

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, November 18, 2015
2:00 p.m.

North Hall 6th Floor Community Room

Minutes

I. MEETING CALLED TO ORDER

Chairman Meyer called the meeting to order at 2:09 p.m.

FOR THE RECORD: in accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on November 4, 2015.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Mr. Max Gannon, Member
Ms. Mackenzie Hafer, Appointment Pending
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
Commissioner Pamela A. Witmer, Member

The following Trustees were not in attendance:

Mr. Steven M. Crawford, Vice Chairman
Mr. Patrick D. Henderson, Member
Ms. Bobbi J. Kilmer, 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. Pamela Boyce, Secretary to the Council of Trustees
Ms. Dia Carleton, Executive Director for Employee and Leadership Services
Dr. Leslie Clifford, Associate Professor of Biology
Mr. Charles Colby, Associate Vice President of Residence Life
Mr. Terry Day, Assistant Director, Public Relations

Ms. Rita Dibble, Assistant Vice President for Advancement
Dr. John Mansfield, APSCUF President
Mr. John Maslar, Marketing Manager
Mr. Steve Plesac, SCUPA President
Dr. Steven Siconolfi, Provost and Senior Vice President for Academic Affairs
Dr. Nancy Sidell, Interim Dean, Professional Studies
Dr. John Ulrich, Interim Dean, College of Arts and Science
Ms. Carmen Wood, Associate Director of Employee Relations and Compensation

Others in Attendance:

Ms. Jill Fluck, PASSHE, University Legal Counsel
Dr. Kathleen Howley, PASSHE, Deputy Vice Chancellor for Academic and Student Affairs
Ms. Lois Johnson, PASSHE, Associate Vice Chancellor for Administration and Finance
Mr. Andy Lehman, PASSHE, Chief Legal Counsel
Mr. Joseph Maresco, Mansfield University Foundation
Ms. Brooke Miller, Student
Ms. Regan Parshall, Student
Mr. Jason Przybycien, Wellsboro Gazette
Ms. Mary Rowley, Student

III. PUBLIC COMMENTS

No comments received.

IV. APPROVAL OF MINUTES

A motion was made by Dr. Strohecker, seconded by Mr. Singer, and unanimously carried to approve the minutes of September 23, 2015 as identified in Exhibit A.

Chairman Meyer reported that the Council of Trustees participated in a PASSHE Governance presentation prior to this meeting. In addition to the Governance presentation, PASSHE representatives Dr. Kathleen Howley, Mr. Andy Lehman, Ms. Jill Fluck, and Ms. Lois Johnson also shared information on Act 188, Right to Know, and Gift Ban regulations.

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Siconolfi)

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

- Dr. Siconolfi shared that Faculty Roundtables are being held throughout the semester. Dr. Siconolfi shared that he has seen a greater relationship between faculty and administration.
- Dr. Siconolfi shared that four Letters of Intent are being prepared. They include the B.A. and M.S. in Geosciences, B.A. in World Languages and Cultures, and The B.A. in Sociology. Dr. Siconolfi shared that the B.A. in Sociology will be an online program with a health concentration.

- Dr. Siconolfi reported he is examining academic minors which currently have no enrollment for possible placement in moratorium.
- Dr. Siconolfi shared the draft Organizational Structure for Academic Affairs. Dr. Siconolfi reported that he is looking at how functions can be centralized for greater efficiency. He discussed the new department – Interdisciplinary Global and Cultural Studies as well as responsibilities of Academic and Human Development. On December 9th, Student Services will report to him.
- Dr. Siconolfi shared that enrollment status reports will be reviewed by Cabinet weekly. He shared SAT, application, accept, and deposit numbers to-date. Dr. Siconolfi shared that SAT's and deposits are up.
- Dr. Siconolfi shared that he and the Interim Deans are currently looking at enrollments by academic departments. He shared that the visit and spend a day programs have been successful. He is working on a campaign with the departments to keep them in contact with accepted students throughout the admissions cycle and up to the first day of class. Other ways he is working to connect students earlier includes working with Alumni Relations to connect alums with students and to develop a leadership team working to enhance the award letter for perspective and current students providing timely, accurate information.
- Dr. Siconolfi shared that the Royall Mansfield Select Application letters will be sent by the beginning of next week. The letters will reach perspective students and their parents during the Thanksgiving Holiday. Transfer and International student marketing will begin December 7th. Royall provides a website that will host the application, we will then export the student application from their system to ours. Dr. Siconolfi shared that the privacy of our students will be protected and fully encrypted.

B. Finance and Administration Report (Mr. Adams)

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

- Mr. Adams reported that CliftonLarsonAllen LLP presented the Fiscal Year 2015 Financial Statement Audit Results to the Council of Trustees.

Approval of Auditor's Report

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Gannon, seconded by Dr. Strohecker, and unanimously carried to approve the independent auditor's report for the fiscal year ending June 30, 2015** as presented by the Auditor's.

- Mr. Adams reviewed the purchase orders of \$5,000 or more for the period of August 16, 2015 through October 15, 2015.

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. Witmer, seconded by Mr. Gannon and unanimously carried to approve purchase orders of \$5,000 or more for the period of August 16, 2015 through October 15, 2015 for a total of \$164,242.43**, as identified in Exhibit B. Review of Purchases (Exhibit B).

- Mr. Adams shared the Council of Trustees completed the Annual Facilities Inspection following the September 23, 2015 meeting.

Approval of Physical Inspection of Facilities

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Ms. Russell, seconded by Mr. Gannon, and unanimously carried to approve the Annual Physical Inspection of Facilities Report** as identified in Exhibit C.

- Mr. Adams shared the Approval of Annual Certifying Resolution of Affiliated Entities (Exhibit D).

Approval of Annual Certifying Resolution of Affiliated Entities

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Singer, seconded by Ms. Witmer, and unanimously carried to approve the Annual Certifying Resolution of Affiliated Entities** as identified in Exhibit D.

- Mr. Adams shared the fiscal plan update. Mr. Adams noted that due to the budget impasse, there are no state appropriations reflected in the report.

C. Employee, Equity and Compliance Services Report (Ms. Carleton)

Ms. Carleton noted the topics discussed in the Employee, Equity and Compliance Services Report:

- Ms. Carmen Wood shared an update on employee benefits. Ms. Wood shared recent changes PASSHE made to health care plans for managers and campus police officers. Ms. Wood shared that 56 employees are impacted.
- Ms. Wood shared that the changes are effective beginning January 1, 2016. Some of these changes include 1) removal of the HMO option which did not affect any MU employees, 2) out-of-pocket deductible for the PPO is modified, 3) drug plan co-pay increases, depending on the medication, and 4) new cost management programs will be available for select medications. Ms. Wood shared a chart showing premium contribution increases and co-pay changes. Ms. Wood also shared that virtual doctor visits for minor illnesses, behavioral health appointments, and dermatologist appointments will be available. Ms. Wood indicated that overall this is still a very good plan.

- Ms. Carleton provided an update on the Protection of Minors. Ms. Carleton shared background clearances have been completed for 206 staff and that 35 need to be completed. Ms. Carleton shared the Trustees completed their clearances today. Ms. Carleton further shared that 56 faculty clearances have been completed. Ms. Carleton reminded Trustees that due to the injunction in place, background clearances for faculty members are still on hold.
- Ms. Carleton shared updates to Title IX. Ms. Carleton reported that on July 1, 2015 a new law took effect giving a civil remedy option for those who do not want to go through the regular court process. Ms. Carleton reported that MU must provide Title IX training. To date, 24 training sessions are scheduled, four have been completed. The sessions completed have received an average rating of nine for understanding and effectiveness of training.

D. Student Affairs & Residence Life Report (Mr. Colby)

Mr. Colby noted the topics discussed in the Student Affairs & Residence Life Report:

- Mr. Colby reported that 110 students from nine institutions attended the Senior Transitions Conference in Harrisburg, PA. Out of the 110 students participating, 65 were from Mansfield University.
- Mr. Colby reported that four members of Student Affairs attended a recent NASPA training.
- Mr. Colby shared MU's first international virtual tour. This first international tour is in French. The international tours will expand to include other countries.
- Mr. Colby shared some of the recent student events engaging both community and students including: Zumba, High Ropes Course, roller derby. Sodexo has hosted grumpy seafood night, the LUMA burger, and also recently recognized the 500th Facebook Dining Services "like us" winner.
- Mr. Colby shared that Mr. Pat Zipfel has been hired as the new Interim Men's Basketball Coach.

E. University Advancement Report (Ms. Dibble)

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

- Ms. Dibble shared the Advancement Division went through the low ropes course as a team building exercise and some went on to complete the high ropes course. The division enjoyed the exercise, learned about communication and conflict resolution.
- Ms. Dibble shared the University Identity Guide which is posted on our website. The Identity Guide gives policy and procedure on how we communicate internally and externally. The guide standardizes our procedures and ensures all communications are using the same colors, fonts, and logos. The Marketing Department will assist departments in updating their websites to these guidelines. Ms. Dibble shared that Royall complimented MU on our website.
- Ms. Dibble shared she is working with PASSHE on our Trademarks application. Ms. Dibble will also prepare agreements with affiliates regarding the use of our logo and/or University seal.

- Ms. Dibble shared the FIT commercial. Ms. Dibble shared the targeted marketing strategy and that the division will begin producing a monthly progress report.
- Ms. Dibble shared the Annual Report and a galley proof of the Mansfieldian. Ms. Dibble indicated that the Mansfieldian will be produced two times every year, in November and in April/May.
- Ms. Dibble shared the GEAR-UP grant for Simulation Camp has been awarded. MU is one of the three DOE grants funded. This three-day camp will target students in center-city Harrisburg and Allentown. The camp will offer a series of events/modules from different academic programs.

F. Mansfield University Foundation (Mr. Maresco)

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

- Mr. Maresco shared that a direct mailing was sent to 5000 alumni. Mr. Maresco shared that as of November 16, 2015 revenue raised is \$238,000.
- Mr. Maresco shared information on the Endowment Program. The Endowment Program threshold is \$10,000 and the Foundation has had a lot of success at this rate. Participants have five years to complete after initiation of the endowment. Donations may be restricted or unrestricted based on donor direction. The Foundation cannot change restrictions established.
- Mr. Maresco shared information on the number of endowments. Most endowments range from \$10,000 to \$25,000. Endowments have grown 82% from 1974 through 2010. There are currently ten endowments in progress and once the threshold is reached, they will be combined with the endowment pool and invested. If the endowment does not reach the threshold, the monies may be used as a scholarship fund. Mr. Maresco noted that scholarships and endowments are different and shared information regarding newly established scholarship funds.
- Mr. Maresco shared upcoming events, including a holiday reception for retired faculty and staff. Mr. Maresco shared that the Communication Department will be in New York City for their annual holiday event.
- Mr. Maresco shared that the scholarship spending policy for 16/17 academic year will be set. Currently the portfolio has 70% in equities. The Foundation gave \$506,000 last year in scholarships and believe that they will hold the line for this year. Mr. Maresco reported the Foundation projects to use \$331,169 for scholarships this academic year. Mr. Maresco shared that contributions to the portfolio included payment of \$112,000 paid by the university which is separate from revenues generated by scholarships.
- When asked what the Foundation's Fundraising goal is for this year, Mr. Maresco shared that it is just under \$750,000 (which was last year's goal). Most of this annual goal is from annual giving.

VI. OLD BUSINESS

No old business discussed

VII. NEW BUSINESS

Emeritus Status

Upon the recommendation of the appropriate departments, the Provost and Senior Vice President for Academic Affairs, the President and in compliance with a poll of the senior faculty, **a motion was made by Dr. Strohecker, seconded by Mr. Singer, and unanimously carried to grant emeritus status to the following individuals:**

Professor June Rudy, a faculty member in the Education Department from January 14, 1967 through May 21, 1999.

Dr. Dennis Murray, a faculty member in the Psychology Department from March 11, 1978 through June 26, 2015.

Ms. Boyce will prepare the appropriate letters of notification on behalf of the Council of Trustees.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

COPLAC Conference

President Hendricks introduced Dr. Leslie Clifford, Associate Professor, Biology. Dr. Clifford shared that she and student presenters attended the COPLAC Regional Conference at Ramapo College in New Jersey. Students from the horn club provided music, students from English and Modern Languages read poems, there were two Psychology posters and a total of nine oral paper presentations including one from Biology. Dr. Clifford shared that our students did an excellent job, that all research was high quality and our proposals were complete and data driven.

Students, Ms. Regan Parshall, Ms. Brooke Miller, and Ms. Mari Rowley shared an overview of their presentation “The Effects of Nightly Gratitude Exercises on Dreaming and Sleep Quality”. They also shared that this attending this conference was a great experience where they were able to see presentations and interact with students and faculty members from other Universities.

Dr. Siconolfi shared that the presentation posters are being displayed outside the Academic Affairs Office.

X. REPORTS

President Francis Hendricks

General Hendricks provided the following report:

- President Hendricks shared that he participated in a conference call with GE to discuss the 125th anniversary for football.
- Unity day was held on Monday (11/16/15). Students lit up the South Hall Mall and hung their ornaments on the Unity Tree.
- President Hendricks invited the Trustees to join the Thanksgiving dinner at Manser tonight. Also tonight is the first Men’s and Women’s basketball game of the season.

- President Hendricks shared that he is looking at the out-of-state tuition rates and for ways to be more competitive and attractive to out-of-state students.
- President Hendricks reported that FIT (Freeze Individualized Tuition) has been rolled out to students and their parents.
- President Hendricks shared Marty Pane, US Marshal for the Middle District of Pennsylvania, will be on campus on Thursday, November 19th. He will be meeting with CJA students. Marshall Pane has been instrumental in assisting our students receive internships with the US Marshals Service.
- In December, eight students from the Shaanxi University of Science and Technology will come to Mansfield for a three-month stay.
- On October 9th, 15 cadets graduated from the 32nd Police Academy. President Hendricks shared the part-time academy is scheduled to begin in January 2016 and has 27 applicants to-date.

PACT

Ms. Russell attended the Fall PACT conference, one of two conferences held each year. Ms. Russell shared PACT and PASSHE initiatives for 2016 were discussed. These initiatives included General Education requirements, distance education high-quality programming. Also discussed were governance and Trustee roles. The spring PACT conference dates are March 31 and April 1, 2016. Ms. Russell shared that they would like more trustees involved and attending the PACT conference. Ms. Russell highly recommends that Trustees attend if their schedules permit.

Student Government Association

Ms. Hafer provided the following report on behalf of Mr. Helmus.

- On December 4, 2015 a Foam party has been planned for students.
- A message has been sent to all students inviting their participation in the Mural Project.
- On December 5, 2015 winter sports season kicks off with Project Mountie.

XI. OTHER BUSINESS

The Holiday Concert is Friday, December 4, 2015

Following the meeting today, MU grad, Mr. James Query will be inducted into the Fenwal Blood Donation Hall of Fame for 2015. In April 2015, Mr. Query was named Volunteer of the Year by the Community Blood Bank of Northwest Pennsylvania and Western New York.

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is scheduled for **Wednesday, March 23, 2016, 2:00 p.m. in the North Hall 6th Floor Community Room.**

The Mansfield University Council of Trustees annual retreat will be held on Wednesday, January 27, 2015 in North Hall.

XIII. ADJOURNMENT

The meeting was adjourned at 3:50 pm.

Respectfully Submitted,

Pam Boyce

Pam Boyce