

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, May 27, 2020

2:00 p.m.

Zoom Conference

Minutes

I. MEETING CALLED TO ORDER

Chair Kilmer called the meeting to order at 2: 00 p.m.

FOR THE RECORD: in accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on May 14, 2020.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Ms. Bobbi Kilmer, Chairperson
Mr. Steven Crawford, Vice Chairman
Mr. Patrick Henderson, Secretary
Ms. Susan Kefover, Member
Mr. Ralph H. Meyer, Member
Dr. Robert D. Strohecker, Member
Mr. Max Gannon, Member
Mr. Bruce L. Vickery, Member
Mr. Aaron K. Singer, Member

The following Trustees were not in attendance:

Ms. Karen J. Russell, Member

Members of the University staff who attended are as follows:

Charles E. Patterson, PhD, President
Dr. John Ulrich, Provost and Vice President for Academic Affairs
Mr. Phillip Swank, Chief of Staff
Dr. Kathy Wright, Associate Provost/Dean of Natural and Social Sciences
Mr. Todd Garnier, Vice President of Finance and Administration
Ms. Kathryn Crossin, Interim Vice President of Finance and Administration
Ms. JoEllen Lindner, Interim VP Student Affairs and Enrollment Management
Dr. Joshua Battin, Dean, College of Arts and Humanities
Mr. Nicholas Andre, Director of Campus Technologies
Ms. Jill L. Scott, Secretary to the Council of Trustees

Dr. Jonathan Rothermel, University Senate
Mr. Brian Loher, APSCUF President
Ms. Judith Brayer, SCUPA President
Mr. Ryan McNamara, Director, Marketing & Communications

Others in Attendance:
Ms. Sarah Hart, Student

III. PUBLIC COMMENTS

Chair Kilmer asked for public comments and there were none.

IV. APPROVAL OF MINUTES

A motion was made by Mr. Steven Crawford, seconded by Mr. Aaron Singer and unanimously carried to approve the minutes of **November 20, 2019** as identified in Exhibit A.

V. COMMITTEE REPORTS

A. Academic Affairs Report (Ulrich)

Dr. John Ulrich reported the following:

- Middle States Self-Study
 - Mansfield University Middle States Steering Committee comprising of Dr. Kathy Wright, Dr. James Guignard and Dr. Sherry Griggs completion revisions based on feedback received, then submitted our Design Document May 22, 2020 for review.
- Occupational Safety and GIS Certificates
 - Two additional certification programs were submitted to Middle States (MSCHE) for consideration, Geographic Information Systems (GIS) Certificate and Occupational Safety Certificate. If approved both certification programs will be available for enrollment by fall.
- Low-Enrolled Programs
 - During the spring semesters a review of programs was conducted for identifying programs with low-enrollment. Some have been moved to a considered moratorium status in which a programs can be revised, reviewed or discontinued fully. Recently through our Sustainability Plan another level of review is taking place for programs with low-enrollment along with avoiding overlap regional area.
- Early Start Program: Concurrent Enrollment
 - Expansion of our ESP to offer in classroom and online courses to local high school students with use of current high school instructors with reduced costs to students for participating via funding through Educational Improvement Tax Credit Program. Several school districts have expressed interests along with high school instructors being reviewed by faculty.

- Fall 2020 Planning; Instructional Delivery
 - Re-opening Task Force team comprised of members from our Safety Office, Campus Technology, Library Director and APSCUF have begun the process of re-opening campus to ensure on the continued health and safety of our Mansfield University family. Alternate learning modalities are being assessed for flexibility of instruction to move swiftly if needed due to the pandemic. Following guidance from CDC, Governor’s Office, Pennsylvania Department of Health, Pennsylvania Department of Education and PASSHE.

B. Finance and Administration Report (Ms. Crossin and Mr. Garnier)

Ms. Crossin reported in the Finance and Administration Report:

- Review of Purchases over \$5,000
- Commonfund Resolution (Exhibit C)
- Capital Projects and Spending Plan (Exhibit D)
- Budget to Actual Comparison

Approval of Purchase Orders of \$5,000 or more

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Mr. Ralph H. Meyer**, seconded by **Mr. Bruce Vickery**, and unanimously carried to approve purchase orders of \$5,000 or more for the period of October 16, 2019 through April 15, 2020 for a total of \$2,371,703.11 as identified in **Exhibit B**.

Commonfund Resolution (Exhibit C)

Upon the recommendation of the Interim & Vice President for Finance and Administration and the President, a motion was made by **Mr. Bruce Vickery**, seconded by **Mr. Aaron Singer** and unanimously carried to approve the **Commonfund Resolution** as identified in **Exhibit C**.

Capital Projects and Spending Plan (Exhibit D)

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Mr. Steven Crawford**, seconded by **Dr. Robert Strohecker** and unanimously carried to approve the **Capital Projects Spending Plan** as identified in **Exhibit D**.

C. Student Affairs (Ms. Lindner)

Ms. Lindner reported in the Student Affairs Report:

- Enrollment Management Report:
 - Due to the pandemic this spring semester there has been impacts to any on campus visitations along with the cancellation of visit days. The team moved quickly to offer virtual campus tours, a virtual visit day along with availability for meetings with Admissions, Student Accounts, Financial Aid and Faculty. Key areas for keeping students engaged in our campus through positive continuous outreach.

- Fall 2020 headcount is reflecting positive across the board and although our deposits for UG students is lower, there are more registered for courses in the fall by 26% over last fall at this time.
- Housing Report:
 - Housing numbers of students who have requested to live on campus this fall is very strong with students placing interest in attending and living on campus in the fall. Measures are assessed to mitigate social distancing and provide alternate dining options to include online app ordering, grab n’ go options along with monitoring for flow during peak hours.

D. Mansfield Foundation (Mr. Guidi)

In Mr. Guidi’s absence Ms. Kilmer shared the following report on the Mansfield Foundation:

- Shared recent fundraising efforts by the Mansfield Foundation, including Student Relief Fund for students affected by COVID-19. They were able to raise and distribute to 87 students \$47,000 via application through Mansfield University Financial Aid office to those students affected by unforeseen financial hardship.
- Giving Tuesday on May 5th for fundraising to support the continued pandemic relief for students.
- Firehouse Subs, although only a percentage of the purchases were given to Mansfield Foundation they still received \$1893 toward Volunteer First Responders Scholarship Fund.
- The Mansfield University Foundation engaged in other student relief effort activities, including a partnership with the Central Pennsylvania Food Bank to provide additional food resources to MU students and alumni families.
- Intending to conduct a Phonathon when guidelines permit.

VI. OLD BUSINESS

No old business

VII. NEW BUSINESS

Meeting Dates for 2020-2021 (Exhibit E)

Attached is a 2020-2021 calendar for Council’s consideration. Proposed Council of Trustees meeting dates and locations are accepted as follows:

- Wednesday, September 30, 2020; North Manser Dining
- Wednesday, November 18, 2020 (Thanksgiving is Nov. 26); North Manser Dining
- Wednesday, January 20, 2021, Retreat; North Hall -6th Floor Community Room
- Wednesday, March 24, 2021; North Manser Dining
- Wednesday, May 26, 2021; North Hall – 6th Floor Community Room
- Wednesday, July 21, 2021; North Hall – 6th Floor Community Room

Proposed meeting schedule for the coming year:

- 10:00 am – 12:30 pm COT Workshop and Lunch with President
- 12:30 – 2:00 pm Committee Meetings
- 2:00 – 3:00 pm COT Public Meeting

Nomination of Officers

Members of the Nominating Committee for Reorganization/Election of Officers are Mr. Gannon, Mr. Henderson, and Dr. Strohecker. This item is tabled until the July 22, 2020 meeting. At that time nominations will be made and election of officers will take place.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

None provided for the May 2020 meeting due to distancing requirement necessitated by COVID-19 pandemic.

X. REPORTS

President, Charles Patterson

- Updated the Trustees on the Financial Sustainability Report with review of versions as directed by PASSHE. Key elements in the plans are to curtail use of temporary faculty, eliminate low-enrolled programs, reduce both faculty and staff to obtain 2010-2011, faculty, staff to student ratios, and ensure effective use of evidence-based practices along with implementing a system wide academic plan. Through working closely with administration and APSCUF these are being addressed in a collaborative way to meet these objectives.
- Provided overview of the CARES Act Higher Education Emergency Relief Fund (HEERF) brief on how the funds were utilized for support of student impacted financially during the COVID-19 pandemic.
- While the COVID-19 pandemic will effect enrollments throughout the U.S., Mansfield University's enrollment growth is demonstration that leadership has already started down the right path of addressing financial sustainability. Enrollment numbers reflect slowing with deposits and applications both our admitted and registered students are higher. Our housing applications for the fall 2020 semester are reflecting strong numbers to exceed our 2019 housing percentages.

PACT, Trustee Karen Russell:

Chair Kilmer shared from Ms. Russell that PACT is considering a possible fall conference. Also PACT is in the process of elections, with Ms. Russell running for Treasurer.

SGA: Mr. Mastroianni

No report provided

Senate: Dr. Rothermel

No report provided

APSCUF: Mr. Loher

No report provided

SCUPA: Ms. Brayer

No report provided

XI. OTHER BUSINESS

Ms. Crossin introduced her replacement Mr. Todd Garnier as the new Vice President for Finance and Administration to the Trustees.

Chair Kilmer expressed on behalf of the Trustees her appreciation to Ms. Crossin for everything she has done for Mansfield University.

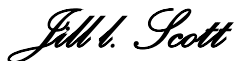
XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is **Wednesday, July 22, 2020, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,



Jill L. Scott