

**MANSFIELD UNIVERSITY**

**COUNCIL OF TRUSTEES MEETING**

Wednesday, November 20, 2019  
2:00 p.m.

North Manser

**Minutes**

**I. MEETING CALLED TO ORDER**

Chairman Kilmer called the meeting to order at 2:10 p.m.

**FOR THE RECORD:** in accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on November 12, 2019.

**II. RECORDING OF ATTENDANCE**

The following Trustees attended:

Ms. Susan Kefover, Member  
Ms. Bobbi Kilmer, Chairperson  
Mr. Ralph H. Meyer, Member  
Ms. Karen J. Russell, Member  
Dr. Robert D. Strohecker, Member  
Mr. Steven Crawford, Vice Chairman  
Mr. Max Gannon, Member  
Mr. Bruce L. Vickery, Member  
Ms. Chelsea Thomas, Member (executive session)

The following Trustees were not in attendance:

Mr. Patrick Henderson, Secretary  
Mr. Aaron K. Singer, 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  
Dr. Kathy Wright, Associate Provost/Dean of Natural and Social Sciences  
Dr. Joshua Battin, Dean, College of Arts and Humanities  
Mr. Phillip Swank, Chief of Staff  
Ms. JoEllen Lindner, Interim VP Student Affairs and Enrollment Management  
Ms. Kathryn Crossin, Interim Vice President of Finance and Administration  
Ms. Jill L. Scott, Secretary to the Council of Trustees  
Ms. Marie Domenech, SCUPA Representative

Others in Attendance:  
Mr. Pete Guidi, Mansfield Foundation

### III. PUBLIC COMMENTS

Chair Kilmer asked for public comments and there were none.

### IV. APPROVAL OF MINUTES

A motion was made by **Mr. Aaron Singer**, seconded by **Mr. Ralph H. Meyer**, and unanimously carried to approve the minutes of **September 25, 2019** as identified in Exhibit A.

### V. COMMITTEE REPORTS

#### A. Academic Affairs Report (Ulrich)

Dr. John Ulrich discussed the following:

- New Concentration: BS Geosciences- Geoarchaeology
  - Brief update this new degree concentration has been approved and currently working on promotional and marketing plans for implementation.
  - Mansfield University and IUP are collaborating to complete degree requirements.
  - Projecting job-growth in this field of study at 15%
- New Concentration: BS Chemistry—Plant Extraction Chemistry
  - Brief update this new degree concentration has been approved and currently working on promotional and marketing plans for implementation
- Collaboration with Bloomsburg on MSW Program—update
  - MSW Social Work has reached the letter of intent and has been recommended to the Executive Leadership Group for approval.
  - Utilizing Hanover research to provide extend to growth/need in this area of study.
- Middle States Self-Study
  - Dr. Wright, Dr. Guignard and Dr. Griggs attended the recent Self-Study training in Harrisburg for Middle States. Mansfield University is on track with next steps for completion.

B. Finance and Administration Report (Ms. Crossin)

Ms. Crossin noted the topics discussed in the Finance and Administration Report:

- Review of Purchases over \$5,000
- Annual Physical Inspection of Facilities
- Fees Schedule
- Approval of Auditors Report
- Annual Certifying Resolution of Affiliated Entities
- Budget Update

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. Steven Crawford**, seconded by **Dr. Robert D. Strohecker** and unanimously carried to approve purchase orders of \$5,000 or more for the period of August 16, 2019 through October 15, 2019 for a total of **\$891,517.72** as identified in Exhibit B.

Approval of Annual Physical Inspection of Facilities

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Ms. Karen J. Russell, seconded by Mr. Max Gannon and unanimously carried to approve the Annual Inspection of Facilities conducted on September 25, 2019**, as identified in Exhibit C.

Fee Schedule for the Fiscal Year 2020/2021

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Ms. Susan Kefover, seconded by Dr. Robert D. Strohecker and unanimously carried to approve the Fee Schedule for the Fiscal Year 2020/2021**

Approval of Auditors Report

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Dr. Robert D. Strohecker, seconded by Mr. Ralph H. Meyer and unanimously carried to accept the independent auditor's report for the fiscal year ending June 30, 2019** as presented during the Finance & Administration Committee report.

Annual Certifying Resolution of Affiliated Entities

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Dr. Robert D. Strohecker**, seconded by **Mr. Bruce L. Vickery** and unanimously carried to approve the Annual Certifying Resolution of Affiliated Entities.

C. Student Affairs (Ms. Lindner)

- Enrollment Management Report: Application, acceptance and deposits are all up across the board. Visits are up along with some bigger events such as overnight visits are up as well.  
----Working with marketing to bring up numbers locally along with regionally to influence our numbers with growth in the local and keep the narrative open with counselors.  
--Spring semester is typically for transfer but we are up 11% and net deposits are up 15%.
- Student Affairs Update: NYC trip 2 56 passenger buses when to NYC; December 10<sup>th</sup> will be late-night Eggs-aM-craM ; Pizza with the Prez; job descriptions cleaned up and ready for HR; health and wellness meeting services as a group for discussion. Potluck for RA's this past Sunday. Applications open for RA positions with plenty of applications for positions.
- E sports to start competing next semester: Seungho Lee

VI. **OLD BUSINESS**

No old business

VII. **NEW BUSINESS**

Emeritus Status

Based on the recommendations of the appropriate department, the Provost and Vice President for Academic Affairs, and in compliance with a poll of the senior faculty, the President recommends that emeritus status be granted to the following individual:

**Mr. Clarence Lienhard**, a faculty member in the Mathematics and Computer Information Science Department from August 15, 1987 through May 24, 2019.

**Mr. Howard Iseri**, a faculty member in the Mathematics and Computer Information Science Department from August 10, 1991 through May 24, 2019.

**Dr. Bonnie Kutbay**, a faculty member in the Art Department from August 11, 1990 through May 24, 2019.

**Dr. Martha Whitehouse**, a faculty member in the Art Department from August 12, 2000 through January 11, 2019.

Upon the recommendation of the Provost and Vice President for Academic Affairs, and in compliance with a poll of the senior faculty, the President recommends that emeritus status be granted, a motion was made by **Mr. Bruce L. Vickery**, seconded by **Mr. Ralph H. Meyer** and unanimously carried to approve emeritus status.

**VIII. INFORMATION ITEMS – NO ACTION REQUIRED**

Pete Guidi with the Mansfield Foundation gave an overview of the recent items in which the Foundation has provided support to Mansfield University, including new incubators in Grant Science, athletics support of teams and upcoming investments in future fundraising efforts. Currently in the process of gaining a website upgrade which will provide the necessary tools to be fully integrated and will enhance the ability of fundraising and receipt of direct donations. This was hired out to a third party and should be completed within the coming week for use in campaigns planned.

Video message for fundraising with student(s) highlighted in the video will be promoted and shared. This provides a single view of both Mansfield University and the Mansfield Foundation working together toward the growth of scholarships, campus and improved student life. This fundraising video will be a valuable tool for displaying continuity of both parties as we seek the common ground moving forward.

Upcoming events will be a Holiday Retiree Reception in Wellsboro, PA on December 4, 2019. In the coming year plans are in place to have a phone-a-thon, as this has shown in past years to be a fruitful avenue for not only fundraising but promoting the university.

Discussion of Giving Tuesday between Pete and Charles was had, where Charles requested the ability of completing a joint Giving Tuesday promotion and to make use of this fundraising event, which is otherwise widely known across many universities. Pete expressed concern in the ability to accept the funding from the university if the monies were given directly to the university, since there is no fiduciary agreement in place. Kathryn Crossin shared this could be an avenue going forward to put in place a fiduciary agreement and encourage this.

Pete gave no issues with Mansfield University participating with the Giving Tuesday promotion given the need to utilize this relevant timeframe for the event. Charles thanked Pete for allowing the go ahead on this program and encouraged collaboration on events in coming year. Planned invitation of participation for Giving Tuesday will be shared with campus and the campus community in the coming week.

**IX. EDUCATIONAL FEATURE**

**None provided**

**X. REPORTS****President, Charles Patterson**

- Updated the Trustees on the PASSHE redesign level and redesign in affordability. Briefed the trustees on the shared re-design and the focus areas of procurement, CT and HR, being developed by 9 of the universities within the PASSHE system, the sustainability plan moving forward. These will come together as products for the institution and the allocations schedule for the upcoming year.

- Progress being made between the foundation and MU administration to work toward raising funding to benefit our students. A component for our sustainability plan to work on 3-5 year to assist with the sustainability moving forward. Growing enrollment, cost of personal and operating cost to right-size the institution.

**PACT, Trustee Karen Russell:**

Briefly held an executive council in Harrisburg last nominating new officers and elected at the spring governance. Financial sustainability from the chancellor. In kind aggregate cost to support student for financial support. Student trustees to gain applicants for new student trustees. Not expected a winter meeting, April 15 advocacy day; April 23 & 24 big spring meeting in Harrisburg for PACT. Plan to attend. Fall regional meetings being planned and the attendance was well attended. East Stroudsburg had the next meeting—Lock Haven will hold the 2020 meeting for the Fall regional meeting, then Mansfield will be in 2021.

**SGA Seungho Lee**

Provided an update on the SGA with regards to increased student morale. SGA will be providing support to locate replacement Student Trustee by the end of this spring semester, as Chelsea Thomas will be graduating.

**Senate:** Closing out this semester and completing curricular items for program improvement. Faculty has a sharing day tomorrow for trying out new ideas and sharing those ideas among peers to enable thinking holistically versus only viewing within the classroom environment. Dr. Ulrich suggested for them to consider multi-modality across curriculums. Supports reaching diverse student populations along with expanding availability for credit completion.

**APSCUF:**

Working with new evaluation guidelines for faculty. Along with updating guidelines.

**SCUPA**

Currently updating job descriptions to provide better understanding of workloads.

**XI. OTHER BUSINESS**

**XII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees is **Wednesday, March 25, 2020, 2:00 p.m. in the North Manser Hall.**

The Mansfield University Council of Trustees annual retreat will be held on **Wednesday, January 29, 2020 in North Hall 6<sup>th</sup> Floor Community Room.**

**XIII. ADJOURNMENT**

The meeting was adjourned at 2:15 pm.

Respectfully Submitted,

*Jill L. Scott*

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