

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, November 18, 2020
2:00 p.m.

North Manser

Minutes

I. MEETING CALLED TO ORDER

Chairman 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 November 5, 2020.

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
Mr. Patrick Henderson, Secretary
Ms. Sarah Hart, Member

The following Trustees were not in attendance:

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
Mr. Todd Garnier, Vice President of Finance and Administration
Mr. Ryan McNamara, Director, Marketing & Communications
Ms. Jill L. Scott, Secretary to the Council of Trustees

Others in Attendance:

Ms. Yuliya Ostapenko, Clifton Larson Allen, LLP

Mr. Andrew Lee, Clifton Larson Allen, LLP

Ms. Colleen Jackson, Assistant Controller

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 **Dr. Robert Strohecker**, and unanimously carried to approve the minutes of **September 30, 2020** as identified in **Exhibit A**.

V. COMMITTEE REPORTS

A. Academic Affairs Report (Ulrich)

Dr. John Ulrich discussed the following:

- Faculty Complement

Dr. Ulrich provided the Trustees with an update regarding our adjustment to our faculty complement. Within the guidance Dr. Ulrich noted a reduction of faculty totaling 13 FTE (Full Time Equivalent) over the next year. These reductions will primarily affect our regular part-time and part-time faculty via reduced work-load assignments. Also there were 3 tenure track faculty who received notifications of retrenchment at the end of October. These will be in effect for the fall 2021 semester. Along with these reductions an athletic trainer position which became vacant in September will not be filled at this time. Estimated cost savings for these reductions is approximately 1.1 million.

Dr. Ulrich noted within Article 29 of the CBA (Collective Bargaining Agreement) it has certain guidelines such as attrition through either resignation or retirement for adjusting faculty complement levels. Due to unknowns for planning purposes in the future this could be subject to change.

- Integration: Academic Affairs

Dr. Ulrich updated the Trustees on formation of working groups and subgroups within the integration planning process. Currently building out structure to bring cohesive planning into academic array of programs. The various roles are being finalized with leads, co-leads and sub-members which will be comprised primarily of faculty.

Chairperson Kilmer extended a 'Thank you' to all involved for their efforts in this process.

B. Finance and Administration Report (Mr. Garnier)

Mr. Garnier noted the topics discussed in the Finance and Administration Report:

- Review of Purchases over \$5,000 (Exhibit B)

Upon the recommendation of the Vice President for Finance and Administration and the President, a motion was made by **Mr. Max Gannon**, seconded by **Mr. Steven Crawford** and unanimously carried to approve purchase orders of \$5,000 or more for the period of August 16, 2020 through October 15, 2020 for a total of **\$542,291.48** as identified in Exhibit B.

- Approval of Auditors Report

Mr. Garnier and the CLA Auditors Ms. Ostapenko and Mr. Lee presented to the Trustees an overview of the Auditor's Report. The audit of the financial statements of Mansfield University in accordance with Generally Accepted Auditing Standards (GAAS) was completed in October.

Upon the recommendation of the Vice President for Finance and Administration and the President, a motion was made by **Mr. Max Gannon**, seconded by **Mr. Steven Crawford** and unanimously carried to accept the independent auditor's report for the fiscal year ending June 30, 2020 as presented during the Finance & Administration Committee report.

- Annual Certifying Resolution of Affiliated Entities (Exhibit C)

Upon the recommendation of the Vice President for Finance and Administration and the President, a motion was made by **Mr. Patrick Henderson**, seconded by **Dr. Robert Strohecker** and unanimously carried to approve the Annual Certifying Resolution of Affiliated Entities for CCSI (College Community Services Inc.).

Chairperson Kilmer noted for the record there will be no certifying of the Mansfield Foundation for the June 2019-2020 period due to lack of an active MOU (Memorandum of Understanding) between the university and foundation.

- Fees Schedule

Adjustment to fee schedule was discussed by Vice President for Finance and Administration and the President to increase the student fee schedule by 1% for the 2021-22 academic year.

Upon the recommendation of the Vice President for Finance and Administration and the President, a motion was made by **Mr. Steven Crawford**, seconded by **Ms. Susan Kefover** and unanimously carried to approve the fee schedule.

C. Student Affairs and Enrollment Management (Ms. Lindner)

➤ Enrollment Management Report

Ms. Lindner provided the Trustees with an overview including new student enrollment for the fall 2021 semester which reflected a decreased number of applications by 16% and an increased in admitted student by 20% and deposits are decreased by 6% overall. Ms. Lindner shared current occupancy in the residence halls for the spring 2021 is currently at 38% and planning for full attendance in the fall 2021.

Mountie Mania is a virtual outreach to prospective students for engagement in learning more about Mansfield University. Sessions being offered include Medical Monday, Transfers & Taco Tuesday, Housing Wednesday, FAFSA & Football Thursday and Lingo Bingo Friday.

Planning due to the ongoing effects of the pandemic has provided an underlying uncertainty for both applications and commitments. The positive outcome of the pandemic along with its implications of limitations is the renewed appreciation of involvement in both campus and personal life during this time.

VI. OLD BUSINESS

Chair Kilmer asked for old business and there were none.

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:

Dr. David Solan, a faculty member in the Business Administration, Mathematics and Computer Science and Information Systems Department from August 16, 1986 through August 14, 2020.

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. Patrick Henderson**, seconded by **Dr. Robert Strohecker** and unanimously carried to approve emeritus status.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

Academic Affairs: Presentation on Accreditation Process

Dr. Wright provided an overview of the Middle States accreditation and Mansfield accreditation timelines, and discussed board members roles in accreditation and integration. Middle States is student focused, maintains accountability through self-appraisal and continuous improvement processes. Integration and accreditation will work in tandem and will be subject to approval by multiple regulators.

Timeline for accreditation as the following:

2021

- January-February - Share first drafts of chapters with campus community
- May - Final drafts of reports due
- August - Circulate first draft of the entire self-study
- September - Host open forums with campus community
- October - November - MSCHE Team Chair preliminary visit
- October - November - Self-Study final editing
- December - Coordinated writing process

2022

- January – February – Continue coordinated editing
- February – March - Submit Self-Study final draft to MSCHE and Visiting Team with full-evidence inventory
- February – March - Share final Self-Study with campus
- February - April campus-wide town halls
- April - Middle States team site visit
- November – Receive Middle States review report

X. REPORTS**President, Charles Patterson**

Dr. Patterson updated the Trustees on the PSAC for both fall and winter sports. He discussed the faculty complement reductions. Shared current integration updates for Lock Haven, Bloomsburg and Mansfield University as being Northeast Region. Discussed current levels of debt and levels of advocacy by the Trustees.

PACT, Trustee Karen Russell

Ms. Russel provided a PACT update on recent virtual conference held with our student trustee Ms. Hart was one of the representatives at the live Student Trustee Panel which provided good questions and an overall good meeting which was very informational for participants.

SGA

Treasurer, Ms. Hart provided an update to the Trustees regarding event planning during the pandemic and shared upcoming events including entertainment during the dinner hour in the Student Restaurant. She also noted that the stricter health and safety guidelines by the administration were appreciated by students.

XI. OTHER BUSINESS**XII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees:
Wednesday, March 24, 2020, 2:00 p.m. in the North Manser Hall.

The Mansfield University Council of Trustees Annual Retreat:
Wednesday, January 20, 2020 in North Hall 6th Floor Community Room.

XIII. ADJOURNMENT

The meeting was adjourned at 2:33 pm

Respectfully Submitted,

Jill L. Scott

Jill L. Scott