

MANSFIELD UNIVERSITY
COUNCIL OF TRUSTEES MEETING

Wednesday, November 18, 2009
2:00 p.m.

North Hall 6th Floor Community Room

A G E N D A

- I. MEETING CALLED TO ORDER**
- II. RECORDING OF ATTENDANCE**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**

September 23, 2009 (Exhibit A)

MOTION:

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Keller)

B. Finance and Administration Report (Mr. Reid)

MOTION to approve \$184,614.60 in aggregate value for purchase orders of \$10,000 or more for the period of August 16, 2009 through October 15, 2009 as identified in Exhibit B.

MOTION to approve the acquisition of property in the Mansfield, PA downtown vicinity.

C. Human Resources Report (Ms. Carleton)

D. Student Affairs and Residence Life Report (Mr. Harrington and Mr. Colby)

E. University Advancement (President Loeschke)

VI. OLD BUSINESS

VII. NEW BUSINESS

Emeritus Status

Based upon the recommendations of the appropriate departments, the Provost/Vice President for Academic Affairs, and in compliance with a poll of the senior faculty, the President recommends that emeritus status be granted to the following individuals:

Dr. Celeste Burns, a faculty member in the Education/Special Education Department from February 1975 until January 2009.

Dr. Janet Fuller, a faculty member in the Education/Special Education Department from August 1981 until December 2007.

Professor Mary McEwan, a faculty member in the Health Sciences Department from August 1993 until May 2008.

Dr. Mark Robarge, a faculty member in the Criminal Justice Administration Department from August 1981 until August 2009.

Dr. Charles Seidel, a faculty member in the Psychology Department from September 1967 until May 2009.

Dr. Jean-Anne Teal, a faculty member in the Music Department from August 1991 until May 2009.

Professor Michael Vayansky (posthumously), a faculty member in the Chemistry and Physics Department from July 1966 until September 2009.

MOTION:

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

International Student Report

Mr. Nnaemeka (Emeka) Anosike

Strategic Plan Implementation Report

“Ensure Quality Faculty and Staff” – Ms. Dia Carleton

IX. EDUCATIONAL FEATURE

Co-curricular Transcript – Dr. Denny Murray, Mr. Steve Plesac, Mr. Ralph Slyster

X. REPORTS

President Loeschke

Student Government Association

PACT

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The Mansfield University Council of Trustees Retreat will be held on Wednesday, January 27, 2010 in the North Hall, 5th Floor President’s Conference Room.

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, March 24, 2009 at 2:00 p.m. in the North Manser Dining.**

XIII. ADJOURNMENT

Committee Agendas

Mansfield University
Council of Trustees
Academic Affairs Committee
Agenda, November 18, 2009

1. Academic Program Review Process
 - a. Periodic program review process
 - b. PASSHE under-enrolled program review
2. PDE Update
3. Middle States Accreditation
 - a. Review Committee Co-Chairs
 - b. Two Year Schedule

Mansfield University
Council of Trustees
Finance and Administration Committee
Agenda for November 18, 2009

1. Review of Purchases
2. Fiscal 2009 Audit Report – Parente Randolph
3. Resolution to Board of Governors recommending the purchase of property in downtown Mansfield
4. Budget Update

Mansfield University
Council of Trustees
Human Resources and Multicultural Affairs Committee
Agenda, November 18, 2009

1. Medical Plan Wellness Initiatives
2. Flexible Spending Plan Enhancements

Mansfield University
Council of Trustees
Student Affairs and Residence Life Committee
Agenda, November 18, 2009

1. Update on Student Life and Leadership – James Harrington

2. Update on Residence Life – Charles Colby
 - a. Mansfield Auxiliary Corporation – Privatized Housing Update
 - b. Campus “Watch Care” Program (attached)

Campus "Watch Care" Program

On too many occasions, and especially on weekends, student abuse of beverage alcohol creates situations for the campus community that require/demand a more caring, responsible response. Students return to campus from situations that leave them highly intoxicated. That automotive accidents involving alcohol are responsible for significant percentage of student death annually.

Sometimes, individuals have already had interaction with Police authorities, sometimes they have not. In either case, situations arise involving intoxication. It is known that alcohol absorption continues during the course of the evening, often requiring that these students be transported to the hospital, or somehow "cared for" on campus during the course of their intoxication. There is no mechanism for appropriately providing a reasonable service at present. Police officers must be free to respond to other campus issues. Residence Life staff on duty have the same issues. Roommates/friends are often not willing to take responsibility for caring for such situations and lack training and awareness of potential problems even if willing.

Lock Haven University has operated a program for some time that utilizes students with First Aid, Life Safety, CPR, First Responder, and/or Emergency Medical Training (EMT) or to observe these cases as they arise. Such students would also be provided alcohol awareness training and are employed and paid via fees charged to students who handle alcohol inappropriately. It is recommended that such a service be implemented at Mansfield University. Employed students would be paid up to \$15/hour (recommend \$10/hr to start) for providing such care in a room provided on campus for this purpose. These appropriately trained students would be equipped with emergency telephone or radio capabilities and be in touch with the Residence Life staff member on duty and Police as appropriate "back up."

Said students would be "on-call" on Friday and Saturday nights from 6:00 PM – 6:00 AM. If called to provide services, said workers would earn hourly compensation of up to \$15/hour. "On-Call" hours to be borne by the Student Health fee or other appropriate source.

PASSHE legal counsel has advised that such a program is feasible as long as monitoring is conducted by a trained person, there is a written policy communicated to the student body and the new fee is approved by the Council of Trustees.

**Mansfield University
Council of Trustees
University Advancement Committee Meeting
Agenda, November 18, 2009**

1. Gifts – Dr. Rebecca Bair
2. General Advancement Update – Dr. Maravene Loeschke

Exhibit A

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, September 23, 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 2:01 p.m.

FOR THE RECORD: In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on September 9, 2009.

II. RECORDING OF ATTENDANCE

The following Trustees were in attendance:

Mr. Thomas A. Browning, Member
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

The following Trustees were not in attendance:

Dr. Robert D. Strohecker, Vice Chair
Ms. Carol J. Tama, Member

II. RECORDING OF ATTENDANCE (Continued)

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

Dr. Maravene Loeschke, President
Mr. Tekeste Abraham, Director of Purchasing
Dr. Adam Brennan, Chair, Assessment Strategic Plan Implementation Team
Dr. James Brown, Dean of Arts and Sciences
Dr. Joy Burke, Dean of Education, Professional and Graduate Studies
Ms. Dia Carleton, Executive Director of Human Resources
Mr. William Chabala, APSCUF President
Mr. Charles Colby, Associate Vice President for Residence Life
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
Dr. Peter Keller, Provost/Vice President for Academic Affairs
Mr. Dennis Miller, Director of Public Relations and Publications
Dr. Benjamin Moritz, Director Honors Program
Mr. Michael L. Reid, Vice President of Finance and Administration
Dr. Robert Timko, University Senate President

Others in Attendance:

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

III. PUBLIC COMMENTS

Chairman Meyer invited public comments. No comments were received.

IV. APPROVAL OF MINUTES

July 22, 2009 (Exhibit A)

A motion was made by Mr. Smith, seconded by Mr. Browning, and unanimously carried to approve the minutes of July 22, 2009 as written.

V. COMMITTEE REPORTS

A. Academic Affairs Report

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

- Introduction of Dr. James Brown, Dean of Arts and Sciences and Dr. Joy Burke, Dean of Education, Professional and Graduate Studies;
- Enrollment Update
 - Headcount 3569, FTE 3153 (increase of 6.8%), new first year students 718 (record is 719), persistence rate is 74%, graduate FTE 216 (increase of 20.97%), graduate headcount is 502;
- Will begin work on general education program revision;
- Continuing to prepare for the Middle States review in 2012;
- All academic programs will be reviewed this year.

B. Finance and Administration Report

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

- H1N1 update from James Welch, Environmental Health and Safety Coordinator
 - No confirmed cases in Tioga county or on MU campus
 - Promote good hygiene (cover your cough, etc.)
- Purchase orders above and below \$10,000 for the period June 16, 2009 through August 15, 2009;
- 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. Lee, seconded by Mr. Cashman, and unanimously carried to approve the purchase orders of \$10,000 or more for the period of June 16, 2009 through August 15, 2009 for a total of \$6,658,758.32** as identified in Exhibits B, B1, and B2.

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 Ms. Saxton, seconded by Mr. Ike, and unanimously carried to approve the purchase orders of less than \$10,000 for the period of June 16, 2009 through August 15, 2009 for a total of \$921,988.51** as identified in Exhibits C, C1 and C2.

V. COMMITTEE REPORTS (continued)

C. Human Resources Report

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

- Employee Self-Service (ESS) update by Carmen Wood;
- Hire Touch Applicant Tracking update by Tammy Felondis;
- *Monday Morning Mentoring* update;
- Visit by PASSHE's Vice Chancellor for Human Resources, Gary Dent.

D. Student Affairs/Residence Life Report

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

- Student Life Guidebook;
- Greek Life update;
- Co-curricular transcript;
- Homecoming events and activities on October 9-10;
- Housing concerns due to increased enrollment;
- Freshman Year Experience;
- Privatized housing proposals;
- Dining services update.

Dr. Loeschke thanked Mr. Colby for his leadership during the early stages of the semester in handling the increased numbers of students in residence halls.

E. University Advancement Report (President Loeschke)

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

- Dr. Rebecca Bair, Director for Development, updated the Trustees on the strategies for fundraising regarding annual funds, major gifts and planned giving;
- Fundraising is up 11% from last year.

VI. OLD BUSINESS

No items for discussion.

VII. NEW BUSINESS

No items for discussion.

VIII. INFORMATION ITEMS

Strategic Plan Implementation Team Report

Dr. Loeschke introduced Dr. Adam Brennan, Director of Bands and Music Department professor. Dr. Brennan has been coordinating the SPIT teams and working as a liaison with the teams and Administration.

Dr. Adam Brennan, noted the following advancements of the “Assessment” strategic plan implementation team:

- Much of the work was completed in the first year;
- Baldrige approach is being used at MU as an assessment tool. This plan allows us to chart our course as an institution and individual departments;
- Every team works with other team members to find the overlapping goals;
- Assessing the leadership brand as an institution;
- All chairs will meet at least once a month beginning in October;
- There does not seem to be any areas of the plan that are lagging behind;
- An annual report will be available online on the webpage.

IX. EDUCATIONAL FEATURE – Honors Program

Dr. Keller introduced Professor Benjamin Moritz, Director of Honors Program and professor in the Music Department. Dr. Moritz showed his appreciation for the progress of the Steinway initiative and thanked those involved in the program.

Professor Moritz provided the Council of Trustees information about the Mansfield University Honors Program. He noted that an honors education provides more challenging courses and emphasize experiential education. Dr. Moritz noted special initiatives involved in the program.

X. REPORTS

President Loeschke

President Loeschke provided the following report:

- Dr. Loeschke reminded Trustees of Cabinet’s annual professional goals and that they will continue to report on them through the year;
- Prior to committee meetings, Trustees toured the new international walkway;
- Champion magazine is planning another article about sprint football;
- Choir will compete at Yale on November 6;
- Enrollment, residence life and fundraising are all up this year;
- Campus safety SPIT has been working hard to “green” the campus;
- Dr. Loeschke noted her pleasure with the stability in the academic area since hiring Provost Keller, Dean Brown and Dean Burke.

X. REPORTS (continued)

Student Government Association (SGA)

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

- SGA has been working on recruiting new members;
- Powder puff football game with a chicken BBQ was held to kickoff the football season;
- Initiatives include:
 - Funding renovations for Hut
 - Supporting Mansfield Downtown Development Corporation (MDDC)
 - Working with local nursing homes
 - Collaboration with other PASSHE SGAs

PACT

Mr. Meyer provided the following information:

- The next conference will be held October 14-15 at Bloomsburg University;
- The format of the conference has been changed as a cost savings measure.

XI. OTHER BUSINESS

Dr. Timko noted that a motion to restructure general education will be made to University Senate and that Mansfield University will present the Baldrige model at a national convention.

Mr. Miller reminded the Trustees that 1890's weekend is Friday and Saturday.

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, November 18, 2009 at 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:48 p.m.

Respectfully Submitted,

Anne M. LaVancher
Recording Secretary

Exhibit B

EXHIBIT B

MANSFIELD UNIVERSITY OF PENNSYLVANIA
 COUNCIL OF TRUSTEES REPORT
 PURCHASES OVER \$10,000
 BETWEEN AUGUST 16, 2009 THROUGH OCTOBER 15, 2009

VENDOR NAME	VENDOR NUMBER	ITEM DESCRIPTION	PO NUMBER	PO DATE	DOLLAR AMOUNT	REMARKS
BLACKBOARD, INC.	104569	MAINTENANCE ON BLACKBOARD SYSTEM	4500256455	8/26/2009	\$ 54,955.00	PASSHE CONTRACT - ONE CARD ADMINISTRATION
BLACKBOARD, INC.	104569	EQUIPMENT FOR ONE CARD SYSTEM	4500256575	8/26/2009	\$ 17,639.60	PASSHE CONTRACT - ONE CARD ADMINISTRATION
D & S COMMUNICATIONS	103516	MATERIAL SUPPORT - NETWORKING	4500259670	9/23/2009	\$ 28,093.00	PASSHE CONTRACT - INFORMATION TECHNOLOGY DEPARTMENT
G. R. SPONAUIGLE SERVICE CO.	100491	COOLING FANS - STATE LIBRARY - RARE BOOK COLLECTIONS	4500262026	10/13/2009	\$ 16,300.00	SOLE SOURCE - RARE BOOKS PROJECT
L & L BOILER MAINTENANCE	103537	FIREBRICK REPLACEMENT IN REAR WALL OF WATER TUBE BOILER #1 & BURNER CONTROLLER IN #2 WATER TUBE BOILER	4000018723	8/19/2009	\$ 19,992.00	BID - UTILITY PLANT
ROBERT M. SIDES	101935	STEINWAY PIANO MODEL 'O' PIANO	4500259946	9/25/2009	\$ 47,635.00	BID - MUSIC DEPARTMENT
		TOTAL			\$ 184,614.60	