

CHEYNEY UNIVERSITY OF PENNSYLVANIA

Council of Trustees

Minutes of the Quarterly Public Meeting

March 17, 2020

Marcus Foster Student Union Center Auditorium

Council of Trustees

Mr. Robert W. Bogle, *Chairman*
Mr. Samuel Patterson, *Chair*
Finance & Administrative Services Committee
& Strategic Planning
Mr. James Raith, *Chair*
Academic Affairs Committee
Mr. Larry C. Skinner, *Chair*
Student Affairs Committee
Mr. Robert Traynham, *Chair*
University Relations Committee
Mr. Leon R. Spencer, Jr., *Member*
Mr. Joseph Wells, *Member*
Mr. Vincent Gordon, *Member*

Absent:

Dr. Audrey Bronson, *Member*
Honorable Vincent J. Hughes, *Member*

Administration

Mr. Aaron Walton, *President*
Ms. Kizzy Morris, *Provost*
Ms. Cynthia Moultrie, *Executive Director of*
Finance and Administration
Mr. James Lewis, *Executive Director of*
Operations Management
Mr. Jeff Jones, *Executive Director of Enrollment*
Management
Ms. Elisabeth Burton, *Director of Housing Operations*
Mr. Clifton Anderson, *Senior Advisor & Chief*
Strategist

The Quarterly Meeting of the Cheyney University of Pennsylvania Council of Trustees was held on Tuesday, March 17, 2020, in the Marcus Foster Student Union and Alumni Center Auditorium. With a quorum confirmed and notice of meeting duly exercised in accordance with Trustee By-Laws, Chairman Robert W. Bogle opened the meeting at 1:15 P.M.

Chairman Bogle confirmed meeting participation of the Members of the Council of Trustees by roll call.

Trustee Spencer led in opening prayer.

APPROVAL OF MINUTES –

Chairman Bogle requested a motion to approve the Cheyney University of Pennsylvania Council of Trustees Quarterly Public Meeting minutes of December 17, 2019. This motion was seconded by Trustee Skinner, and the motion carried.

PUBLIC COMMENT –

None

PRESIDENT'S REPORT -

President Walton reported the following:

COVID-19 –

Academics – Training of Faculty and Online Instruction

- On March 23, 2020, all universities will move to online instruction for the remainder of the spring academic semester. The University has been engaged in keeping faculty up to date on developments and assisting to ensure they are prepared to deliver all courses online. Students were given an additional week of Spring Break for faculty to prepare.

Student Impact

- The pandemic will undoubtedly have an impact on students, and PASSHE collectively, as it pertains to students living on campus. Cheyney has a number of students who are on campus and because of their situation, are permitted to stay. A communication will be sent to all Cheyney students explaining the changes in housing and how and when they can pick up their equipment for online learning and personal belongings.

Essential Personnel

- The University has declared that some personnel are essential, while others can work from home for the next 10 days. Employees are embargoed until March 29th. Remote working arrangements will be available. This is a significant change and the University is responding positively.

Financial Impact

- The financial impact on the University has yet to be assessed, but there will undoubtedly be one, and it will not be positive. Depending upon how long the pandemic lasts, depends on if there will be long term losses of revenue.

Physical Plant and Infrastructure

- The University is maintaining the physical infrastructure to provide services to students. Food service has been modified and access to campus buildings is limited to students only. The University is adhering to the directives of the Governor and PASSHE that all outside events be cancelled. Commencement is being assessed.
- The Governor has suspended all Pennsylvania construction projects for the next two weeks. We have been ordered to cease and desist and no outside services. It is a challenging environment, but I think the Council will be pleased in terms of how individual departments are functioning.

REPORTS OF THE STANDING COMMITTEES -

Academic Affairs Committee

Trustee James Raith, Chair of the Academic Affairs committee, introduced Ms. Kizzy Morris, Provost, to present her report.

Ms. Morris remarked that this week, the University is working to convert to online teaching and is assisting faculty with this process. All faculty must demonstrate their ability to instruct remotely.

Information Item No. 1: Student Success. Ms. Morris provided an update regarding the University's implementation of TargetX Retention Suite, spring registration, and integrating academics with campus monetization efforts.

Information Item No. 2: Transforming Academics. Ms. Morris discussed changes to the Cheyney University Honors Academy. Additionally, Ms. Morris provided an update on the Aspire to Education (A2E) program and announced the return of the summer program Center for Black Educators Development's Liberation Academy (CBED). CBED is a program designed for high school and college students interested in becoming teachers. Their summer experience at Cheyney entails focused training on intellectual development, social change and civic leadership.

Finance and Administration

Trustee Samuel Patterson, Chair of the Finance and Administrative Services Committee & Strategic Planning, introduced Ms. Cynthia Moultrie, Executive Director of Finance and Administration, to present her report.

Action Item No. 1: Approval of Purchase Orders and Contracts in Excess of \$9,999.99. Trustee Patterson requested a motion to approve Purchase Orders and Contracts in Excess of \$9,999.99. This motion was seconded by Trustee Skinner, and the motion carried.

Action Item No. 2: Five Year Budget Analysis/Tuition, Fees and Assumptions. Trustee Patterson requested a motion to approve Tuition, Fees and Assumptions for the next five years. This motion was seconded by Chairman Bogle, and the motion carried.

Campus Life and Student Affairs

Trustee Skinner, Chair of the Student Affairs Committee, introduced Ms. Elisabeth Burton, Executive Director of Housing Operations, to present her report.

Information Item No. 1: Student Affairs. Ms. Burton provided an update on health and wellness initiatives (counseling, accessibility and research). Ms. Burton further reported that considering the pandemic, all student activities have been converted to Zoom. Such activities include meditation, yoga, and student organization meetings.

University Relations

Trustee Robert Traynham, Chair of the University Relations Committee, introduced Ms. Cynthia Moultrie, Executive Director of Finance and Administration, to present her report.

Action Item No. 1: Annual Recertification of The Cheyney Foundation. No action taken. This item is tabled until the Council of Trustees further reviews the document.

Information Item No. 1: University Grants and Contracts Report – July 1, 2019 – January 31, 2020. Ms. Moultrie reported on the summary of receipts in the amount of \$3,346,206.70.

Information Item No. 2: University Donations Report – July 1, 2019-December 31, 2019. Ms. Moultrie reported on the summary of receipts for FY 19-20 donations in the amount of \$136,253.70.

Information Item No. 3: The Cheyney Foundation Fundraising Report – July 1, 2019 through December 31, 2019. Ms. Moultrie discussed the summary of gifts for FY 19-20 in the amount of \$107,592.90.

Operations Management

President Walton called upon Mr. James Lewis, Executive Director of Operations Management, who reported the following regarding campus operations:

COVID-19 –

- Housing and Health and Wellness are assisting students regarding any housing concerns or questions regarding the virus.
- The University's food service provider, Thompson Hospitality, is adjusting its practice to a Grab and Go offering, which ensures safe distancing.
- An increase in custodial services has been requested, especially in the residence halls.
- Additional hand sanitizing dispensers and solution have been added to all campus buildings.

Monetization

- The University's partners in the Science Center are doing well.
- The University continues to work with Mosaic to bring tenants to campus to utilize buildings and land.

Enrollment Management

President Walton called upon Mr. Jeff Jones, Executive Director of Enrollment Management, who reported the following regarding enrollment:

- At this time, approximately 40 students are participating in the Summer Bridge Program, which will be held in June. This number is expected to increase.
- The academic profile of prospective Cheyney students is:
 - Average SAT = 1060 and GPA is 3.52
 - Average SAT for Keystone Honors = 1090 and GPA is 3.61

With no further business having to be attended to, Chairman Bogle requested a motion to adjourn the March 17, 2020 Quarterly Meeting of the Cheyney University of Pennsylvania Council of Trustees. This motion was seconded by Trustee Skinner, and the motion carried. The meeting adjourned at 2:45 P.M.

Submitted By:

Approved:

Irene Scheivert

Robert Traynham

Irene Scheivert
Recording Secretary

Robert Traynham
Secretary to the Council of Trustees