

**MANSFIELD UNIVERSITY**  
**Mansfield, Pennsylvania**

**Wednesday, March 25, 2009**  
**6<sup>th</sup> 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 11:27 a.m.

**FOR THE RECORD:** In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on March 11, 2009.

**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. Lewis B. Lee, Member  
Mr. Craig G. Litchfield, 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:

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. Brian Barden, Executive Director of Enrollment Services  
Ms. Dia Carleton, Executive Director of Human Resources  
Mr. William Chabala, President, APSCUF  
Mr. Charles Colby, Associate Vice President for Residence Life  
Dr. Scott Davis, University Senate President  
Dr. Deborah Erickson, Associate Provost  
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. Shantee Proctor, President, Student Government Association  
Ms. Kate Plaska, Student

## **III. PUBLIC COMMENTS**

Chairman Meyer invited public comments. No comments were received.

## **IV. APPROVAL OF MINUTES**

November 19, 2008 (Exhibit A)

**A motion was made by Mr. Lee, seconded by Mr. Browning, and unanimously carried to approve the minutes of November 19, 2008 as written.**

## V. COMMITTEE REPORTS

### A. Academic Affairs Report

Mr. Barden, Executive Director of Enrollment Services, noted the topics discussed in the Academic Affairs report:

- Presentation about Mansfield University's Enrollment Management plan and direction;
- Admission applications for fall are down 3.35%; confirmations for fall are up 5%;
- PDE changes for grades four through eight middle level education will be on-line for fall 2010.

### B. Finance and Administration Report

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

- External financial support to the Mansfield University Foundation;
- Auditor's report FY 2008 by Parente Randolph – the report was presented at the November Trustee meeting;
- Purchase orders above and below \$10,000 for the period October 16, 2008 through January 15, 2009;
- Annual inspection of facilities report;
- University's budget status for 2008-2009 and 2009-2010;
- Financial aid and scholarship support status.

#### 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. Browning, seconded by Mr. Smith, and unanimously carried to approve the purchase orders of \$10,000 or more for the period of October 16, 2008 through January 15, 2009 for a total of \$583,100.55** 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 Ms. Saxton, seconded by Dr. Strohecker, and unanimously carried to approve the purchase orders of less than \$10,000 for the period of October 16, 2008 through January 15, 2009 for a total of \$644,690.24** as identified in Exhibit C.

#### Approval of the Resolution Certifying Direct Financial Support

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Dr. Strohecker, seconded by Mr. Lee, and unanimously carried to approve the resolution and supporting documentation certifying the direct financial support of the Mansfield University Foundation for the fiscal year ending June 30, 2008** as identified in Exhibit D.

**V. COMMITTEE REPORTS** (continued)**B. Finance and Administration Report** (continued)Approval of Auditor's Report

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Litchfield, seconded by Mr. Browning, and unanimously carried to approve the independent auditor's report for the fiscal year ending June 30, 2008.**

**C. Human Resources Report**

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

- Affirmative action data review;
- Wellness challenge and PASSHE wellness program;
- Application tracking system with Image Trend;
- Events:
  - Third community connection dinner for international students and the community;
  - Take Your Child to Work Day will be held on April 23;
  - Employee Service Recognition Celebration will be held on April 28;
  - "Gratitude Tree" celebration will be April 29.

**D. Leadership Institute Report**

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

- Mountaineer Leadership Program update;
- Leadership scholarship fundraising;
- Leadership speaker series with a goal of six to eight speakers for the next academic year.

**E. Student Affairs/Residence Life Report**

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

- Review of goals for 2008-2009 for Student Affairs and Residence Life;
- Thanks to Ms. Proctor and Ms. Bieber for their service to MU as student leaders;
- Discussion regarding the recommended changes to the *Mountie Manual* as discussed in the November meeting;
- Discussion regarding proposed changes to the Residence Hall and Dining Agreement;
- Discussion regarding proposed changes to the housing and dining rates for FY 2009-2010;
- Students Working Against Tobacco program update;
- Review of the housing master plan.

**V. COMMITTEE REPORTS (continued)**

**E. Student Affairs/Residence Life Report (continued)**

**Approval of Judicial and Academic Due Process Procedures**

Upon the recommendation of the Associate Vice President for Residence Life and the President, **a motion was made by Mr. Lee, seconded by Ms. Saxton, and unanimously carried to approve the changes to the *Mountie Manual Judicial and Academic Due Process Procedures* as identified in Exhibit F.**

**F. University Advancement Report**

President Loeschke noted the following topics discussed in the University Advancement report:

- Administration will take a serious look at the University Advancement structure for cost effectiveness/efficiency;
- Fundraising update.

**VI. OLD BUSINESS**

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Dr. Strohecker, seconded by Mr. Smith, and unanimously carried to approve the Annual Physical Inspection of Facilities report** as identified in Exhibit E.

**VII. NEW BUSINESS**

**Strategic Plan Implementation Team Report**

Mr. Reid, chair Community Relations Implementation Team, reported the following:

- The committee is composed of students, community members, university staff and faculty;
- Members include: Mike Reid, Irene Morgan, Abe Ghods, Gayle Hall, Dennis Miller, Jamie Miller, Steve Plesac, Chris Shegan, Bob Strohecker, Tom Wierbowski, Allen Zellner, Aaron Hackman and Jess Ricker
- Evaluation of how MU relates to the community;
- Review of the charge to the committee;
- List of goals and action items of the committee: relationships/partnership that foster entrepreneurial development opportunities, more vibrant campus life and revitalization of our local community; expand presence for campus events; developing centralized location for all campus information to visitors and students.

**VIII. INFORMATION ITEMS**

No items discussed.

**IX. EDUCATIONAL FEATURE – Mountaineer Leadership Presentation**

Ms. Kate Plaska, a senior Criminal Justice Administration major and member of the Mountaineer Leadership Program, talked about the Mountaineer Leadership Program and provided a presentation about Leadership Weekend 2008 at Mansfield University. Ms. Plaska will continue her education in the Masters of Organizational Leadership program.

**X. REPORTS**Student Government Association (SGA)

Ms. Shantee Proctor, President SGA, provided the following report:

- There is a new marquee on the Alumni Hall Student Center purchased by SGA;
- SGA elections will be held this week and they will use Wellsboro's polling equipment;
- Committee on Finance and SGA bylaws have been revised;
- SGA will participate in the "Big Event" for the community.

PACT

Mr. Meyer gave the information about the PACT conference:

- The next conference will be held April 1-3, 2009 in Harrisburg;
- The conference is in conjunction with PASSHE's 25<sup>th</sup> anniversary celebration.

President Maravene Loeschke

Dr. Loeschke noted the following:

- Strategic Plan is moving forward and is a living plan. Each goal has an implementation team, all of which have been meeting regularly;
- Dr. Keller has been onboard for a week as Provost and is bringing stability to the Academic Affairs;
- The searches for two dean positions have begun;
- Alumni Relations Office is moving to the ground floor of Alumni Hall;
- Thanks to Dr. Timko for his service as Interim Dean of Arts and Sciences;
- Thanks to Dr. Erickson as Associate Provost and best of luck to her in her position as Provost at Lock Haven University;
- Harry Hillson celebrated his 700<sup>th</sup> career win in baseball;
- Sprint football has a full roster for the coming season;
- Football has been invited to Army's bowl game in the fall;
- The boxing team's, Jarrell Hill, won the teams first regional gold medal.

**XI. OTHER BUSINESS**

Ms. Bieber thanked COT for the pleasure of serving as a member of the board. She also noted that she received six applications from student Trustee candidates.

**XII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, May 27, 2009 at 2:00 p.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIII. ADJOURNMENT**

**The meeting was adjourned at 12:14 p.m.**

Respectfully Submitted,

Anne M. LaVancher  
Recording Secretary