

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, July 23, 2008
6th Floor Community Room, North Hall
11:00 a.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

Chairman Meyer called the meeting to order at 11:08 a.m.

FOR THE RECORD: In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on July 16, 2008.

II. RECORDING OF ATTENDANCE

The following Trustees were in attendance:

Ms. Tessa Bieber, Student Member
Mr. Thomas A. Browning, Member
Mr. Richard P. Cashman, Secretary
Mr. Craig G. Litchfield, Member
Mr. Ralph H. Meyer, Chair
Ms. Ada Mae Saxton, Member
Dr. Robert D. Strohecker, Vice Chair

The following Trustee was not in attendance:

Mr. Lewis B. Lee, Member
Mr. Howard J. Smith, Jr., Member
Ms. Carol J. Tama, Member

II. RECORDING OF ATTENDANCE (Continued)

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

Mr. Steven Besse, Vice President for University Advancement
Ms. Dia Carleton, Executive Director of Human Resources
Mr. Charles Colby, Associate Vice President for Residence Life
Dr. Deborah Erickson, Associate Provost
Mr. Dennis Heinle, Director of the Leadership Institute
Ms. Anne M. LaVancher, Secretary to the Council of Trustees
Mr. Loren McNett, Campus Technologies Client Services
Mr. Alexander Miller, Campus Technologies Client Services
Mr. Dennis Miller, Director of Public Relations and Publications
Mr. Michael L. Reid, Vice President of Finance and Administration
Dr. Michael Renner, Provost/Vice President for Academic Affairs
Dr. Robert Timko, Interim Dean of Arts and Sciences
Mr. Larry Watts, President, SCUPA
Mr. Alan Zellner, Social Equity and Multicultural Affairs Officer

Others in attendance:

Ms. Jacqueline Conforti Barnett, Acting Chief Legal Counsel
Ms. Jill Fluck, University Legal Counsel

III. PUBLIC COMMENTS

Chairman Meyer invited public comments. No comments were received.

Mr. Meyer welcomed Ms. Jacqueline Conforti Barnett, Interim Chief Legal Counsel and Ms. Jill Fluck, University Legal Council.

IV. INTRODUCTION OF SOCIAL EQUITY AND MULTICULTURAL AFFAIRS OFFICER

Ms. Carleton introduced Mr. Alan Zellner, Mansfield University's Social Equity and Multicultural Affairs Officer.

Mr. Zellner's background includes a Bachelor's Degree in Business Ed; Masters of Science in Educational Leadership; he has served as Assistant Dean of Admissions; Assistant as well as Head Wrestling Coach; advisor to the Black Student Coalition, Coordinator of Minority Affairs; Director of Diversity and Coordinator of Diversity Affairs.

Mr. Zellner provided an introduction of his background, his thoughts regarding Multicultural Affairs and his intentions for Mansfield University.

V. APPROVAL OF MINUTES May 28, 2008 (Exhibit A)

A motion was made by Mr. Browning, seconded by Ms. Saxton, and unanimously carried to approve the minutes of May 28, 2008 as written.

VI. COMMITTEE REPORTS

A. Academic Affairs

Dr. Renner, Provost, noted the topics discussed by the Academic Affairs Committee:

- Discussed information items – faculty career milestones (promotion, tenure), academic structures task force findings;
- Introduction of Dr. Robert Timko, Philosophy Dept. as Interim Dean of Arts & Sciences;
- Introduction of Dr. Deborah Erickson, Associate Provost of Graduate & Professional Programs;
- Introduction of Dr. Scott Davis and Dr. Adrienne McEvoy who are Acting Assistant Provosts serving on a part-time basis;
- Introduction of Dr. McEvoy and Dr. Adam Brennan who co-coordinating Academic program assessment;
- Update on current enrollment status for the fall semester.

B. Finance and Administration Committee

Mr. Reid noted the topics discussed by the Finance and Administration Committee:

- Purchase orders over \$10,000 and under \$10,000 for the period of April 16, 2008 through June 15, 2008 as identified in Exhibits B and C;
- Guaranteed energy resource savings contract;
- Reviewed the contributions to Mansfield Fire Dept. and Ambulance Association.

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 Dr. Strohecker, seconded by Mr. Litchfield, and unanimously carried to approve the purchase orders of \$10,000 or more for the period of April 16, 2008 through June 15, 2008 for a total of \$1,279,599.08** 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 Mr. Browning, seconded by Mr. Cashman, and unanimously carried to approve the purchase orders of less than \$10,000 for the period of April 16, 2008 through June 15, 2008 for a total of \$634,449.37** as identified in Exhibit C.

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

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

- Reviewed the number and cost of searches from 2005 to present;
- Classification review and search team participants;
- HR activities, training and success of employee picnic.

D. Student Affairs Report

Mr. Colby noted the topics given in the Student Affairs Report:

- Hired the new Director of Student Activities, Mr. Steve Plesac;
- SGA completed their allocation of funds for 2008-2009;
- Athletics – Field Hockey, Men's and Women's track were all nationally recognized for their academic achievements;
- Alcohol EDU program for all freshman;
- Continuing feasibility study for campus housing;
- This year will be a rebid for food service, awarded in the spring and effective next fall;
- Cedarcrest and Retan are new service venue locations and will be open until midnight Monday through Thursday;
- Air conditioning installation will be complete in Manser in the near future.

E. University Advancement Committee

Mr. Besse noted the topics given in the University Advancement Report:

- Presented Power point of trend analysis of resource development;
- Organizational chart depicting structure of University Advancement division;
- Mr. Besse traveled with the University choir in their participation in world choir Olympics in Austria. Our choir won gold medals in 2 of 3 categories they participated in.

F. Leadership Institute Report

Mr. Heinle noted the topics given in the Leadership Institute Report:

- Mr. Heinle noted that the Leadership Institute is introducing the StrengthFinder Survey from Gallup to campus with SGA, RA's and various student groups;
- Mr. Heinle would like to create a business advisory board to work with industry in the region making Mansfield a Regional Center for the Gallup organization;
- Mr. Colby noted that the RA position is critical in assisting fellow students to succeed and will be utilizing the StrengthFinder survey.

VII. OLD BUSINESS

There are no items for consideration.

VIII. NEW BUSINESS

Election of Officers

In accordance with the by-laws of the Council of Trustees of Mansfield University, “*The Reorganization/Election of Officers meeting of the Council of Trustees shall be held every two years in the month of July. At this meeting the officers of the Council of Trustees for the next two years shall be elected. Those elected shall take office beginning with the July reorganization/election of officers meeting.*”

A motion was made by Mr. Browning, seconded by Ms. Saxton, and unanimously carried to close nominations and elected the following Council members to the noted positions:

- 1. Mr. Ralph Meyer as Chair of the Council of Trustees;**
- 2. Dr. Robert Strohecker as Vice Chair of the Council of Trustees;**
- 3. Mr. Richard Cashman as Secretary of the Council of Trustees.**

Annual Physical Inspection of Facilities

In accordance with the rules and regulations adopted by the Board of Governors, the Mansfield University Council of Trustees will conduct the annual physical inspection of facilities this afternoon. A report of this inspection will be on the next agenda for the Council of Trustees’ approval and for submission to the Board of Governors.

IX. INFORMATION ITEMS

No items discussed.

X. EDUCATIONAL FEATURE – Online Teaching with Course Management Software

Dr. Renner noted that Chairman Meyer requested a presentation regarding Online Teaching with Course Management Software. Dr. Renner introduced Mr. Alex Miller and Mr. Loren McNett from Campus Technologies who provided a presentation regarding the software Mansfield University students use for online courses.

XI. REPORTS

Student Government Association (SGA)

No report provided.

PACT

Mr. Meyer reported that he attended the PACT executive Board meeting which was very informative.

The next PACT Meeting will be held at Shippensburg University on October 15-17, 2008.

President Maravene Loeschke

No report provided.

XII. OTHER BUSINESS

Dr. Erickson provided a brief report on Chapter 49, Education Revision. She noted they are working very hard on the changes in teacher certification.

XIII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, September 24, 2008 at 4:00 p.m. in the North Hall 6th Floor Community Room.**

XIV. ADJOURNMENT

The meeting was adjourned at 11:50 a.m.

Respectfully Submitted,

Anne M. LaVancher
Recording Secretary