

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, September 25, 2013
North Hall, 6th Floor Community Room
2:00 p.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

Chairman Meyer called the meeting to order at 2:13 p.m.

FOR THE RECORD: In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on September 11, 2013.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Mr. Steven M. Crawford, Member
Mr. Max P. Gannon, Member
Mr. Patrick D. Henderson, Member
Ms. Bobbi J. Kilmer, Member
Mr. Ralph H. Meyer, Chair
Ms. Karen J. Russell, Member
Mr. Zane N. Swanger, Student Member
Dr. Robert D. Strohecker, Secretary
Commissioner Pamela A. Witmer, Member

II. RECORDING OF ATTENDANCE (Continued)

Members of the University staff who attended are as follows:

General Francis L. Hendricks, President
Mr. John Adams, Vice President for Finance and Administration
Ms. Judith Brayer, SCUPA Representative
Dr. Adam Brennan, University Senate President
Dr. Christopher Bridges, Associate Vice President for Student Affairs
Ms. Dia Carleton, Executive Director for Employee and Leadership Services
Mr. Charles Colby, Associate Vice President for Residence Life
Mr. Terry Day, Assistant Director of Public Relations and Marketing
Dr. Peter Keller, Provost/Senior Vice President for Academic Affairs
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. Ronald Straub, APSCUF President
Mr. Michael Wilson, AFSCME President

Others in Attendance:

Ms. Mindy Engel, Executive Director of the Mansfield University Foundation
Mr. Joshua Gibson, President, Student Government Association
Ms. Cheryl Clarke, Williamsport Sun-Gazette

III. PUBLIC COMMENTS

No comments received.

IV. APPROVAL OF MINUTES

July 24, 2013 (Exhibit A)

A motion was made by Mr. Crawford, seconded by Mr. Gannon, and unanimously carried to approve the minutes of July 24, 2013 as identified in Exhibit A.

V. COMMITTEE REPORTS

A. Academic Affairs Report

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

- Enrollment update: 628 first year students; 2970 total enrollment
- Retrenchment Planning is in progress to address anticipated budget deficits
- Discussion of the Middle States Accreditation Monitoring Report: prepared by Ms. Maren Hess

V. COMMITTEE REPORTS (continued)**B. Finance and Administration Report**

Mr. Adams 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
- Campus tour of facilities

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. Gannon, seconded by Ms. Kilmer, and unanimously carried to approve purchase orders of \$10,000 or more for the period of June 16, 2013 through August 15, 2013 for a total of \$3,731,614.34** 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. Witmer, seconded by Mr. Crawford, and unanimously carried to approve purchase orders of less than \$10,000 for the period of June 16, 2013 through August 15, 2013 for a total of \$335,442.38** as identified in Exhibit C.

Approval of 2014 Fiscal Plan

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Ms. Kilmer, seconded by Ms. Russell, and unanimously carried to approve the Mansfield University 2014 Fiscal Plan (budget)** as discussed in the Finance and Administration Committee meeting.

C. Human Resources/Multicultural Affairs Report

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

- Retrenchment and Furlough Process

D. Student Affairs Report

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

- Sycamore Hall will open September 27-29; Spruce Hall will open November
- Dining Services
- Kelchner Fitness Center
- New Student Welcome
- Mountie Career Connection
- International Student Center

V. COMMITTEE REPORTS (continued)

D. Student Affairs Report (continued)

- IMPACT Mentoring
- Map-Works Program
- Greek Life update
- Student Life programming
- Community Service Club
- Conduct Officer

E. University Advancement Report

Ms. Engel noted the topics discussed in the University Advancement report:

- Review of fiscal year 2013 Fundraising Progress
- Review of fiscal year 2014 Development Plan and Fundraising Programs

F. Strategic Plan Update

Dr. Brennan provided Trustees with an update on the development of the next Mansfield University Strategic Plan.

VI. OLD BUSINESS

No old business discussed

VII. NEW BUSINESS

Election of Officer

As the position of Vice Chair for the Mansfield University Council of Trustees is currently vacant, the Council took the following action:

A motion was made by Mr. Henderson, seconded by Ms. Witmer, and unanimously carried to elect Mr. Steven Crawford as the Vice Chair for the Mansfield University Council of Trustees.

President's Evaluation

A motion was made by Mr. Gannon, seconded by Mr. Crawford, and unanimously carried to recommend a contract extension for President Francis L. Hendricks, for the maximum time allowable, and a commensurate compensation adjustment as a result of his initial demonstration of leadership.

VIII. INFORMATION ITEMS – NO ACTION REQUIREDAnnual 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 submission to the Board of Governors.

IX. EDUCATIONAL FEATURE

Career Center – Ms. Nichole Lefelhoc, Associate Director, Career Development & Internships

Ms. Lefelhoc provided a briefing on the Mansfield University Career Center. With the aid of a Graduate Assistant and five Career Peers, the Center provides student services such as career exploration, resume and cover letter preparation, Professional Clothes Closet, Senior Transitions Conference, free resume printing, developing a four year career plan, Mountie Career Connection and individualized attention.

Ms. Lefelhoc also talked about transitions from Career Fairs to individualized connections with employers through class presentations and professional development.

X. REPORTSGeneral Hendricks

General Hendricks provided the following report:

- General Hendricks discussed the current budget deficit (\$6M shortfall for 2013-2014) resulting in faculty retrenchment and employee furloughs
- Provided a debrief of September 14 *Light Up Mansfield* events: 49,000 FaceBook views; 6,233 attendees for the football game; 2,011 attendees for the field
- Division updates:
 - General Hendricks provided neighbors in the community a tour of the new residence hall
 - Human Resources participated in “Guest Pride” training through the Penn Stater at Penn State University to discuss adaptability for MU
 - This year the practice of a Class Photo was reinstated with the Class of 2017
 - Environmental Health and Safety will host PASSHE’s Safety Directors’ Meeting
 - Planning is underway for a winter online class session
- Student Highlight - Daniel Teodoro
 - International student from El Salvador & President of MISO
 - Built Humen Energy, a non-profit organization in El Salvador, to help villages become sustainable through Aquaponics food production systems
 - Raised over \$10,000
 - Daniel is working with Troy Swank (MU student) and MU personnel to build a greenhouse on campus

X. REPORTS (continued)

PACT

- The next PACT conference is scheduled at Clarion University on October 9-10
- The PASSHE Trustees' Chairs had an opportunity to meet with new Chancellor, Dr. Brogan. The meeting went well and Dr. Brogan shared some of his vision for the system

Student Government Association

Mr. Gibson provided the following report:

- Increased membership from 10-30 senators and representatives
- Planning for The Big Event at the end of October
- SGA has noticed increased participation in student organizations
- This year's programming includes: pizza for the pep rally, 7 Macy's style balloons for the Homecoming game, and head phone disco)
- SGA is providing \$5,000 for holiday lights in the South Hall Mall

XI. OTHER BUSINESS

Mr. Miller noted the 22nd annual 1890's celebration will take place this weekend with an informal meet and greet with General and Mrs. Hendricks.

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, November 20, 2013, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

Anne Lavancher

Anne M. LaVancher
Recording Secretary