

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, July 22, 2009
6th Floor Community Room, North Hall
2:00 p.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

Chairman Meyer called the meeting to order at 2:02 p.m.

FOR THE RECORD: In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on July 8, 2009.

II. OATH OF OFFICE

The Honorable Richard Cashman gave the oath of office to Mr. Ralph Meyer, Mr. Charles Ike and Dr. Robert Strohecker. All Trustees took the oath of office in accordance with PASSHE regulations.

III. RECORDING OF ATTENDANCE

The following Trustees were in attendance:

Mr. Richard P. Cashman, Secretary
Mr. Charles R. Ike, Member
Mr. Lewis B. Lee, Member
Mr. Craig G. Litchfield, Member
Mr. Ralph H. Meyer, Chair
Ms. Ada Mae Saxton, Member
Mr. Louis Setzer, Student Member
Mr. Howard J. Smith, Jr., Member
Dr. Robert D. Strohecker, Vice Chair
Ms. Carol J. Tama, Member

The following Trustee was not in attendance:

Mr. Thomas A. Browning, Member

III. RECORDING OF ATTENDANCE (Continued)

Members of the University staff who were in attendance are as follows:

Dr. Maravene Loeschke, President
Mr. Tekeste Abraham, Director, Purchasing
Ms. Dia Carleton, Executive Director of Human Resources
Mr. Charles Colby, Associate Vice President for Residence Life
Mr. Terrance Day, Assistant Director, Public Relations and Publications
Dr. Russell Dodson, Full Professor, Geography and Geology
Mr. James Harrington, Associate Vice President for Student Affairs
Mr. Dennis Heinle, Director of the Leadership Institute
Ms. Anne M. LaVancher, Secretary to the Council of Trustees
Mr. Dennis Miller, Director of Public Relations and Publications
Mr. Michael L. Reid, Vice President of Finance and Administration
Dr. Robert Timko, Interim Dean of Arts and Sciences
Mr. Larry Watts, President, SCUPA

Others in Attendance:

Ms. Cheryl Clarke, *Williamsport Sun-Gazette*
Mr. Ralph Slyster, President, Student Government Association

IV. PUBLIC COMMENTS

Chairman Meyer invited public comments. No comments were received.

V. APPROVAL OF MINUTES

May 27, 2009 (Exhibit A)

A motion was made by Mr. Lee, seconded by Dr. Strohecker, and unanimously carried to approve the minutes of May 27, 2009 with one amendment regarding the time of the adjournment in section XIII, noted below in bold type.

The meeting was adjourned at **3:14 p.m.**

VI. COMMITTEE REPORTS

A. Academic Affairs Report

Dr. Timko noted the topics discussed in the Academic Affairs report:

- Preliminary enrollment update as of 7/22/09: 3432 scheduled to attend; FTE is up 4.59% from last year; readmits are up 15.7%; current retention of freshman cohort is 79.16% up almost 7%; Master of Arts in Organizational Leadership has fall cohort of 35;
- Fall faculty will include eight new tenure track members;
- Academic program update;
- Provost division personnel update.

B. Finance and Administration Report

Mr. Reid noted the topics discussed in the Finance and Administration report:

- Purchase orders above and below \$10,000 for the period April 16, 2009 through June 15, 2009;
- Annual physical inspection of facilities report and campus construction projects;
- Budget update.

Approval of Purchase Orders of \$10,000 or more

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Smith, seconded by Ms. Saxton, and unanimously carried to approve the purchase orders of \$10,000 or more for the period of April 16, 2009 through June 15, 2009 for a total of \$357,643.64** as identified in Exhibit B.

Approval of Purchase Orders less than \$10,000

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Dr. Strohecker, seconded by Mr. Cashman, and unanimously carried to approve the purchase orders of less than \$10,000 for the period of April 16, 2009 through June 15, 2009 for a total of \$1,214,407.26** as identified in Exhibit C.

Approval of the Annual Physical Inspection of Facilities Report

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Lee, seconded by Ms. Saxton, and unanimously carried to approve the annual physical inspection of facilities report for submission to PASSHE BOG** as identified in Exhibit D.

VI. COMMITTEE REPORTS (continued)**C. Human Resources Report**

Ms. Carleton noted the topics given in the Human Resources Report:

- MU Identity Theft Prevention Policy and Program (Red Flag policy);
- Monday Morning Mentoring with David Cottrell;
- Events update.

Approval of MU Identity Theft Prevention Policy and Program

Upon the recommendation of the Director of Human Resources and the President, **a motion was made by Mr. Litchfield, seconded by Mr. Ike, and unanimously carried to approve the MU Identity Theft Prevention Policy and Program** as identified in Exhibit E.

D. Student Affairs/Residence Life Report

Mr. Colby and Mr. Harrington noted the topics given in the Student Affairs/Residence Life Report:

- SGA budget was approved by President Loeschke in June;
- Hut renovation update;
- Campus activities update;
- Athletic leadership program;
- Greek Life update;
- Personnel update;
- Co-curricular transcript;
- Freshman Year Residential Experience;
- Commuter connection relocation;
- Manser Hall renovations;
- Privatized housing update.

Trustees' Support of Leasing Land

Upon the recommendation of the Associate Vice President for Residence Life and the President, **a motion was made by Mr. Smith, seconded by Mr. Litchfield, and unanimously carried to recommend for BOG approval, the leasing of Mansfield University property for the purpose of building privatized resident student housing. Areas impacted: a) on grounds heretofore vacant (residence halls to be constructed in two locations), and b) on grounds currently being utilized for residence halls requiring demolition prior to new construction.**

VI. COMMITTEE REPORTS (continued)E. University Advancement Report

President Loeschke noted the topics given in the University Advancement Report:

- The VP or the Administrative Assistant positions in University Advancement will not be replaced in the coming year;
- Annual fund, phone-a-thon and planned giving were all up from last year;
- Dr. Loeschke suggested that Dr. Bair provide a full report during the September committee meeting.

VII. OLD BUSINESS

No items for discussion.

VIII. NEW BUSINESS

No items for discussion.

IX. INFORMATION ITEMSStrategic Plan Implementation Team Report

Mr. Dennis Heinle, Director of the Leadership Institute, noted the following advancements of the “Make Leadership Development Our Signature” strategic plan implementation team:

- Team membership includes faculty, staff and students;
- Will develop a definition for leadership with input from the campus and approval from Cabinet;
- Actively practice ethical leadership which will be threaded through leadership development;
- A leadership audit will be conducted in fall 2009 to identify current leadership activities;
- Will foster advanced scholarship for off-campus organizations;
- Will foster leadership development through structured activities;
- Will expand Mountaineer Leadership Program;
- Will encourage applications for competitive funding;
- Continue to development Leadership Lecture Series;
- Will routinely assess MU leadership scholarships;
- Will continue to support the minor in leadership;
- Will implement the Masters in Organizational Leadership;
- Consistently market our brand “Developing Tomorrow’s Leaders”.
- Will foster social inclusiveness;
- Will raise self-supporting revenue.

X. EDUCATIONAL FEATURE – Outdoor Recreational Leadership

Dr. Timko introduced Professor Russell Dodson, Chair, Geography/Geology Department. Professor Dodson gave a presentation about MU's minor in Outdoor Recreational Leadership. He noted that our rural setting, existing recreation providers and nearby state parks/forests/game lands make Mansfield the perfect location for such a program.

XI. REPORTSPresident Loeschke

President Loeschke provided the following report:

- President Loeschke took a moment to thank faculty, staff and administration for the work they do each day;
- She thanked the COT for their support and guidance;
- She also thanked the students for making her job enjoyable;
- Ground breaking for Allen Hall has taken place;
- Additional funding has been secured for Grant renovations;
- The renovations to campus create a warm, inviting place for students. This is good for recruitment/retention and shows good health of a campus. We have been able to accomplish this with the smallest facilities department in PASSHE;
- Commended Dr. Chiaramonte and the Provost's area for their work in developing the MA in Organizational Leadership program;
- Endless Mountains Music Festival will be in the surrounding area July 28-August 16;
- Mr. Meyer thanked Dr. Loeschke for her leadership.

Student Government Association (SGA)

Mr. Ralph Slyster, President SGA, provided the following report:

- SGA is working toward purchasing a rock climbing wall;
- Have been working with Mansfield Downtown Development Corporation;
- Will begin developing a strategic plan for SGA in the fall;
- Nine SGA positions have been reserved for incoming freshman;
- Working to setup DVD rental vending machine;
- Committee on Finance bylaws will be reviewed in the fall;
- Working to establish a program to have New York times on campus free for students.

PACT

Mr. Meyer provided the following information:

- The next conference will be held October 14-15 at Bloomsburg University;
- Changed the format of the conference as cost savings measure;
- PACT executive board and COT chairs will meet July 23, 2009.

XII. OTHER BUSINESS

No other business noted.

XIII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, September 23, 2009 at 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIV. ADJOURNMENT

The meeting was adjourned at 3:09 p.m.

Respectfully Submitted,

Anne M. LaVancher
Recording Secretary

