website. He also encouraged everyone to look at the FAQ page and review the weekly updates. He stated that while we do not have the authority to require the vaccine, Kutztown University continues to strongly encourage members of its campus community to get vaccinated, unless there are religious or health reasons that prevent them from doing so. The COVID-19 vaccine is an important tool to help us end the pandemic. Kutztown University continues to require the wearing of masks indoors. This reflects the protocols and recommendations from the Center for Disease Control (CDC) and other health authorities. He noted that the Governor's emergency order, derived from the CDC and other entities, ended on June 1. This removed the mandate for social distancing in the classroom and other locations, removed the mask requirement at that time, and suspended various COVID related leave opportunities for employees. He mentioned that should the governor reinstate this emergency order, or other directives come from a higher authority, we will certainly comply. He reported that we are committed to keeping our promise to our students and will not convert any in-person classes to online, without a directive to do so. He reported that we continue to have in place many safety measures to help prevent the spread of all infectious diseases. He encouraged everyone to review our full safety plan on our pandemic website.

Dr. Hawkinson reported that the freeze date recently passed, and he highlighted some enrollment information. He was delighted to announce that our new degree seeking student numbers are slightly up this fall as we are up in new transfer students and up overall in graduate students. We are also up in out-of-state students. Our incoming freshman have the highest combined GPA in history at 3.31. At 26%, we have the highest minority freshman class in history. Our overall minority percentage is 23%. We are also up in our retention rate. Retention is up nearly 78% - which is the highest it has been since fall 2008. Partly because of many students graduating in May we are projecting being down around 2.7% in overall headcount. He noted that we increased our 4-year graduation rate by 5% - from 37% to 42% which contributed to this lower number. He reported that while our overall enrollment is down, we have among the best enrollment numbers in the state system. He expressed that it's the hard work of our admissions people, our faculty and staff, and many others, who created an environment at Kutztown University over the past year that resulted in students who returned to our university or enrolled for the first time.

President Hawkinson reported that Kutztown University climbed two spots in 2022 U.S. News and World Report rankings for the best regional universities - now at 123. We have been in the top tier for the last 10 years. For the 19th consecutive year; Kutztown University has been named to Princeton Review's 2022 "Best in the Northeast". Kutztown University has been named Best for Vets by Military Times for the 7th straight year and earns the highest ever ranking - 19th out of 366 schools. Our last highest ranking was 75th in 2019.

Dr. Hawkinson shared that he and the provost were delighted to recently sign two important agreements. The first was with Rodale Institute. The agreement will provide Kutztown University students and faculty the opportunity to partner with Rodale Institute scientists and personnel, along with researchers from around the world, on field research in the areas of soil health, organic practices for farming and pest management, composting and other area. KU will have access to Rodale's research facility, including field laboratories, in-house laboratories, cropping, livestock areas and various research facilities.

Rodale personnel will also have access to all KU facilities. This agreement will do much to promote our new program in Regenerative Organic Agriculture. The second was with Hawk Mountain Sanctuary. He reported that this agreement is like the Rodale agreement wherein KU and Hawk Mountain scientists will collaborate on research projects and share facilities. In both cases, there will be many opportunities for our students to have field experiences through internships and other activities. Both entities have tens of thousands of followers around the world and these agreements allows us to open communication with these broader audiences.

President Hawkinson was pleased to report that the PASBDC network, even during the COVID-challenged year, has achieved its greatest year for impact in the 41-year history of the network. He reported some updates from State Director, Mr. Ernie Post. We nearly doubled the number of small business owners that we supported through a 1/1 consulting engagement and have increased from 7,000 to over 13,500 clients. The PASBDC has nearly doubled the average number of jobs supported from 35,000 to 69,111 jobs supported by our client businesses. Our network has over performed once again on the goal of helping our clients secure capital for their businesses with over \$231,000,000 of funding secured. Despite the challenging economic environment our network has helped 640 early-stage entrepreneurs launch their new business this year. Over 85,000 of no cost, confidential consulting has been provided to our small business clients across the Commonwealth. This has helped these clients implement effective strategies to remain viable through the pandemic. Dr. Hawkinson was delighted to share additional good news with the Council from the center as the PASBDC has just been notified that it received a stellar review and full accreditation from America's Small Business Development Centers". This accreditation is legislated by Congress.

Dr. Hawkinson expressed that he was delighted to announce that the dean of the college of Visual and Performing Arts, Dr. Michelle Kiec, has been named the Interim Vice Provost for Extended and Lifelong Learning and Dean of Graduate Studies-replacing the position held by Dr. Carole Wells until her retirement this summer. He also reported that replacing Dr. Kiec in the role of interim dean, will be the current associate dean, Dr. Bradley Shope.

President Hawkinson mentioned that in tradition in the Council of Trustees September meeting; and shared the "Year in Review" video as presented during the recent Faculty and Staff Convocation and Celebration.

Dr. Hawkinson shared that these were just a few examples of the many good things happening at Kutztown University. He shared that there are many things that we can be proud of over the past year and many things that should make us hopeful as we look ahead to the coming year.

President Hawkinson concluded his report.

7. **Public Comments**

There were no public comments presented.

8. **Approval of Minutes, April 29, 2021**

Upon motion duly made by Mr. Jim Ludlow and seconded by Mr. Robert Grim the minutes of the June 10, 2021 meeting were approved.

9. **Summary of Discussions-Council Committee on Academic and Student Affairs**

Mr. Jack Wabby presented the discussions of the committee.

10. **Student Presenter**

Mr. Jack Wabby introduced Dr. Bradley Shope, Interim Dean, College of Visual and Performing Arts. Dr. Shope introduced the student presenter, Mr. Joseph “Joey” Strain. Mr. Strain shared his personal background, his experiences at Kutztown University as a student and shared his goals for the future. The members of the council recognized and congratulated Mr. Strain on his many accomplishments.

11. **Internship Agreements with Various Institutions and Kutztown University**

Mr. Jack Wabby presented the list of internship agreements which establishes a relationship whereby students may participate in practical experience outside the traditional classroom setting.

BattleBorne, https://wearebattleborne.com	Social Work	<i>New</i>
City of Philadelphia	Social Work	<i>New</i>
East Stroudsburg University	Athletic Training	<i>Renewal</i>
ESF Camps	Sport Mgt.	<i>New</i>
Hempfield School District	EMLT	<i>New</i>
Lancaster General Hospital	Social Work	<i>New</i>
Lehigh Carbon Community College	Counselor Ed. & Student Affairs	<i>Renewal</i>
Muhlenberg School District	Social Work	<i>New</i>
New Jersey Jackals	Sport Management	<i>New</i>
PA Power Wrestling	Sport Management	<i>New</i>
Rays Baseball Club, L.L.C.	Sport Management	<i>New</i>
The Pennsylvania State University (Mont Alto Campus)	Academic Affairs	<i>New</i>
Walko’s Landscaping and Nursery	Geography	<i>New</i>

Mr. Jack Wabby moved to approve the Internship Agreements as presented. Mr. Kevin Harden, Jr., Esq. seconded the motion and it carried unanimously. The motion was approved.

12. **Affiliation Agreement with a School/Non-School and the College of Education**

Mr. Jack Wabby presented the affiliation agreements which establishes a relationship whereby its students may participate in a practicum or student teaching experience.

Forest Hill Nature Preschool, Forest Hill, MD *New*

Mr. Jack Wabby moved to approve the Affiliation Agreements as presented. Mr. Evan Santos seconded the motion and it carried unanimously. The motion was approved.

13. **Letters of Understanding with Various PASSHE Institutions and Kutztown University**

Mr. Jack Wabby presented the Letters of Understanding which provides Kutztown University the opportunity to engage with other PASSHE schools in shared offerings via distance education to students at one another’s locations.

Bloomsburg University of Pennsylvania *New*
FIN 333 – Commercial Bank Management offered by Bloomsburg University (Fall 2021).

California University of Pennsylvania *New*
MGMT 303 – Entrepreneurship 1: Small Business Fundamentals offered by California University.

Clarion University New
MGT 450 – Quality Management offered by Clarion University.
MGMT 486 – Occupational Safety Management offered by Clarion University.

East Stroudsburg University of Pennsylvania New
SEU 422 – World Language Instructional Methods for Middle and High School offered by Kutztown University.

Lock Haven University New
FRE103 – Intermediate French 3 offered by Kutztown University in Fall 2021.

Mansfield University New
FRE 101 – Elementary French 1 offered by Kutztown University (Fall 2021).
MAT 115 – Pre-Calculus offered by Kutztown University (Fall 2021).

Slippery Rock University New
MGMT 452 – Management-Labor Relations offered by Slippery Rock University.

West Chester University New
FIN 360 – Financial Analysis Using Excel offered by West Chester University.

Mr. Jack Wabby moved to approve the Letters of Understanding as presented. Mr. Robert Grim, Esq. seconded the motion and it carried unanimously. The motion was approved.

14. Agreements of Academic Cooperation with Various Institutions and Kutztown University

Mr. Jack Wabby presented the agreements of academic cooperation which allows students the opportunity for one or two semesters of study.

Hawk Mountain Sanctuary, Orwigsburg, PA New
Rodale Institute, Kutztown, PA New
Ed Snider Youth Hockey Foundation, Philadelphia, PA New

Mr. Jack Wabby moved to approve the Agreements of Academic Cooperation as presented. Mr. Dennis Giorno seconded the motion and it carried unanimously. The motion was approved.

15. (*Supplemental) Letters of Understanding with Various PASSHE Institutions and Kutztown University

Mr. Jack Wabby presented the supplemental letters of understanding which provides student access to a course that might not be available at their home campus.

HSNC University, Mumbai, India New
East Stroudsburg University, East Stroudsburg, PA New

Mr. Jack Wabby moved to approve the (Supplemental) Letters of Understanding as presented. Mr. Robert Grim, Esq. seconded the motion and it carried unanimously. The motion was approved.*

16. Summary Discussions-Council Committee on Finance, Property and Audit

Dr. Charles Blocksidge presented the discussions of the committee.

17. **Consent Agenda Items**

Dr. Charles Blocksidge reported that the committee thoroughly reviewed and were advised by staff that the purchases and contracts which are in compliance with the current policies and procedures.

Purchases and Contracts under \$100,000

Dr. Charles Blocksidge reported that the council reviewed the purchases and contracts under \$100,000 as presented.

Purchases and Contracts \$100,000 and over

Dr. Charles Blocksidge reported that the council reviewed the purchases and contracts \$100,000 and over as presented.

18. **Comprehensive Planning Process Update**

Dr. Charles Blocksidge reported that the council received an update on the Comprehensive Planning Process and Financial Sustainability for Kutztown University.

19. **Summary of Discussions – Council Committee on Human Diversity**

Ms. Dianne Lutz presented the discussions of the committee.

20. **Summary of Discussions-Council Committee on University Relations/Athletics and Advancement**

Mr. Robert Grim presented the discussions of the committee.

21. **PACT Update**

Mr. Jack Wabby reported that the Fall PACT Conference will be held virtually on Friday, October 15, 2021.

22. **Amendment to Kutztown University Order of Succession**

Mr. Jim Ludlow moved to approve the amended Kutztown University Order of Succession Plan as presented. Mr. Kevin Harden Jr., Esq. seconded the motion and it carried unanimously. The motion was approved.

23. **As May Arise**

Chairman Ludlow thanked Ms. Toyia Heyward and everyone who worked so hard to organize today's meeting.

24. **Adjournment**

Mr. Jim Ludlow moved that meeting be adjourned. Mr. Evan Santos seconded the motion and the meeting adjourned at 3:59 p.m.

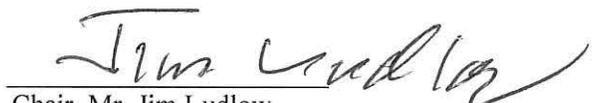
9.23.2021

Date

9.23.2021

Date


Secretary, Mr. Dennis Giorno


Chair, Mr. Jim Ludlow