

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, July 22, 2020
2:00 p.m.

North Hall 6th Floor Community Room via Zoom Conference

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 July 9, 2020.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Ms. Bobbi Kilmer, Chairperson
Mr. Steven Crawford, Vice Chairman
Mr. Patrick Henderson, Secretary
Ms. Susan Kefover, Member
Mr. Ralph H. Meyer, Member
Dr. Robert D. Strohecker, Member
Mr. Max Gannon, Member
Ms. Karen J. Russell, Member
Mr. Bruce L. Vickery, Member
Mr. Aaron K. Singer, Member
Ms. Sarah Hart, Member

The following Trustees were not in attendance:

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
Mr. Phillip Swank, Chief of Staff
Dr. Kathy Wright, Associate Provost/Dean of Natural and Social Sciences
Mr. Todd Garnier, Vice President of Finance and Administration
Ms. JoEllen Lindner, Interim VP Student Affairs and Enrollment Management
Dr. Joshua Battin, Dean, College of Arts and Humanities
Mr. Nicholas Andre, Director of Campus Technologies
Ms. Jill L. Scott, Secretary to the Council of Trustees

Dr. Jonathan Rothermel, University Senate
Ms. Judith Brayer, SCUPA President
Mr. Ryan McNamara, Director, Marketing & Communications

Others in Attendance:

None

III. PUBLIC COMMENTS

Chair Kilmer asked for public comments and there were none.

IV. APPROVAL OF MINUTES

A motion was made by Mr. Max Gannon, seconded by Mr. Patrick Henderson, and unanimously carried to approve the minutes of May 27, 2020 as identified in Exhibit A.

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Ulrich)

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

- Fall 2020 Planning: Instructional Delivery
 - Dr. Ulrich shared plans for reopening for the fall semester, various implementations are in place to provide for mitigation in social distancing during the ongoing pandemic. These conditions include, but are not limited to, implementing physical distancing in classrooms, reducing the number of students meeting with the instructor, reducing the frequency of in-person class meetings, implementing blended course delivery modalities, adjusting course meeting times and locations as needed, adjusting the academic calendar, and employing additional cleaning and sanitation protocols for instructional spaces.

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
- Mansfield Fire and Ambulance Association Payments
- Certifying Resolution for Appointing Interim and Chief Executive Officers for 2020-2021
- Budget to Actual Comparison

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 Mr. Ralph H. Meyer, seconded by Dr. Robert Strohecker and unanimously carried to approve purchase orders of \$5,000 or more for the period of April 16, 2020 through June 15, 2020 for a total of \$2,590,757, as identified in Exhibit B.**

Approval of the Mansfield Fire and Ambulance Association Payments

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 Mansfield Fire and Ambulance Association Payment**, as identified in Exhibit C.

Certifying Resolution: Appointing Interim and Chief Executive Officers

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Ralph H. Meyer, seconded by Mr. Patrick Henderson and unanimously carried to approve the Certifying Resolution: Appointing Interim and Chief Executive Officers** as identified in Exhibit D.

C. Student Affairs Report (Ms. Lindner)

Ms. Lindner noted the topics discussed in the Student Affairs Report:

- Enrollment Management Report
 - Ms. Lindner shared with the Trustees the Enrollment Report for the upcoming semester. Our first year students has improved in deposits from a 9% decrease to now at a 5% decrease over last year, so gaining ground. Our headcount is reflecting positive with 9% over last year, FTE is reflected higher as they are registered upon deposit now versus awaiting orientation for registration.
- Housing Report
 - Reported overall our numbers are good reflecting enthusiasm for returning to campus. The occupancy rate is currently at 73% and dining plans are also trending higher. Upcoming this weekend there will be a drop n' go for students to have a 90 minute window to allow for them and 2 helpers to move belongings into rooms prior to the start of the semester. This will alleviate congestion of all students moving into the residence halls during an opening weekend. The option is well received and timeslots are filling up which shows good promise.
- Student Code of Conduct
 - Ms. Lindner shared the updated Student Code of Conduct found in exhibit E. She overviewed the changes made to provide for the health and safety measures necessitated by the pandemic based on guidelines provided by the CDC and DOH. This will be implemented as an educative environment for the campus community. It is noted that this agenda item does not require approval, but is brought forward for information in light of the changes provided by Act 50.

D. Mansfield Foundation (Mr. Guidi)

Chairperson Kilmer advised Mansfield Foundation President Pete Guidi provided an update to the Council on Foundation activities. Questions were addressed to Mr. Guidi regarding unspent scholarship funds, communication with donors and the Foundation's spending policy.

VI. OLD BUSINESS

Chair Kilmer asked if there was any old business and there was none.

VII. NEW BUSINESS

Election of Officers

In accordance with the by-laws of the Council of Trustees of Mansfield University, *“The Reorganization/election of Officers meeting of the Council of Trustees shall be held every two years in the month of July. At this meeting, the officers of the Council of Trustees for the next two years shall be elected. Those elected shall take office beginning with the July Reorganization/election of Officers meeting.”*

Members of the nominating committee for the Reorganization/Election of Officers are Mr. Gannon, Mr. Henderson, and Mr. Strohecker. Mr. Gannon submitted, on behalf of the nominating committee, the following nominations for Mansfield University Council of Trustees’ officers: Ms. Bobbi Kilmer – Chairperson, Mr. Steven Crawford - Vice Chair, and Mr. Patrick Henderson, Secretary.

A motion was made by Mr. Aaron Singer, seconded by Mr. Ralph H. Meyer, and unanimously carried to accept nominations and approve the following Council members for election to the noted positions:

1. **Bobbi Kilmer, Chairperson**
2. **Steve Crawford, Vice Chair**
3. **Patrick Henderson, Secretary**

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

None provided for the July 2020 meeting due to distancing requirement necessitated by COVID-19 pandemic.

X. REPORTS

President Charles Patterson

President Patterson provided the following report:

- Shared that the Commencement Ceremony originally planned in May has now been rescheduled for August 8th divided into two separate ceremony’s with College of Arts and Humanities at 9:00 am and then College of Natural and Social Science along with Masters’ candidates at 1:00 pm. It was decided that Steve McCloskey will serve as speaker for Commencement and it will be live streamed for those unable to attend.
- Shared an overview of our Sustainability Plan 2.0 along with a metric of how to achieve sustainability.

- He discussed the implications of Act 50 which was recently approved by the BOG and how this will impact institutions across the commonwealth.
- Discussed our integration plan between Mansfield University and Lock Haven University. An integration that would add to the program array non-degree and stackable credentials that meet workforce needs in selected high demand occupations, all in partnership with regional employers.
- Discussed our role in University Affiliates and how this will move forward.

PACT (K. Russell)

- Ms. Russell shared that planning is underway for a PACT Fall Conference, there is a planned meeting of the board on July 29th.

Student Government Association (A. Mastroianni)

- No report provided.

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is **Wednesday, September 30, 2020, 2:00 p.m. in the North Manser Dining.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:20 pm.

Respectfully Submitted,

Jill L. Scott

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