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From: "Ammerman, Paula" <PRA4@psu.edu>

To:

Cc:

Date: Tue, 28 Feb 2012 12:57:30 -0500

Subject: March 15-16, 2012 Board of Trustees Meeting Schedule and Checksheet

TO: Members of the Board of Trustees

Attached for your use and information is the revised schedule for the March 15-16, 2012 Board of Trustees meetings to be held at the Penn State Milton S. Hershey Medical Center. Please forward to your assistants, if required, for calendaring purposes.

Also attached is the Trustee Checksheet for completion and returning to me. The form can be completed and scanned to my attention at pra4@psu.edu or faxed to 814-863-4631. If returning by mail, please return to the below address.

Information concerning the committee meetings planned for Thursday afternoon will be distributed under separate cover.

Thank you.

Paula

Paula R. Ammerman

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February 28, 2012

TO: Members of the Board of Trustees

A tentative schedule of activities for the March 15-16, 2012 Board of Trustees meetings and other events is shown below.

Thursday, March 15, 2012

- Afternoon **Seminars for Committees**
(Separate notices will be provided for committee members; please refer to the specific times and locations.)
- 6:00 p.m. **Reception/Dinner** in the Mezzanine Level and the Castilian Room of The Hotel Hershey for Trustees, their partners, and invited guests.

Friday, March 16, 2012

- 7:00 a.m. - **Trustee Seminar**
10:30 a.m. (Garden Terrace East, The Hotel Hershey) (Breakfast will be available)
- 10:30 a.m. Transportation will depart The Hotel Hershey for travel to the Penn State Hershey Children's Hospital.
- 11:00 a.m. **Tour** of the Penn State Hershey Children's Hospital for the Trustees and all persons invited to the meetings. **NOTE: As this is an active construction site, safety precautions will be followed including the issuance of hard hats and safety vests.** Closed-toed shoes are required (no sandals) and suits/slacks are recommended.
- 11:45 a.m. Transportation will depart the Penn State Hershey Children's Hospital for travel to the University Fitness and Conference Center.
- 12 noon **Buffet Luncheon** will be available for the trustees in the Multipurpose Room of the University Fitness and Conference Center for Trustees and all persons invited to the meetings.

All meetings will be held in 302 of the University Fitness and Conference Center, Penn State Milton S. Hershey Medical Center, in Hershey, Pennsylvania, unless otherwise noted.

- 1:15 p.m. **Board of Trustees Called to Order**
Peetz(chair), Masser (vice chair), Alexander, Allan, Arnelle, Broadhurst, Clemens, Corbett, Dambly, Deviney, DiBerardinis, Eckel, Erickson, Frazier, Garban, Greig, Hayes, Hetherington, Hintz, Huber, Khoury, Jones, Lubert, Myers, Riley, Shaffer, Silvis, Strumpf, Suhey, Surma, and Tomalis

President's Report

Friday, March 16, 2012 (Continued)

1:45 p.m. **Update on The Milton S. Hershey Medical Center**

2:15 p.m. **Reports from Standing Committees**

A. Committee on Campus Environment

Peetz and Erickson (ex officio); DiBerardinis (chair), Huber (vice chair), Allan, Arnelle, Greig, Hetherington, Hintz, Khoury, Suhey, and Surma

B. Committee on Educational Policy

Peetz and Erickson (ex officio); Frazier (chair), Lubert (vice chair), Alexander, Corbett, Hayes, Jones, Myers, Riley, Shaffer, and Tomalis

C. Committee on Finance and Physical Plant

Peetz and Erickson (ex officio); Strumpf (chair), Masser (vice chair), Broadhurst, Clemens, Dambly, Deviney, Eckel, Garban, and Silvis

4:00 p.m. **Board of Trustees Adjournment**

Partners' Program

Thursday, March 15, 2012 - 6:00 until 9 p.m.

Friday, March 16, 2012 - 8:30 a.m. until 2:00 p.m. Details being mailed under separate cover.

Lodging/contact information for your use in conjunction with the Board of Trustees meetings is provided below:

The Hotel Hershey
100 Hotel Road
Hershey, PA 17033
717- 533-2171

visit www.thehotelhershey.com for information and directions

Please use the enclosed form to indicate your lodging and transportation requirements and return it to us by **Friday, March 2**. The exact times for meetings may be adjusted slightly depending upon the length of each committee agenda. Please refer to the final schedule which will be included in the Meeting Agenda.



Paula R. Ammerman
Director, Office of the Board of Trustees/
Associate Secretary

Enclosures: Check Sheet

TRUSTEE CHECK SHEET

I am am not planning to attend the Board of Trustees meetings/events at the Penn State Milton S. Hershey Medical Center, Hershey, Pennsylvania, on March 15- 16, 2012.

Thursday, March 15, 2012

Reception/Dinner

Partner/Guest will attend

(Name of Partner/Guest)

Please indicate dinner entree selection:

Maytag Blue Cheese Crusted Filet of Beef (B)

____ Self ____ Partner/Guest

Grilled Lemon-Herb Swordfish (F)

____ Self ____ Partner/Guest

Parmesan-Lemon Risotto Cake (V)

____ Self ____ Partner/Guest

Friday, March 16, 2012

Seminar

Tour of Penn State Hershey Children's Hospital

Partner/Guest will attend

Buffet Luncheon

Partner/Guest will attend

Board of Trustees including:

President's Report

Educational Presentations

Please make the following hotel room reservation for the night of:

Thursday, March 15, 2012

Single Occupancy

Double Occupancy

*Late checkout required on Friday

(*Late check out at the The Hotel Hershey has been arranged for a limited number of rooms for Friday, March 16. For anyone departing directly from the meeting, luggage storage will be available at the University Fitness and Conference Center.)

I will need transportation as follows:

(Name)