

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, July 24, 2013
North Hall, 6th Floor Community Room
3:00 p.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

Chairman Meyer called the meeting to order at 3:03 p.m.

FOR THE RECORD: In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on July 10, 2013.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Mr. Max P. Gannon, Member
Mr. Patrick D. Henderson, Member
Mr. Ralph H. Meyer, Chair
Mr. Mark A. Phifer, Jr., Student Member
Ms. Karen J. Russell, Member
Commissioner Pamela A. Witmer, Member (via phone)

The following Trustees were not in attendance:

Mr. Steven M. Crawford, Member
Mr. Charles R. Ike, Member
Ms. Bobbi J. Kilmer, Member
Dr. Robert D. Strohecker, Secretary

II. RECORDING OF ATTENDANCE (Continued)

Members of the University staff who attended are as follows:

General Francis L. Hendricks, President
Ms. Judith Brayer, SCUPA Representative
Dr. Adam Brennan, University Senate President
Dr. Christopher Bridges, Associate Vice President for Student Affairs
Mr. Charles Colby, Associate Vice President for Residence Life
Ms. Tammy Felondis, Interim Vice President for Finance and Administration
Ms. Mary Beth Kollar, SCUPA Representative
Ms. Anne M. LaVancher, Secretary to the Council of Trustees
Mr. Dennis Miller, Director of Public Relations and Marketing
Dr. David Stinebeck, Interim Associate Provost and Dean of Arts and Sciences
Ms. Carmen Wood, Associate Director of Employee Relations and Compensation

Others in Attendance:

Zane Swanger, Trustee Candidate, Student
Joshua Gibson, President, Student Government Association
Cheryl Clarke, Williamsport Sun-Gazette

III. PUBLIC COMMENTS

No comments received.

Chairman Meyer welcomed Mr. Henderson, Ms. Russell, Mr. Gannon, Ms. Witmer who joined the meeting by phone and Ms. Kilmer who is not able to join us today as newly appointed members of the Council of Trustees. Mr. Meyer expressed his pleasure to have all as University officials.

IV. APPROVAL OF MINUTES

June 5, 2013 (Exhibit A)

A motion was made by Mr. Phifer, seconded by Mr. Gannon, and unanimously carried to approve the minutes of June 5, 2013 as identified in Exhibit A.

A roll call vote was taken and all participating members approved the motion.

V. COMMITTEE REPORTS**A. Academic Affairs Report**

Dr. Stinebeck noted the topics discussed in the Academic Affairs Report:

- Enrollment Update: transfer students are down; graduate students increased; overall enrollment is down 5.75%
- Middle States Commission on Higher Education's (MSCHE) Monitoring Report Update
 - MU's MSCHE Monitoring report is due by the end of the year. The area to monitor is self-evaluations of academic and non-academic departments.
- MU recently promoted five faculty members: Professor Clark, Professor Jacobson, Professor Kiessling, Professor Lanzara, Professor Savoye
- This semester MU appointed 14 tenure track faculty

B. Finance and Administration Report

Ms. Felondis noted the topics discussed in the Finance and Administration report:

- Purchases over and under \$10,000
- Budget FY 2012-2013 in which we are finishing better than previously projected & FY 2013-2014 projections

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

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Ms. Russell, seconded by Mr. Phifer, and unanimously carried to approve purchase orders of \$10,000 or more for the period of April 16, 2013 through June 14, 2013 for a total of \$1,369,461.70** as identified in Exhibit B.

A roll call vote was taken and all participating members approved the motion.

Approval of Purchase Orders less than \$10,000

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Mr. Gannon, seconded by Mr. Henderson, and unanimously carried to approve purchase orders of less than \$10,000 for the period of April 16, 2013 through June 14, 2013 for a total of \$378,485.32** as identified in Exhibit C.

A roll call vote was taken and all participating members approved the motion.

Approval of Ambulance Association and Fire Department Payment

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Mr. Phifer, seconded by Mr. Henderson, and unanimously carried to approve payment of \$7,500 to the Mansfield Fire Department and \$7,500 to the Mansfield Ambulance Association for fiscal year 2013-2014.**

A roll call vote was taken and all participating members approved the motion.

V. COMMITTEE REPORTS (continued)

C. Human Resources/Multicultural Affairs Report

Ms. Wood noted the topics discussed in the Human Resources/Multicultural Affairs report:

- Employee Overview
 - Collective Bargaining Units Review
 - Employee Breakdown
 - Benefits Overview
 - Retirement Plans

D. Student Affairs Report

Dr. Bridges and Mr. Colby noted the topics discussed in the Student Affairs report:

- Residence Hall Construction Update
- Jazzman's Renovations
- Mountie Career Connection
- New Student Welcome Update
- Community Service Programing
- Student Programing
- Campus Wide Mentoring

E. University Advancement Report

No report provided.

VI. OLD BUSINESS

No old business discussed

VII. NEW BUSINESS

Approval of Certifying Resolution

Upon the recommendation of the President, **a motion was made by Mr. Phifer, seconded by Mr. Gannon, and unanimously carried to approve the Certifying Resolution for Appointing Interim and Chief Executive Officers for 2013-2014** as described in Exhibit D.

A roll call vote was taken and all participating members approved the motion.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED**IX. EDUCATIONAL FEATURE**

New Student Orientation & Welcome – Ms. Andee Dunham, Associate Director of Student Life and Student Transition

The mission of the New Student Orientation and welcome is to provide the tools and resources for our students to be successful. There are five Orientation dates scheduled this summer with an overnight option available to students and their families. Orientations include an overview of clubs and organizations, placement testing, advising, class schedule review, campus resources and campus life.

The New Student Welcome takes place the four days prior to the start of the semester. Move in, educational and social programming, student connections, transitional and social integration are included in programming. Orientation and New Student Welcome involve significant collaboration across the campus with academics, current student involvement, and student services areas. Ms. Dunham provided additional details on processes and purpose for such programs.

X. REPORTSGeneral Hendricks

General Hendricks provided the following report:

- General Hendricks shared information regarding MU's *Light UP Mansfield* events on September 14 including the live webpage, billboard and billboard locations, and the event logo used for promotion
- Mansfield University applied several years ago for membership to the Council of Public Liberal Arts Colleges (COPLAC). We are moving forward with that application and expect to host a site visit this coming fall. General Hendricks and Professor Jeff Bosworth attended the annual meeting on June 20-22 at Shepherd University.
- Division updates:
 - Residence Life: hope to be on schedule for our new residence hall openings in August and October. Our KFC Ropes Course is in demand and our climbing wall is being utilized with our Gateway students.
 - Human Resources: The University Picnic committee is planning a team based picnic with "minute to win it" type games.
 - Student Affairs: Andee Duham and Nichole Lefelhoc conducted two site visits for potential venues for the 2014 Senior Transitions Conference. A new venue was needed in order to meet the anticipated growth of the event.
 - Academic Affairs: Provost Keller has been working on strategy planning with fellow Chief Academic Officers from sister institutions that face similar budget challenges as MU.

X. REPORTS (continued)General Hendricks (continued)

- Finance and Administration: the north addition of the Grant Science project is not expected to be ready for fall semester start. We continue to work with faculty and the registrar for a temporary work around plan.
- Funding: The Board of Governors approved a 3% tuition increase and a 3% increase in the technology fee; state allocation is down 1% from last year; performance funding will not be known until fall.

PACT

- The next PACT conference is scheduled at Clarion University on October 9-10

Student Government Association

Mr. Gibson provided the following report:

- Scheduled events/activities: leadership retreat scheduled for the SGA's executive board, Money Mondays, where's the Mountie Wednesday's, and Spirit Friday are scheduled for the fall.
- SGA's participation in Family Weekend activities scheduled for September 14
- September 21 is national *Playing for Change Day* – the goal is to have as many musicians across campus involved and videotaped

XI. OTHER BUSINESS

Chairman Meyer read the following letter submitted by former Trustee Lewis Lee:

Dear Member of the Council of Trustees of Mansfield University of Pennsylvania,
I was intending to provide this statement at the last meeting of the Council of Trustees held on June 5, 2013, but did not choose to do so.

My association with Mansfield began in 1958 when I matriculated as a freshman, culminating at my graduation in 1962. Since that time, I have attempted to "give back" to MU in several capacities, starting with the co- founding of the Capital Area Alumni Association in Harrisburg in the 1970's. I served as President of my Senior Class, and as such, led a successful campaign to establish a Class of 1962 endowed scholarship in the amount of \$27,000 with the support of many of my classmates.

In October, 1985, I was honored to be named a trustee at MU by Governor Thornburgh. Subsequently, I was re-nominated to the Council by three other chief executives, namely, Governors Casey, Ridge and Rendell. I chose not to seek re-nomination when my term expired in February of this year. So, my tenure was just three months short of 28 years as a trustee. I was also honored by my co-trustees to be elected to serve as Chairman of the Council for ten years. It was also my privilege to have served as Chair of a Presidential Search Committee.

My wife Linda also is a graduate of Mansfield (1961 in Music Education). Our two children, Jeffrey and Susan are proud to say they too are MU graduates, and gainfully employed in their fields of study.

XI. OTHER BUSINESS (continued)

Linda and I are members of the Legacy Society and have established an endowed scholarship to benefit junior and senior students majoring in Music Education. This is a most rewarding endeavor, especially when given the opportunity to personally meet recipients of this scholarship.

It has been a pleasure for Linda and me to represent Mansfield University on four occasions by accompanying the Concert Choir on European tours which provided a magnificent opportunity to showcase our University and its many talented individuals.

Mansfield University has also honored me on two occasions, namely as the Outstanding Alum in the early 1980's and more recently as recipient of the Society of Honors Elsie Burke Service Award in 2010.

My message to the newly named Trustees is that you will always place the best interests of Mansfield University first, casting aside any personal or pecuniary interests you may have. I fervently hope you will treat this nomination to serve as a first and foremost interest in your life, devoting as much time and effort as is necessary to fulfill the many responsibilities as a trustee. You are in fact, an extension of the University whether attending campus events (which I heartily recommend) or in your respective community of interests. I can assure you that such service will bring you much personal satisfaction.

Sincerely,
Lewis B. Lee

Letter of Resignation

Chairman Meyer noted that, effective immediately, Trustee Charles Ike resigned from the Council leaving two vacancies. Mr. Meyer thanked Mr. Ike for his dedicated service to the University.

A motion was made by Mr. Gannon, seconded by Mr. Henderson, and unanimously carried to accept Mr. Ike's resignation from the Council of Trustees effective immediately.

A roll call vote was taken and all participating members approved the motion.

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, September 25, 2013, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 3:58 pm

Respectfully Submitted,

Anne Lavancher

Anne M. LaVancher
Recording Secretary