

CHEYNEY UNIVERSITY OF PENNSYLVANIA

Council of Trustees

Minutes of the Quarterly Public Meeting

June 16, 2020

Virtual Meeting (Zoom)

Virtual Attendees:

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. Joseph Wells, *Member*  
Mr. Vincent Gordon, *Member*

Absent:

Dr. Audrey Bronson, *Member*  
Mr. Leon R. Spencer, Jr., *Member*  
Honorable Vincent J. Hughes, *Member*

Administration

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

The Quarterly Meeting of the Cheyney University of Pennsylvania Council of Trustees was held on Tuesday, June 16, 2020, by virtual meeting (Zoom). With a quorum confirmed by roll call and notice of meeting duly exercised in accordance with Trustee By-Laws, Chairman Robert W. Bogle opened the meeting at 1:22 P.M.

Chairman Bogle advised that during the conduction of this virtual meeting, trustees are to identify themselves before they speak and when they make a motion or second a motion.

**APPROVAL OF MINUTES –**

Chairman Bogle requested a motion to approve the Cheyney University of Pennsylvania Council of Trustees Quarterly Public Meeting minutes of March 27, 2020. This motion was moved by Trustee Patterson, seconded by Trustee Raith, and the motion carried.

**PUBLIC COMMENT –**

None

## **CHAIRMAN'S REMARKS -**

Chairman Bogle stated that the year 2020 continues to make history in terms of COVID-19 and the national outcry regarding racism in America. The University sends a powerful message that despite it all, Cheyney continues to be successful. President Walton, executive leadership, and the campus community are to be applauded for continuing to persevere and demonstrate why there should be a Cheyney University.

## **PRESIDENT'S REPORT –**

President Walton reported the following:

- The University is preparing for students to return for the fall 2020 semester.
- In circumstances where students are remaining on campus, the University is ensuring that students are living in a safe and healthy environment. Safety measures are in place, which include mandatory mask wearing, grab and go meals, curfew hours, and no visitation in the residence halls. To date, there have been no campus incidents.
- The University will be releasing a document that outlines the plans for the fall return of students. The Council has received this document and comments are welcome. Highlights include:
  - Academic start date
  - Course offerings
  - First time student transition
  - Move-in
  - Dining
  - Testing
  - Quarantine
  - Campus decorum and behavior
- The University has completed the fourth HCM2 report with a successful error rate of less than a 10%. There are two reports left to be completed. If the error rate remains low, the University will be able to get off HCM2.

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

- 2020 deposits have significantly increased over 2019 - Freshman (51%); Transfers (54%); and Summer Bridge (42%).
- Average SAT/GPA for accepted/deposited students is 956/3.08; Keystone Students – the average SAT/GPA is 1105/3.61.

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

- Operations has been working, researching and planning on ways to safely allow people to be present on campus, as well as for students to return.
- The University welcomes new tenant, Sure BioChem to campus. The company specializes in providing microbial and chemistry testing services. Sure BioChem joins a diverse mix of life science companies located at the Science Center, providing potential experience of real-time research exposure for Cheyney students.
- Operations is preparing to support the University's annual Summer Bridge guests. Both Delaware and Chester County remain in the yellow phase and modifications have been made in the areas of food service with grab and go; intramurals with activity adjustments to ensure safe distancing, and the dormitories are sanitized and ready.

- Regarding COVID-19, the University practices observe, monitor and screen –
  - The campus community is tested with infrared thermometers and rapid screening monitors are arriving shortly.
  - Operations has provided safety orientation to the campus community, including campus corporate partners, regarding social distancing and use of PPE equipment.
  - Enhanced cleaning is taking place University-wide.
  - Wiping stations and checkerboard classroom style has been developed to ensure safe distancing.
  - The Dining Hall is appropriately spaced so no one is standing outside.

## **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.

Information Item No. 1: Student Success. Provost Morris reported that the fall 2020 semester is the targeted roll-out for the campus community to utilize TargetX Retention Suite. In addition, Provost Morris announced that recently, local APSCUF was shown a preview of the online degree audit tool for Power Campus. Provost Morris also reported that 47 students will be participating in the Summer Early Transition (SET) program beginning June 22<sup>nd</sup> to July 24, 2020.

Information Item No. 2: Transforming Academics. Provost Morris discussed the proposed Cheyney University Honors Curriculum Framework. In addition, Provost Morris announced the appointment of Dr. Greg Smith as Acting Associate Provost. Also, Provost Morris provided an update regarding Aspire to Education (A2E), which has been modified to a virtual for 50 students who are interested in becoming future educators.

### **Student Affairs Committee**

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

Information Item No. 1: Student Affairs Update. Ms. Burton provided an update on the Health and Wellness initiatives relating to Drug Free school compliance, risk reduction strategies, COVID-19 mitigating strategies and social distance policies.

### **Finance & Administration Committee**

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

Action Item No. 1: Purchase Orders & Contracts in Excess of \$9,999.99, February 1, 2020 through April 30, 2020. Trustee Patterson made a motion to approve the purchase orders and contracts in excess of \$9,999.99, February 1, 2020 through April 30, 2020. This motion was seconded by Trustee Wells, and the motion carried.

Action Item No. 2: 2020-2021 Room and Board Rates – Tuition Fees. Trustee Patterson made a motion to approve the 2020-2021 room and board rates – tuition fees. This motion was seconded by Trustee Raith, and the motion carried.

Action Item No. 3: Information Technology Risk Assessment Policies. Trustee Patterson made a motion to approve the information technology risk assessment policies. This motion was seconded by Trustee Skinner, and the motion carried.

Action Item No. 4: Annual Recertification for The Cheyney Foundation. Trustee Patterson made a motion to approve the recertification of The Cheyney Foundation. This motion was seconded by Trustees Wells, and the motion carried.

Information Item No. 1: April YTD Budget to Actual. Ms. Moultrie discussed the financial statements year-to-date actuals through April 2020.

Information Item No. 2: Vanguard Scholarship Endowment Funds and The Philadelphia Foundation. Ms. Moultrie discussed statements and endowment details as of April 30, 2020 in the amount of \$1,436,466.93.

#### **University Relations Committee**

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

Information Item No. 1: University Grants and Contract Report – July 1, 2019 – April 30, 2020. Ms. Moultrie reported on the summary of receipts in the amount of \$8,753,371.57.

Information Item No. 2: University Donations Report – July 1, 2019-June 30, 2020. Ms. Moultrie reported on the summary of receipts FY 19/20 donations in the amount of \$198,557.70.

Information Item No. 3: The Cheyney Foundation Fundraising Report – July 1, 2019 – June 30, 2020. Ms. Moultrie discussed the summary of gifts for FY 19-20 in the amount of \$132,796.44.

Chairman Bogle requested a motion to approve the reports of the standing committees. This motion was moved by Trustee Patterson, seconded by Trustee Traynham, and the motion carried.

#### **OTHER BUSINESS –**

The Council of Trustees joined the campus community in congratulating Ms. Cynthia Moultrie, Executive Director of Finance Administration, on her nomination as a 2020 CFO of the Year Award Honoree by the Philadelphia Business Journal. 25 honorees from the Philadelphia region were selected based upon demonstrated leadership, growth, and overcoming challenges within their respective businesses.

#### **ADJOURNMENT –**

With no further business having to be attended to, Chairman Bogle requested a motion to adjourn the June 16, 2020 Quarterly Meeting of the Cheyney University of Pennsylvania Council of Trustees. This motion was moved by Trustee Patterson, seconded by Trustee Raith, and the motion carried. The meeting adjourned at 2:36 P.M.

Submitted By:

*Irene Scheivert*

Irene Scheivert  
Recording Secretary

Approved:

*Robert Traynham*

Robert Traynham  
Secretary to the Council of Trustees