

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, March 20, 2019

2:00 p.m.

North Dining, Manser Hall

Minutes

I. MEETING CALLED TO ORDER

Chairman Kilmer called the meeting to order at 2:07 p.m.

FOR THE RECORD: in accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on February 28, 2019.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Mr. Patrick Henderson, Secretary
Ms. Susan Kefover, Member
Ms. Bobbi Kilmer, Chairperson
Mr. Ralph H. Meyer, Member
Ms. Karen J. Russell, Member
Mr. Aaron K. Singer, Member
Dr. Robert D. Strohecker, Member
Ms. Chelsea Thomas, Member (executive session)
Mr. Bruce L. Vickery, Member

The following Trustees were not in attendance:

Mr. Steven Crawford, Vice Chairman
Mr. Max Gannon, Member

Members of the University staff who attended are as follows:

Mr. Peter Fackler, Interim President
Mr. Nick Andre, Chief Information Officer
Dr. Joshua Battin, Interim Associate Dean of the Faculty
Ms. Pamela Boyce, Secretary to the Council of Trustees
Ms. Judi Brayer, SCUPA Representative
Mr. Frank Crofchick, Assistant Vice President & Dean of Students
Ms. Kathryn Crossin, Interim Vice President of Finance and Administration
Ms. Nichole Lefelhoc, Director, Career Center
Mr. John Maslar, Interim Director, Marketing & Communications
Dr. Gretchen Sechrist, President University Senate
Dr. Kathy Wright, Interim Associate Provost/Dean of the Faculty

Others in Attendance:

Ms. Caroline Hutchison, President, Student Government Association (SGA)

III. PUBLIC COMMENTS

Chair Kilmer asked for public comments and there were none.

IV. APPROVAL OF MINUTES

A motion was made by Dr. Strohecker, seconded by Mr. Henderson, and unanimously carried to approve the minutes of November 28, 2018 as identified in Exhibit A and the minutes of February 19, 2019 as identified in Exhibit A-1.

V. COMMITTEE REPORTS

A. Academic Affairs Report (Ulrich)

Dr. Ulrich noted the following topics discussed in the Academic Affairs Report:
Updated council on the following

- System Redesign: Program and Course Sharing
 - PASSHE Chief Academic Officers Meetings:
 - Modified Degree Program Approval Process
 - Open PASSHE Task Group
 - Collaborative PASSHE Task Group: most likely starting point = foreign language programs
 - Developmental Education Task Group
 - Local MU Discussions:
 - APSCUF M & D
 - Department Chairs
 - University Senate
 - Town Hall Meeting: Monday, March 25, at 4:00 in Allen 104
- System Redesign: Student Success
 - System-Level Task Student Success and Retention Group in process of formation.
 - Local MU Level:
 - Formalize Student Success Committee as central resource for generating ideas, disseminating best practices, and supporting efforts related to student success
 - Reconstitute the Advising Resource Group to serve as central source of advising reform and support; review membership and duties as stated in the University Senate Constitution
 - Inventory degree program course sequencing plans and ensure such plans are easily accessible and drive departmental course scheduling and academic advising

- Implement Student Support Services Fair and incorporate into New Student Welcome Week
 - Use data-driven decision making to determine best deployment of tutoring and supplemental instruction services
 - Create new Diversity & Inclusion plan for Mansfield University
 - Town Hall on Student Success held on Feb. 26
- Middle States Commission on Higher Education: Annual Institutional Update:
 - In addition to the usual institutional data, brief narrative responses to recommendations requiring annual updates are required
 - To request that, beginning in 2019 and in conjunction with each Annual Institutional Update prior to the Self-Study Evaluation visit in 2021-2022, the institution will provide; (1) further evidence of investment in strategies to measure and assess the adequacy and efficient utilization of institutional resources required to support the institution’s mission and goals and (2) further evidence of the use of assessment results linked to planning and resource allocation (Standard VI). The next evaluation visit is scheduled for 2021-2022
 - Reporting window: April 15 – May 17
- Pennsylvania Department of Education Major Review: Teacher Certification Programs
 - The Pennsylvania Department of Education (PDE) has re-approved Mansfield University’s teacher certification programs as part of PDE’s “Major Review” process conducted every seven years. The university’s re-approved certification programs include:
 - Early Childhood Education, grades PK-4
 - Special Education, grades PK-8
 - Music, grades PK-12
 - Earth and Space Science, grades 7-12
 - English, grades 7-12
 - Mathematics, grades 7-12
 - Social Studies, grades 7-12

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
- Capital Projects and Spending Plan

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

Upon the recommendation of the Interim Vice President for Finance and Administration and the Interim President, **a motion was made by Mr. Henderson, seconded by Mr. Singer and unanimously carried to approve purchase orders of \$5,000 or more for the period of October 16, 2018 through February 15, 2019 for a total of \$591,755.63**, as identified in Exhibit B.

Capital Projects and Spending Plan

Upon the recommendation of the Interim Vice President for Finance and Administration and the Interim President, **a motion was made by Mr. Singer, seconded by Ms. Russell and unanimously carried to approve the Capital Projects and Spending Plan**, as identified in Exhibit C.

C. Student Affairs (Mr. Crofchick)

Mr. Crofchick noted the following topics discussed in the Student Life and Living Report:

- The Big Event
 - The Big Event will be held on April 20. Please contact Frank with any projects
- Title IX Investigator Training at Lock Haven
 - Frank reported that we will now have an investigator on campus
- Mansfield Activities Mobile App
 - SGA approved the purchase of a Mobile App for students to use for communication

VI. OLD BUSINESS

No old business

VII. NEW BUSINESS

No new business

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

Ms. Nichole Lefelhoc, Director of the Career Center, presented the Educational Feature “Career Outcomes Summary – Class of 2018”.

Ms. Lefelhoc shared the Career Outcomes Summary – Class of 2018 report with the trustees. As background, Ms. Lefelhoc gave a brief history of the Career Center, the services and support for “all things career” provided to current students and alumni. Ms. Lefelhoc recognized her two amazing career peer students who provide entry-level career requests, base level career exploration, document preparation, and many other services.

Ms. Lefelhoc reported that the Career Outcomes Summary uses protocols from the National Associations of Colleges and Employers (NASE). Ms. Lefelhoc shared that this is the third survey we have completed. The process began with sending an electronic survey of recent alums from

August 2017, December 2017, and May 2018 followed by contacting non-respondents by phone. This year the survey response rate is 38%. Ms. Lefelhoc then reviewed highlights from this Outcomes Summary.

Ms. Lefelhoc will submit our survey results to NASE. NASE will benchmark our results against other universities and provide a final report in the fall.

This Career Outcomes Survey is shared with the greater campus community, admissions, and academic departments.

Ms. Lefelhoc also shared the internship process. She reviewed how employers request interns as well as how the Career Center assists students as they apply and prepare for an internship.

The Trustees thanked Ms. Lefelhoc for all she does.

X. REPORTS

Interim President Pete Fackler

Interim President Fackler provided the following report:

- The PASSHE Board of Governors recently voted to appoint Dr. Charles Patterson as the next President of Mansfield University. He will begin on July 1. A reception was held immediately following the announcement. Dr. Patterson and his family appreciated those who attended the reception.
- April is a busy month. President Fackler will be attending the Presidential Inauguration of Dr. Dale-Elizabeth Pherson. Pete has been asked to introduce her as part of the Inaugural activities.
- Advocacy Day is April 10 in Harrisburg. We will be sending teams of faculty, staff, and students.
- April 11 is the employee recognition luncheon. We will celebrate the employees' years of service, retirees, employee of the year, and academic awards.
- Chancellor Greenstein may visit in the month of April.
- The annual Student Scholarship Showcase will be held on April 17.
- There are many end-of-year music events.
- May 4 is Commencement. Chancellor Greenstein has accepted our invitation to be the Commencement Speaker.

PACT

- Ms. Russell shared the PACT conference will be held on April 11 & 12 in Harrisburg. The focus will be system redesign. There will be an opportunity for discussion on the system redesign.
- A number of committees have been formed separating the universities into geographical areas. Other universities that are part of our regional committee include East Stroudsburg, Lock Haven and Bloomsburg.

- The fall PACT conference is September 11. All trustees are invited to this one-day event being held at East Stroudsburg University.

Student Government Association (C. Hutchison)

Ms. Hutchison shared the following report:

- SGA is sponsoring a drag show at the Hut on Friday.
- Spring Fling is April 26. There will be a Spring Fling block party on Saturday, April 27.
- SGA is sponsoring the purchase of the MU Mobile App. The App will be deployed in April for use at orientation. There will be a push over the summer and full deployment next semester. The students are very excited about this.
- SGA elections will be held during the first week in April.
- SGA is working on recruiting this semester.
- SGA is working on events for next semester.

Chair Kilmer thanked Ms. Hutchison for serving on presidential search committee.

XI. OTHER BUSINESS

Chair Kilmer thanked Ms. Boyce for her work with the trustees and expressed their appreciation of her hard work.

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is **Wednesday, May 29, 2019, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:45 pm.

Respectfully Submitted,

Pam Boyce

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