

**MINUTES OF THE MEETING OF THE  
COUNCIL OF TRUSTEES OF INDIANA  
UNIVERSITY OF PENNSYLVANIA HELD IN  
GORELL HALL, JOHN SUTTON HALL,  
DECEMBER 16, 2010, AT 4:30 P.M.  
PURSUANT TO NOTICE GIVEN**

Mr. David Osikowicz, chair of the Council of Trustees, called the meeting to order.

**Attendance**

**The following council members were present:**

Mr. David Osikowicz, Chair  
Mrs. Susan S. Delaney, Vice Chair  
Mr. Jonathan B. Mack, Secretary  
Mr. James C. Miller, Treasurer  
Mr. Raymond P. Edwards

Mr. Mark A. Holman  
Ms. Colleen M. Kopp  
The Honorable Samuel H. Smith  
Mrs. Carolyn P. Snyder  
Dr. Mary Esther Van Shura  
Mr. Gealy W. Wallwork

**The following Council members were absent:**

Ex officio, Dr. John Cavanaugh, Chancellor of Pennsylvania State System of Higher Education

**The following university administrators were also present:**

Dr. David Werner, Interim President  
Dr. Gerald Intemann, Provost and Vice President for Academic Affairs  
Dr. Cornelius Wooten, Vice President for Administration and Finance  
Dr. Rhonda H. Luckey, Vice President for Student Affairs  
Mr. Terry Carter Vice President for University Relations and  
Executive Director of the Foundation for IUP  
Mrs. Robin A. Gorman, Executive Assistant to the President  
Ms. Barbara J. Moore, Director of Institutional Research, Planning, and Assessment  
Mr. Jimmy A. Myers, Director of Social Equity and Civic Engagement  
Dr. Tim Mack, Dean of Graduate Studies and Research

**IUP COUNCIL OF TRUSTEES EXECUTIVE SESSION**

The IUP Council of Trustees met in Executive Session to discuss personnel issues, collective bargaining/labor relations matters, acquisition of real estate, litigation, and other privileged and confidential matters.

**READING AND CONSIDERATION OF THE MINUTES**

The following motion was approved:

***THAT THE MINUTES FROM THE MEETINGS OF THE COUNCIL OF TRUSTEES  
HELD ON SEPTEMBER 17 AND OCTOBER 4, 2010 BE APPROVED.***

## **REPORT OF THE PRESIDENT**

Dr. Werner stated that there were a few items he'd like to update everyone on. He explained that this Sunday we would engage in the activity that is the culmination of why we exist with commencement. There were two ceremonies one in the morning for graduate students, one in the afternoon for undergraduates. The speaker at the morning ceremony was the Auditor General of the Commonwealth of Pennsylvania Jack Wagner, who is also a 1974 graduate of IUP. In the afternoon ceremony University Professor Ben Rafoth was the speaker. As Dr. Werner said the reason we exist is to produce educated citizens for the Commonwealth and we will be expecting to award approximately 880 degrees at these two ceremonies which is an increase of about 50 over last year which shows, he thought, greater productivity in part of the university.

Dr. Werner announced that construction at the Kovalchick Convention and Athletic Complex is nearly complete, and the first ticketed event has been scheduled for March 10 with the Harlem Globetrotters. He also said that there would be some other events that would be non-ticketed that may precede that, but that would be the first ticketed event in the new facility.

Dr. Werner proclaimed that he was pleased to have received a \$1 million gift to the university. He stated that these do not come very often, and this case comes again from an alumnus of the university. Terry Serafini who was a graduate of the university in math education and his \$1 million dollar gift will be half used for the renovation of the atrium area of the Eberly College of Business and the other half will be devoted to scholarships for students in business and in math education which was his major.

Dr. Werner wanted to bring everyone up to date on a couple of things that were happening at the Board of Governor's level that would impact the university. One was that at the meeting in January, the Board of Governor's would be considering a change in tuition policy. Perhaps the most important part of that is the change in the policy for out-of-state students. Institutions would be given greater latitude for the out-of-state tuition they charge. Putting the floor of 150 percent of in-state tuition for undergraduate students we're permitting institutions to charge rates higher than that if they feel that it's appropriate for their institution. Dr. Werner stated that the second significant change in the tuition policy is to give the institutions greater flexibility in the tuition they charge for winter and summer sessions. This would permit the institutions to be more entrepreneurial in how they carry out those two sessions of the year and he thought this would provide an opportunity for all the institutions in the system, IUP in particular, to consider how it might package better offerings during those two terms during the year.

Dr. Werner announced that the other thing that is happening at the system level is a change in performance funding. As everyone knew, IUP did very well this year on performance funding partially because we did better on the indicators that were measured, but secondly because of the change in the formula. The interim process before a totally new system is adopted will continue into next year. He told everyone that there was still discussions going on about how that would change for next year, but thought it would favorably impact IUP. The new performance funding model would be released shortly and then it would set the stage for the institution to engage in a very careful delivered process of choosing five variables in which we choose to be measured. Five would be dictated by the policy but the institutions would have the freedom to pick five. That is a decision that we need to make with great care.

Dr. Werner declared that the university is in the process of looking at its budgetary situation for next year. With the economic downturn there are a lot of challenges at the state level in terms of funding from the Commonwealth and other expenses we anticipate we need to handle, so Dr. Werner is working with the Vice Presidents on this. Vice President Wooten has created a budget committee that has been very active in engaging members of the community. We've been holding open forums; there have been videos that are available on the website for the university community to learn more about the budget as we proceed through this year.

Dr. Werner is working with the vice presidents and others earlier in the late part of next week to make the next step forward in deciding how we would handle what we see as the budget predictions for next year.

Dr. Werner concluded with a sad note but happy note at the same time, and that was that Margie Boucher who he knew everyone knew and worked very closely with in the office of the president for many years has decided to retire. That was the sad part is that we're losing her but the happy part is that she's planning on spending more time with her family especially with her grandchildren. Dr. Werner knew everyone would join me in wishing her well in her retirement. Unfortunately she's off campus today and wasn't available for us to congratulate personally.

The following motion was approved:

***THAT THE REPORT OF THE PRESIDENT BE ACCEPTED.***

## **PUBLIC COMMENT**

- Dr. Ronald Lunardini, a retired IUP faculty member voiced his opposition concerning the decision to discontinue the OnStage Arts and Entertainment series. He gave a brief history of OnStage and the connection it has had with the community.
- Gretchen Barbor, Indiana Area Senior High School English Teacher voiced her opposition concerning the decision to discontinue the OnStage Arts and Entertainment series. She shared with the Trustees the value the program offers to her students.

## **NEW BUSINESS**

### **REPORT OF THE AUDIT COMMITTEE**

Mr. James P. Miller, chair of the Audit Committee, presented the following report:

The following motion to accept the Audited Financial Statements was approved:

***THAT IUP'S AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2010, BE ACCEPTED AS DISTRIBUTED TO THE IUP COUNCIL OF TRUSTEES.*** (THESE STATEMENTS CAN BE FOUND AT [WWW.IUP.EDU/FINANCEANDBUDGET](http://WWW.IUP.EDU/FINANCEANDBUDGET).)

### **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE**

Gealy Wallwork, chair of the Administration and Finance Committee, presented the following report:

The Administration and Finance Committee reviewed and discussed the items appearing on pages 86-94 in the Docket Report and Exhibits 1 through 5, which depict the highlights of the Administration and Finance Division.

#### **Approval of September 16, 2010, Committee Minutes**

The committee reviewed the September 16, 2010, minutes of the Administration and Finance Committee meeting. The minutes were approved as distributed.

## **Internal Audit Charter**

The committee reviewed the following Internal Audit Charter, which establishes the internal audit activity's role, professionalism, authority, independence and objectivity, responsibility, planning, and reporting and monitoring.

### **INDIANA UNIVERSITY OF PENNSYLVANIA INTERNAL AUDIT CHARTER**

#### **INTRODUCTION:**

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of Indiana University of Pennsylvania, hereafter referred to as IUP. It assists the University in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes.

#### **ROLE:**

The internal audit activity is established by the Council of Trustees, hereafter referred to as the Trustees. The internal audit activity's responsibilities are defined by the Trustees as part of their oversight role.

#### **PROFESSIONALISM:**

The internal audit activity will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the *International Standards for the Professional Practice of Internal Auditing (Standards)*. This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance.

The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to IUP's relevant policies and procedures and the internal audit activity's standard operating procedures manual.

#### **AUTHORITY:**

The internal audit activity, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of IUP's records, physical properties, and personnel pertinent to carrying out any engagement. All employees are requested to assist the internal audit activity in fulfilling its roles and responsibilities. The internal audit activity will also have free and unrestricted access to the Trustees.

#### **ORGANIZATION:**

The Internal Auditor will report functionally to the President and administratively to the Vice President of Administration and Finance.

The President will approve all decisions regarding the performance evaluation, appointment, or removal of the Internal Auditor as well as the Internal Auditor's annual compensation and salary adjustment. The Internal Auditor will communicate and interact directly with the President and Trustees, including in executive sessions and between Trustee meetings as appropriate.

## **INDEPENDENCE AND OBJECTIVITY:**

The internal audit activity will remain free from interference by any element in the University, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude.

The Internal auditor will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair internal auditor's judgment.

The Internal auditor must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. The Internal auditor must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Internal Auditor will confirm to the Trustees, at least annually, the organizational independence of the internal audit activity.

## **RESPONSIBILITY:**

The scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the University's governance, risk management, and internal process as well as the quality of performance in carrying out assigned responsibilities to achieve the University's stated goals and objectives. This includes:

- Evaluating the reliability and integrity of information and the means used to identify, measure, classify, and report such information.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the University.
- Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Evaluating the effectiveness and efficiency with which resources are employed.
- Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Monitoring and evaluating governance processes.
- Monitoring and evaluating the effectiveness of the University's risk management processes.
- Evaluating the quality of performance of external auditors and the degree of coordination with internal audit.
- Performing consulting and advisory services related to governance, risk management and control as appropriate for the organization.
- Reporting periodically on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan.
- Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Trustees.
- Evaluating specific operations at the request of the Trustees or management, as appropriate.

## **INTERNAL AUDIT PLAN:**

At least annually, the Internal Auditor will submit to senior management and the Trustees an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal/calendar year. The Internal

Auditor will communicate the impact of resource limitations and significant interim changes to senior management and the Trustees.

The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Trustees. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Trustees through periodic activity reports.

**REPORTING AND MONITORING:**

A written report will be prepared and issued by the Internal Auditor or designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to the Trustees.

The internal audit report may include management's response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management's response, whether included within the original audit report or provided thereafter (i.e. within thirty days) by management of the audited area should include a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented.

The internal audit activity will be responsible for appropriate follow-up on engagement findings and recommendations. All significant findings will remain in an open issues file until cleared.

**PERIODIC ASSESSMENT:**

The Internal Auditor will periodically report to senior management and the Trustees on the internal audit activity's purpose, authority, and responsibility, as well as performance relative to its plan. Reporting will also include significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by senior management and the Trustees.

In addition, the Internal Auditor will communicate to senior management and the Trustees on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years.

**Internal Audit Activity charter**

Approved this sixteenth day of December, 2010.

\_\_\_\_\_  
Internal Auditor

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairman of the Council of Trustees

\_\_\_\_\_  
Chairman of the Audit Committee

The following motion was approved:

***THAT THE INTERNAL AUDIT CHARTER BE APPROVED AS DISTRIBUTED TO THE IUP COUNCIL OF TRUSTEES.***

**Procurements and Services, Purchasing Card Expenditures**

As required by Act 13 and Act 188, the committee reviewed the procurements and services since the last meeting as depicted in Exhibit 5 of the Docket Report.

The following motion was approved:

***THAT, AS REQUIRED BY ACT 13 AND ACT 188, PROCUREMENTS AND SERVICES NEGOTIATED OR AWARDED BY THE PRESIDENT FROM JULY 1, 2010, THROUGH SEPTEMBER 30, 2010, FOR \$5,332,938.17, INCLUDING CARD PURCHASES AS SHOWN IN EXHIBIT 5 OF THE DOCKET REPORT, BE APPROVED.***

**Resolution for Board of Governors' Policy for External Financial Support**

The committee reviewed the Board of Governors' Policy 1985-04-A (University External Financial Support), which permits the establishment of relationships with various affiliated organizations, provided they are in compliance with specific criteria. The affiliated organizations are the Foundation for IUP, IUP Alumni Association, Student Cooperative Association, IUP Research Institute, and University Acquisitions, Inc.

The committee received and reviewed the financial summary of direct university support provided to and from the affiliate organizations as required by this policy. The report includes financial information that signifies that the Foundation for IUP, IUP Alumni Association, Student Cooperative Association, IUP Research Institute, and University Acquisitions, Inc., provide significant support to the university. Memoranda of Understanding do exist between the university and each of the affiliates and are available upon request. Copies of each of the affiliates' audited financial statements are provided annually to the university.

The following motion was approved:

***THAT THE RESOLUTION AS DISTRIBUTED REGARDING THE BOARD OF GOVERNORS' POLICY 1985-04-A—UNIVERSITY EXTERNAL FINANCIAL SUPPORT CERTIFIES THAT FOR THE 2009-2010 FISCAL YEAR, THE FOUNDATION FOR IUP, IUP ALUMNI ASSOCIATION, STUDENT COOPERATIVE ASSOCIATION, IUP RESEARCH INSTITUTE, AND UNIVERSITY ACQUISITIONS, INC., HAVE BEEN IN COMPLIANCE WITH THIS POLICY AND THAT THE RESOLUTION BE APPROVED.***

**Resolution for Acceptance and Approval of the Long-Range Campus Facilities Master Plan**

JJR initiated an evaluation of the campus facilities on July 20, 2009. JJR has since concluded their work on the Long-Range Campus Facilities Master Plan.

The following resolution was approved:

***WHEREAS, INDIANA UNIVERSITY OF PENNSYLVANIA (IUP) AUTHORIZED THE PREPARATION OF A LONG-RANGE CAMPUS FACILITIES MASTER PLAN FOR THE INDIANA CAMPUS IN 2008;***

***WHEREAS, IUP SELECTED THE FIRM OF JJR, LLC OF ANN ARBOR, MICHIGAN, THROUGH A REQUEST FOR PROPOSAL PROCESS AND ENTERED INTO AN AGREEMENT WITH JJR, LLC ON JULY 20, 2009, TO PREPARE A LONG-RANGE CAMPUS FACILITIES MASTER PLAN;***

**WHEREAS, JJR, LLC SUBMITTED A PLANNING PROCESS AND SCHEDULE WITH AN ANTICIPATED MASTER PLAN COMPLETION DATE OF JANUARY 12, 2011;**

**WHEREAS, JJR, LLC HAS INCORPORATED INTO THIS PLAN THE FOLLOWING: DATA FROM THE UNIVERSITY STRATEGIC PLAN; THE UNIVERSITY SPACE ASSESSMENT STUDY AS PREPARED BY COMPREHENSIVE FACILITIES PLANNING, INC.; AND THE UNIVERSITY INTEGRATED FACILITIES PLAN AS PREPARED BY SIGHTLINES;**

**WHEREAS, THE PLANNING PROCESS HAS INCLUDED INPUT FROM THE UNIVERSITY COMMUNITY AND FROM REPRESENTATIVES OF ADJACENT MUNICIPALITIES AND ORGANIZATIONS, INCLUDING INDIANA COUNTY, INDIANA BOROUGH, WHITE TOWNSHIP, AND THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION;**

**WHEREAS, A PHASING PROGRAM AND OPINION OF COST FOR IMPLEMENTATION OVER THE NEXT TWENTY YEARS ARE A PART OF THIS LONG-RANGE CAMPUS FACILITIES MASTER PLAN;**

**NOW, THEREFORE, BE IT RESOLVED, THAT THE IUP COUNCIL OF TRUSTEES ACCEPTS AND APPROVES THE TOTAL CONCEPT OF THE IUP LONG-RANGE CAMPUS FACILITIES MASTER PLAN AS PRESENTED TO THE COUNCIL ON DECEMBER 16, 2010, BY JJR, LLC.**

### **Budget Status Report**

Dr. Wooten provided a status report regarding the Educational and General budget for the period of July 1, 2010, through November 30, 2010.

### **Emergency Operations Plan Update**

The Public Safety Department successfully tested the One Call Now Emergency notification system on November 17, 2010, at approximately 10:30 a.m. The system reached out to approximately 56,000 contacts in a brief period of time. This system will serve IUP in times of emergency when imminent danger is present.

### **Performance Funding Results**

A report was provided on the performance funding dollars received based on the 2009-2010 results.

## **REPORT OF THE ACADEMIC AFFAIRS COMMITTEE**

Susan Delaney, chair of the Academic Affairs Committee, presented the following report:

### **Approval of Senate Actions**

The Academic Affairs Committee recommends that the following University Senate actions, which have the endorsement of the President and the Provost, be approved:

- Program revision from the Journalism department for the Bachelor of Arts – Journalism.



- Program revision from the Nursing and Allied Health department for the Bachelor of Science – Nursing program; and the Bachelor of Science – Nursing/Licensed Practical Nurse Track.
- Program revision from the Music department for the Bachelor of Arts – Music/Theory and Composition Track.
- Program revision from the Center for Career and Technical Personnel Preparation for the Bachelor of Science in Education – Vocational-Technical Education; and Certificate – Vocational-Technical Education
- Program revision from the Communications Media department for the Communications Media and Instructional Technology, Ph.D. Program

The following motion was approved:

***THAT THE ACADEMIC AFFAIRS COMMITTEE APPROVES THE SENATE ACTIONS WHICH WERE APPROVED AT THE SEPTEMBER 14 AND NOVEMBER 7 2010 MEETINGS OF THE UNIVERSITY SENATE AND SUBSEQUENTLY APPROVED BY INTERIM PRESIDENT WERNER.***

### **Comments by Dr. Intemann**

Provost Intemann introduced to the Council of Trustees Luis Gonzalez, dean of Libraries; Stephen Anspacher, executive director of Distance Learning and Continuing Education and Hillary Creeley, assistant dean of Research in the School of Graduate Studies.

Provost Intemann shared information regarding the Graduate Online Program Initiative. This initiative is part of Academic Affairs goals to have three new online programs. The three programs were chosen through collaborative discussions with faculty and college administration. The programs are M.S in Food and Nutrition, M.A. in Adult and Community Education, and Special Education Certification.

Additionally, he shared information regarding the ongoing external funding efforts. IUP faculty and staff have received more than \$10 million in grant funding so far this year. Provost Intemann also provided brief updates on ongoing curriculum developments and academic facilities planning efforts.

### **Honors College Presentation**

Dr. Janet Goebel provided an excellent overview of the Honors College including program design rationale, academic programming focus, and the role the living learning environment within the Honors College impacts student achievement. Three senior Honors College students - Josh Hughes, Ethan Robinson, and Rachael Snyder - provided personal perspectives on how critical thinking skills that are integral in the curriculum design are applied; and how the Honors College living learning environment impacts students both academically and personally. A key principle regarding the Honors College experience was highlighted in a quote from Mr. Hughes "Ideas are meant to be challenged". IUP and the Honors College provide that challenge.

## **REPORT OF THE STUDENT AFFAIRS COMMITTEE**

Mrs. Carolyn P. Snyder, chair of the Student Affairs Committee, presented the following report:

The Student Affairs Committee reviewed and discussed the items appearing on pages 133-141 of the Docket Report regarding Student Affairs' programs, and student, staff, and faculty accomplishments.

The following resolution of commendation for the IUP Golf Team was approved:

***WHEREAS, the IUP men's Golf Team won its fourth straight Pennsylvania State Athletic Conference championship and its ninth in the past fourteen years with a twenty-stroke victory over West Chester;***

***WHEREAS, IUP's four consecutive conference championships mark only the third time in PSAC history this feat has been accomplished, including once before by IUP in the years 1989 to 1992;***

***WHEREAS, sophomore Sean Sweithelm became the fourth consecutive IUP sophomore to win the individual title, firing a tournament-best round of 69 over the final eighteen holes to rally for a one-shot win and to join his immediate predecessors, Gavin Smith (2007), Leo Acklin (2008), and Brad Boyle (2009) as tournament medalists;***

***WHEREAS, four other IUP players finished in the top ten, including Zack Kempa, who was third, and Brad Boyle and Derek Baker, who tied for seventh;***

***WHEREAS, the Crimson Hawks won three tournaments and tied for first in another of the six events they entered during the most recent season;***

***NOW, THEREFORE, BE IT RESOLVED, that the IUP Council of Trustees commends the outstanding accomplishments of the IUP Golf Team during the Fall 2010 season.***

### **University Strategic Plan**

In support of the University's Strategic Plan, Jim Begany, associate vice president for Enrollment Management, presented trends and projections for enrollment for the next five years.

Patti McCarthy, director, Office of Financial Aid, reviewed five-year financial aid trends, IUP's loan debt, and future issues facing students' financial aid needs.

## **REPORT OF THE UNIVERSITY RELATIONS COMMITTEE**

Mr. James C. Miller, chair of the University Relations Committee, presented the following report:

An overview of the University Relations activities, projects, and outcomes for the fiscal year can be found in the Council of Trustees docket on pages 144 to 152.

The following resolution was approved:

### ***RESOLUTION FOR THE NAMING OF THE JIM SELF '65 AND JAMIE SELF BRASS AND JAZZ REHEARSAL HALL***

***WHEREAS, THE FOUNDATION FOR IUP HAS RECEIVED A COMMITMENT FROM JIM SELF '65 AND JAMIE SELF TO ESTABLISH AN ENDOWED SCHOLARSHIP THAT WILL PROVIDE ANNUAL AWARDS TO STUDENT MUSICIANS WHO ARE PART OF THE IUP BRASS QUINTET;***

**WHEREAS, IN APPRECIATION OF THIS GIFT, THE DEPARTMENT OF MUSIC EXPRESSES ITS GRATITUDE AND SEEKS TO HONOR THE DONORS BY NAMING A REHEARSAL ROOM IN COGSWELL HALL FOR JIM AND JAMIE SELF;**

**WHEREAS, THROUGH THEIR GIFT, JIM AND JAMIE SELF HAVE FULFILLED REQUIREMENTS OF THE TRUSTEES' POLICY REGARDING NAMED GIFTS;**

**NOW, THEREFORE, BE IT RESOLVED, THAT THE IUP COUNCIL OF TRUSTEES, IN RECOGNITION OF THIS GENEROUS GIFT, DOES HEREBY DESIGNATE ONE OF THE REHEARSAL ROOMS IN COGSWELL HALL AS THE JIM SELF '65 AND JAMIE SELF BRASS AND JAZZ REHEARSAL HALL; AND**

**BE IT FURTHER RESOLVED, THAT THE IUP COUNCIL OF TRUSTEES EXTENDS ITS DEEPEST APPRECIATION TO JIM AND JAMIE SELF FOR THEIR GENEROUS SUPPORT OF STUDENT MUSICIANS.**

**Comments by Mr. Carter**

According to Vice President Terry Carter, a critical next step in building a culture of philanthropy at IUP involves donor screening. The Development Office of University Relations is currently looking at vendors who can provide services that quantify full gift capacity/wealth screening of individual alumni and other prospects and donors within the donor data system. In order to increase fundraising capacity, Mr. Carter said there must be constituent information that is updated, expansive, and accurate in relation to any and all prospects across the country.

The main purpose of the screening is to help identify those individuals who have the capacity to provide a major gift of \$25,000 or greater and/or an Annual Fund Leadership Society level gift of at least \$5,000. The capacity information will verify previously obtained information on individuals believed to have the means to give a substantial gift to the university as well as reveal new potential major gift donors.

Screening the database using data from various proprietary sources provides up-to-date gift capacity, wealth, and asset information on an individual basis. Up to forty data sources are used in the screening process, including nationally recognized entities such as Dun and Bradstreet, LexisNexis, Experian, the Securities and Exchange Commission, and IRS Section 527 data.

From these sources, the following types of information can be secured for each individual:

- Known Assets - Real estate, stocks/bonds/securities, and other public information on "hard" assets
- Memberships/Affiliations - Board memberships, directorships, and other professional affiliations
- Employment Information - Current employment information
- Philanthropic Giving - Known charitable giving
- Political Donations - Federal and state campaign contributions

From the above information, a giving capacity range and various scoring to rank individuals with a capacity level are calculated. Additionally, by also incorporating data from IUP's donor data system, various modeling criteria can be created that specify each individual's affinity toward philanthropy. Completing this process provides invaluable information that is required to set realistic fundraising goals from year-to-year, based on IUP's funding priorities.

Completion of the Screening, regardless of the vendor chosen, the delivered product will provide the following:

- Completion of a basic wealth screening of approximately 120,000 constituents
- Selection of a vendor by the end of this year or early in 2011
- Opportunity for IUP to view, report, or download the screened results
- Allowance for detailed or summary reports produced via templates provided by the vendor or via customized in-house documents
- Capacity ratings and/or other wealth scores/rankings for input into IUP's Banner database for future comparisons and data mining
- Production of large-batch results at a fraction of the cost it would take to research on an individual basis
- Rescreening of records during the contract period at no additional cost
- Processing of new records, not in the initial screening, at minimal additional cost
- Renewal of contract (usually twelve-month) at a discount rate
- "Ownership" of purchased screened results by IUP, even if contract is not renewed

Vice President Carter reported that Terry Serafini, IUP Class of 1961, had made a gift commitment of \$1 million to IUP. Of this amount, \$500,000 will fund the renovation of the Eberly College of Business Atrium, and the remaining \$500,000 will create a new, endowed scholarship fund to assist deserving business and math education students with tuition costs. Mr. Carter said he was very grateful to Mr. Serafini for his tremendous generosity to the university.

## **OTHER BUSINESS:**

### **STUDENT TRUSTEE RECOMMENDATION**

The following motion was approved:

***THAT RECOMMENDATION OF THE STUDENT TRUSTEE SELECTION COMMITTEE TO RECOMMEND ANDREW LONGACRE AS THE NEXT STUDENT TRUSTEE BE APPROVED AND THAT THE IUP PRESIDENT IS AUTHORIZED TO FORWARD THE RECOMMENDATION TO THE CHANCELLOR.***

### **2009-2010 REPORT OF THE ANNUAL PRESIDENTIAL REVIEW COMMITTEE**

Susan Delaney reported that as a personnel matter in the executive session, the Report of the 2009-2010 Annual Presidential Review Committee was discussed.

The following motion was approved:

***THAT THE REPORT OF THE 2009-2010 ANNUAL PRESIDENTIAL REVIEW BE APPROVED AND THAT THE CHAIRMAN OF THE COUNCIL OF TRUSTEES IS AUTHORIZED TO FORWARD THE REPORT TO THE CHANCELLOR.***

### **RESOLUTION SETTING THE NEXT MEETING DATE**

The following motion was approved:

***THAT THE NEXT MEETING OF THE COUNCIL OF TRUSTEES WILL BE HELD ON MARCH 3, 2011.***

**THE MEETING WAS ADJOURNED AT 5:20 P.M.**

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**Jonathan B. Mack**  
**Secretary, IUP Council of Trustees**