

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, November 19, 2008
6th Floor Community Room, North Hall
5:00 p.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

Chairman Meyer called the meeting to order at 5:09 p.m.

FOR THE RECORD: In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on November 12, 2008.

II. RECORDING OF ATTENDANCE

The following Trustees were in attendance:

Ms. Tessa Bieber, Student Member
Mr. Richard P. Cashman, Secretary
Mr. Lewis B. Lee, Member
Mr. Ralph H. Meyer, Chair
Ms. Ada Mae Saxton, Member
Mr. Howard J. Smith, Jr., Member
Dr. Robert D. Strohecker, Vice Chair

The following Trustees were not in attendance:

Mr. Thomas A. Browning, Member
Mr. Craig G. Litchfield, Member
Ms. Carol J. Tama, Member

II. RECORDING OF ATTENDANCE (Continued)

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

Ms. Dia Carleton, Executive Director of Human Resources
Mr. Charles Colby, Associate Vice President for Residence Life
Dr. Scott Davis, University Senate President
Dr. Deborah Erickson, Associate Provost
Mr. Abe Ghods, Professor, Business and Economics Department
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. Hal Laydon, Interim Provost/Vice President for Academic Affairs
Ms. Susan Sweet, Director, Center for Lifelong Learning
Dr. Robert Timko, Interim Dean of Arts and Sciences
Mr. Larry Watts, President, SCUPA

Others in attendance:

Ms. Cheryl Clarke, *Williamsport Sun-Gazette*

III. PUBLIC COMMENTS

Chairman Meyer invited public comments.

Dr. Davis noted that many faculty members worked hard to meet the PASSHE and PDE deadlines required for Chapter 49 changes and these people should be commended for their work.

IV. APPROVAL OF MINUTES

July 23, 2008 (Exhibit A)
August 27, 2008 (Exhibit A-1)
October 7, 2008 (Exhibit A-2)

A motion was made by Dr. Strohecker, seconded by Mr. Smith, and unanimously carried to approve the minutes of July 23, 2008, August 27, 2008 and October 7, 2008 as written.

V. COMMITTEE REPORTS

A. Academic Affairs

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

- Presentation by Dr. Catherine Renner updating the Council regarding MU's retention efforts;
- Presentation by Dr. Peter Garland from PA State System of Higher Education regarding performance indicators;
- Presentation by Dr. Deborah Erickson explaining the Chapter 49 (Education Certification) changes. Dr. Laydon echoed Dr. Davis thanks for those working on the changes required for Chapter 49.

Approval of PDE Changes

Upon the recommendation of the Interim Provost and the President, **a motion was made by Mr. Lee, seconded by Ms. Saxton, and unanimously carried to approve the changes required for PDE as written.**

Mr. Meyer, on behalf of the Council of Trustees, thanked Dr. Erickson and Dr. Laydon and those involved for the work they did on these required changes.

B. Finance and Administration Committee

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

- Ms. Karen Lawson and Mr. John Compton from Parente Randolph presented Mansfield University's unqualified opinion of our annual audit;
- Purchase orders over \$10,000 and under \$10,000;
- Payment to Mansfield Fire and Ambulance Associations.

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 Mr. Cashman, and unanimously carried to approve the purchase orders of \$10,000 or more for the period of June 16, 2008 through August 15, 2008 for a total of \$155,111.40** as identified in Exhibit B.

Approval of Recurring Contracts 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 Mr. Cashman, and unanimously carried to approve recurring contracts for purchase orders of \$10,000 or more for the period of June 16, 2008 through August 15, 2008 for a total of \$8,502,802.91** as identified in Exhibit B1.

V. COMMITTEE REPORTS (continued)

B. Finance and Administration Committee (continued)

Approval of Purchase Orders \$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 Mr. Cashman, and unanimously carried to approve \$643,125.58 in aggregate value for purchase orders of \$10,000 or more for the period of August 16, 2008 through October 15, 2008** as identified in Exhibit 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 Mr. Smith, seconded by Mr. Cashman, and unanimously carried to approve the purchase orders of less than \$10,000 for the period of June 16, 2008 through August 15, 2008 for a total of \$938,274.99** as identified in Exhibit C.

Approval of Recurring Contract less than \$10,000

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Smith, seconded by Mr. Cashman, and unanimously carried to approve recurring contracts for purchase orders less than \$10,000 for the period of June 16, 2008 through August 15, 2008 for a total of \$435,558.83** as identified in Exhibit C1.

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. Smith, seconded by Mr. Cashman, and unanimously carried to approve \$633,569.65 in aggregate value for purchase orders of less than \$10,000 for the period of August 16, 2008 through October 15, 2008** as identified in Exhibit C2.

Approval of Mansfield Fire Department and Ambulance Association Payments

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Cashman, seconded by Dr. Strohecker, and unanimously carried to approve the payment of \$7,500 each to the Mansfield Fire Department and the Mansfield Ambulance Association** for services for fiscal year 2008-2009.

Mr. Meyer noted that Mansfield University is very grateful for the services provided by the Mansfield Fire and Ambulance Associations.

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

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

- Reviewed Management Performance and Development evaluation form;
- Human Resources Search Task Force update;
- Contract for applicant tracking system to automate the search process by using electronic signatures and forms;
- HR activities include “Maintain Don’t Gain” wellness program, retirement and financial vendor presentations for campus, several winter contests and community/international student dinner.

D. Leadership Institute Report

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

- Mr. Heinle noted that Mountaineer Leadership Program has been transferred to the Leadership Institute with the first goal being to increase participation in the program;
- Mr. Bartell, the brother of a deceased alum and benefactor, invited 27 staff/faculty/students to participate in one of their leadership programs. Mr. Bartell would also like to partner with Mansfield University in broadening their programs.

E. Student Affairs Report

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

- Mr. Harrington noted that there had been an increase in student activities due in large part to Mr. Plesac’s initiatives;
- Student Affairs worked collaboratively with other divisions to bring B.D. Wong to campus to speak about diversity;
- Great success for Sprint football this past fall;
- Welcomed Ryan Van Noy as the new women’s assistant basketball coach;
- Cross country team will host 40 teams for a regional event this coming year;
- Greek life has grown from 120 to 250 members with an average GPA of 2.9 for men and 3.1 for women;
- Rope and rock climbing courses will be installed next year at Kelchner Fitness Center;
- A new smoking policy will be fully implemented by the start of the Spring semester;
- Special thanks to Tessa Bieber for her strong leadership with the Committee on Finance and Student Government Association;
- Mr. Colby noted that residence hall planning is foremost in his activities;
- The process to rebid food service vendors is moving forward with recommendations to administration early spring;
- All Residence Hall Council will change their name to Residence Hall Association to better align with other schools;
- Many student groups are working throughout the community in activities and fundraisers.

V. COMMITTEE REPORTS (continued)

F. University Advancement Committee

No report provided.

VI. OLD BUSINESS

Approval of the annual physical inspection of facilities will be tabled until the March 2009 meeting of the Mansfield University Council of Trustees.

VII. NEW BUSINESS

No items discussed.

VIII. INFORMATION ITEMS

No items discussed.

IX. EDUCATIONAL FEATURE – Entrepreneurship at Mansfield University

Dr. Loeschke introduced Mr. Abe Ghods (Business and Marketing professor) and Ms. Susan Sweet who presented information regarding a \$208,000 grant for a Center for Entrepreneurial Leadership. They also discussed student entrepreneurial programs (Students in Free Enterprise – SIFE) on campus and in the community.

X. REPORTS

Student Government Association (SGA)

No report provided.

PACT

It was noted that PACT reactivated a meeting of Council chairs which is separate from the PACT Executive Committee.

The spring conference will be in Harrisburg and will be scheduled in conjunction with the PASSHE 25th anniversary celebration.

X. REPORTS (continued)

President Maravene Loeschke

Dr. Loeschke noted the following:

- Dr. Loeschke thanked the efforts of Cabinet and the Dean Team for all of the things they do with limited resources;
- Retention is the main focus of campus initiatives;
- Cabinet is in the process of reviewing all budget line items to determine where the funds for the 4.2% “giveback” to the state of Pennsylvania will be captured;
- The Provost search is moving forward and is on track to be completed during the spring semester. Dr. Loeschke thanked Dr. Laydon for his assistance this year;
- The University Advancement office has been restructured to report to either the President or the Provost. Six priorities for raising funds have been developed and will be the focus for Dr. Loeschke’s fundraising efforts;
- Each of the strategic plan goals have an implementation team to move the plan forward and measure each goal;
- The campus master plan is being reviewed and revised;
- Dr. Loeschke noted that last week Mansfield University had the largest visitation day on record.

XI. OTHER BUSINESS

Dr. Timko noted that the Council of Public Liberal Arts Colleges (COPLAC) membership application is moving forward.

XII. DATE OF NEXT MEETING

The Mansfield University Council of Trustees Retreat will be held January 28, 2009 in the North Hall 6th floor community room.

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, March 25, 2009 at 11:00 a.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 6:11 p.m.

Respectfully Submitted,

Anne M. LaVancher
Recording Secretary