

**MANSFIELD UNIVERSITY**

**COUNCIL OF TRUSTEES MEETING**

Wednesday, July 22, 2015  
2:00 p.m.

North Hall 6<sup>th</sup> Floor Community Room

**Minutes**

**I. MEETING CALLED TO ORDER**

Chairman Meyer 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 July 8, 2015.

**II. RECORDING OF ATTENDANCE**

The following Trustees attended

Ms. Bobbi J. Kilmer, Member  
Mr. Ralph H. Meyer, Chairman  
Ms. Karen J. Russell, Member  
Mr. Aaron K. Singer, Member  
Dr. Robert D. Strohecker, Secretary  
Mr. Bruce L. Vickery, Member

The following Trustee were not in attendance.

Mr. Steven M. Crawford, Vice Chairman  
Mr. Max Gannon, Member  
Mr. Patrick D. Henderson, Member  
Commissioner Pamela A. Witmer, Member

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. Chyenne Bostwick, Videographer  
Ms. Pamela Boyce, Secretary to the Council of Trustees  
Dr. Chris Bridges, Vice President for Student Affairs & Enrollment Management  
Ms. Dia Carleton, Executive Director for Employee and Leadership Services  
Ms. Rita Dibble, Assistant Vice President for Advancement  
Mr. Jacob Flock, Marketing Assistant  
Ms. Kayla Grunza, Human Resources Generalist  
Mr. Dennis Miller, Director of Public Relations  
Mr. James Nixdorf, Camps and Conferences  
Dr. Steven Siconolfi, Provost and Senior Vice President for Academic Affairs

Others in Attendance:

Ms. Mackenzie Hafer, Student  
Mr. Marquise Isaac-Rivers, Vice President, SGA  
Mr. Joseph Maresco, President, Mansfield University Foundation

### III. PUBLIC COMMENTS

No comments received.

### IV. APPROVAL OF MINUTES

**A motion was made by Mr. Singer, seconded by Mr. Vickery, and unanimously carried to approve the minutes of May 27, 2015 as identified in Exhibit A.**

### V. COMMITTEE REPORTS

#### A. Academic Affairs Report (Dr. Siconolfi)

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

- Program Moratorium
- Academic Affairs Briefing

#### B. Finance and Administration Report (Mr. Adams)

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

- Review of Purchases
- Fire and Ambulance Association Payment

Finance and Administration Report (continued)

- Fiscal Plans – 2014-2015 and 2015-2016
- Master Plan Overview

Mr. Meyer requested that the Trustees review the final Master Plan once received.

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

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Ms. Kilmer, seconded by Mr. Strohecker and unanimously carried to approve purchase orders of \$5,000 or more for the period of April 16, 2015 through June 15, 2015 for a total of \$2,872,182.39**, as identified in Exhibit B.

Approval of Mansfield Fire Department and Ambulance Association Payment

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Ms. Kilmer, seconded by Mr. Singer, and unanimously carried to approve the payment of \$7,500 to the Mansfield Fire Department and \$7,500 to the Mansfield Ambulance Association for critical services and training for fiscal year 2015-2016** as described in Exhibit C.

C. Human Resources/Multicultural Affairs Report (Ms. Carleton)

Ms. Carleton noted the topics discussed in the Human Resources/Multicultural Affairs and Social Equity Report:

- 2015 Affirmative Action Report
- Impact of Affordable Care Act
- Order of Succession Plan
- Protection of Minors Update

Upon the recommendation of the Executive Director for Employee and Leadership Services and the President, **a motion was made by Mr. Vickery, seconded by Mr. Singer, and unanimously carried to approve the Certifying Resolution for Appointing Interim and Chief Executive Officers for 2015-2016** as described in Exhibit D.

D. Student Affairs & Residence Life Report (Dr. Bridges)

Dr. Bridges noted the topics discussed in the Student Affairs & Residence Life Report:

- Partnership for admissions
- "The 101<sup>st</sup>" Pre-Orientation Program
- Student Transition Office
- Orientation and New Student Welcome: August 20<sup>th</sup> – August 23<sup>rd</sup>
- Athletics
- Admissions
- Residence Life, Housing and Dining

D. University Advancement Report (Ms. Dibble)

Ms. Dibble noted the topics discussed in the University Advancement Report:

- Brief Introduction to the Assistant Vice President
- Advancement Division Accomplishments
- Alumni Reunion Highlights

E. Mansfield University Foundation (Mr. Maresco)

Mr. Maresco noted the topics discussed in the Mansfield University Foundation Report:

- Recap Mansfield Mergers
- The Major Donor Dinner is scheduled for August 30 at Corning Country Club
- Responded to questions from Trustee Gannon

**VI. OLD BUSINESS**

No old business discussed

**VII. NEW BUSINESS**

Meeting Dates for 2015-2016

Council of Trustees approved the 2015-2016 meeting dates as outlined in Exhibit E.

Wednesday, September 23, 2015

Wednesday, November 18, 2015

Wednesday, January 27, 2016 – retreat

Wednesday, March 23, 2016

Wednesday, May 25, 2016

Wednesday, July 20, 2016

Meeting schedule for 2015-2016:

10:00 a.m.-12:30 p.m. Coffee Time and Lunch with President

12:30-2:00 p.m. Committee Meetings

2:00-3:00 p.m. COT Meeting

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

Policy Review

Trustees performed an annual review of the following policies and procedures:

1. Public Comments at Council of Trustees' Meetings
2. Procedure for identifying MU's commencement speakers

There were no changes to these policies.

**IX. EDUCATIONAL FEATURE**Transition to Work – Ms. Dia Carleton

Ms. Carleton shared the history of the Transition to Work program with the Trustees. The program was formally approved in 2013. All Transition to Work positions are one-year, temporary positions. Applicants must be a recent MU graduate, have served in a student leadership role or in a community service project, and have been a work study, graduate assistant or student volunteer. The program offers qualified graduates the opportunity to apply knowledge while gaining employment experience. Departments seeking a Transition to Work position request the position which is then reviewed by JEC and the President. All Transition to Work jobs must meet critical need criteria and are classified as non-represented positions. Each participant develops goals and receive an evaluation every three months. A final evaluation is given at the conclusion of the year. Ms. Carleton then turned over the program to the four current Transition to Work employees.

Kayla Grunza graduated from Mansfield University with a degree in Psychology. Ms. Grunza shared that she chose to apply for the Human Resources Generalist position to begin working in her field of interest right after graduation. Ms. Grunza shared that she is thankful for the experience of applying for a job, learning skills applicable to her field, as well as the opportunity to connect with and learn from other Human Resources professionals. Ms. Grunza shared that to-date responsibilities have been professional development, performance management, search process tools, event planning, background clearances, and protection of minors.

James Nixdorf graduated with a degree in Political Science and Philosophy. Mr. Nixdorf, a Reserve in the Coast Guards shared that he likes the University environment. As part of his responsibilities in the Camps and Conferences Office, Mr. Nixdorf has been involved with planning and logistics of camps, collaborated with various offices across campus, and has served as a member of a search team for a CT position. Mr. Nixdorf shared that he is assisting with planning to bring a FEMA Incident Command System to Mansfield. Mr. Nixdorf's plans include graduate school and a continued career in higher education.

Mr. Jacob Flock graduated with a degree in Business Administration and a minor in Criminal Justice Administration. Jacob shared that he loves the campus and wants to help the University be successful. Mr. Flock is working in the Marketing Department. His responsibilities include attending Advancement Department meetings, website improvement (correcting broken links and misspellings) and increasing accessibility. Mr. Flock is working on a website that will list University rankings and accolades including the new Colleges of Distinction recognition. Mr. Flock would like to explore future opportunities in Astro Physics or Law.

Ms. Chyenne Bostwick is a videographer with a degree in Electronic Media and Public Relations. Ms. Bostwick shared that videography is a passion rather than a career. A couple projects she has worked on include "Into the Northern Tier" and "MU60" which gave her experience along with the support from Mansfield University. Ms. Bostwick would like to continue to follow her passion by making more videos.

**X. REPORTS**

President Francis Hendricks

General Hendricks provided the following report:

- General Hendricks thanked the graduates participating in the Transition Program. He also commended the Marketing Team for the 4<sup>th</sup> of July video produced.
- The MU Action Plan was presented at the Board of Governors Meeting. The plan was well received and General Hendricks thanked Trustee Steve Crawford, Provost Steve Siconolfi, and VP John Adams as well as other members of the COT for their attendance and support.
- Review of the MU2020 Strategic Plan has begun.
- As Mr. Flock mentioned, MU was recently named a best value (95th nationally and 14th in the northeast). MU was also designated as a College of Distinction.
- General Hendricks reported that he and Steve Siconolfi attended the annual COPLAC meeting in Connecticut in June.
- MU has been recognized as a College of Distinction.
- General Hendricks shared that ongoing outreach and exchange opportunities continue with China. Dr's. John Ulrich and Brad Lint represented Mansfield University at graduation in China this summer. We recently signed a letter of interest with the Global institute of Management and Economics (GIME). We continue to look at other opportunities to bring international students to MU.
- The TRIO grant was approved for 2015-2020. Out of a possible top score of 106, two of the reviewers gave us a perfect score and the third reviewer gave us a score of 104.
- The Police Academy is up and running with 17 cadets.
- October 10 is LUMA (Light up Mansfield Again). Senator Yudichak, a graduate of Wyoming Seminary will throw the switch. We have also invited representatives from Wyoming Seminary to join us. We play West Point.

PACT

Mr. Meyer shared that the PACT Executive Board invited the Council of Trustees to a meeting on July 29<sup>th</sup>. Mr. Meyer is planning to attend and has extended an invitation to Mr. Crawford to join him at the meeting.

Student Government Association

Mr. Isaac-Rivers provided the following report.

- Mural project initiative is going strong. The artist is working on finalizing the sketch.
- SGA received an outgoing letter from the class of 2015 which will be read to the incoming class by Mr. Brett Helmus.
- SGA is looking forward to the upcoming year. They will work to increase student involvement and school spirit

**XI. OTHER BUSINESS**

On August 2, the 3<sup>rd</sup> Annual Freshman Send Off, hosted by Mr. Bob Harman '76 and his wife Louise. The event, held at the Walnut Street Theatre in Philadelphia, PA, welcomes new Mounties and their families to Mansfield.

**XII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees is scheduled for **Wednesday, September 23, 2015, 2:00 p.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIII. ADJOURNMENT**

The meeting was adjourned at 3:00 pm.

Respectfully Submitted,

*Pam Boyce*

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